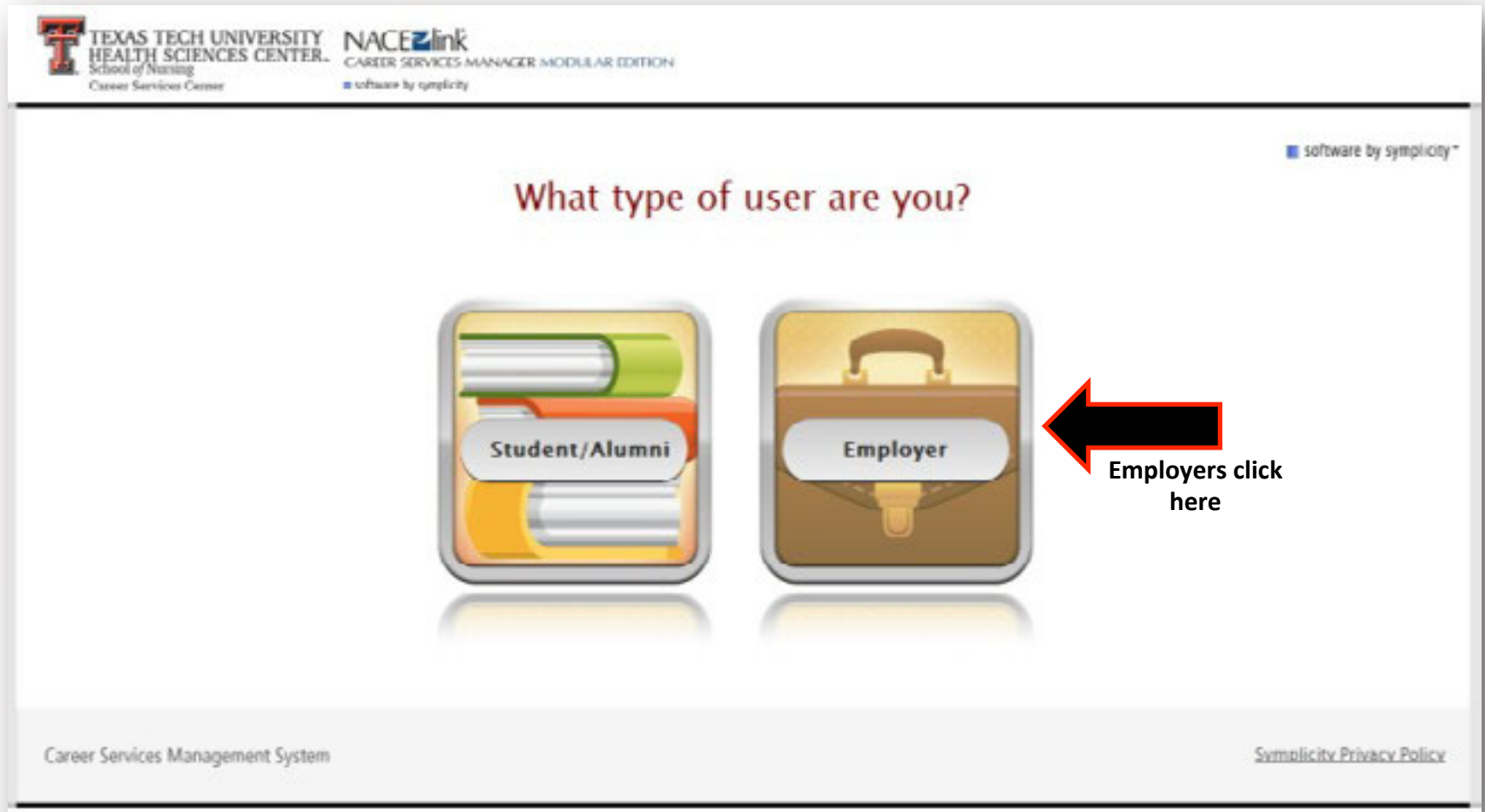**TEXAS TECH UNIVERSITY**
HEALTH SCIENCES CENTER™
School *of* Nursing

Career Services Center Employer Training

This is the main login page. The link can be found at www.ttuhsc.edu/son/career

Employers have two choices when logging into the system. If you already have a Username and Password you can log right in. If you do not have them you will need to register.

When you click on the "Register" button you will be taken to the "Company Information" page.

Please complete all fields. The fields marked with a red asterisk * are required fields. Click the submit button before moving on.

When you reach the "Contact Information" section, enter the email and phone number that you would like students to use to contact you. Also enter the business address not your personal address.

Register

Sign in | Forgot my password | **Register** | Register And Post Local Job

Thank you for registering. You will receive your username and password within one business day.
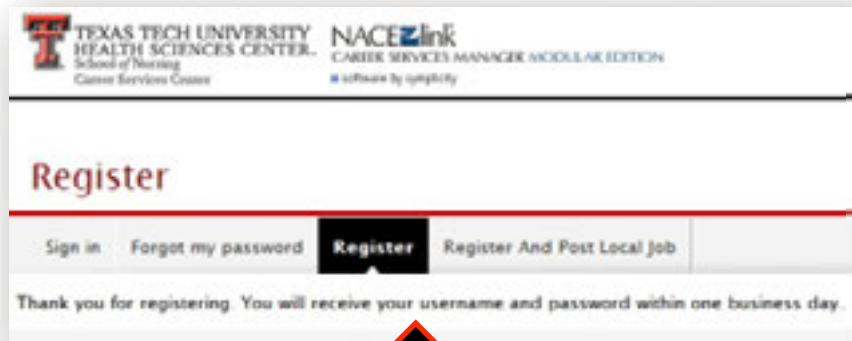
Once you have completed registration you should see a page like the one above.

Upon approval of your registration (within one to two working days) the SON Career Services Center staff will send you a "Welcome" letter to your email address.

Subject: Welcome to Symplicity

Thursday, August 16, 2012, 08:54 am
Test Hospital USA

Dear Amanda Reeves,

I am pleased to inform you that your registration has been processed and your account is now active. Please note that posting jobs and internships is a FREE service!
Please point your web browser to:

http://ttuhsc-csm.symplicity.com/employers
Your username and password are as follows:

Username: areevestest16@gmail.com
Password: Please set your password using the following URL:
http://ttuhsc-csm.symplicity.com/employers/index.php?type=password&token=9b9c828c6d7a92a1a8726f78cce40f10
With your account, you can post jobs and internships to our students and alumni by following the instructions below:

1-Go to http://ttuhsc-csm.symplicity.com/employers
2-Enter your username (email) & password on (Login screen page)
3-You are now on your HOME PAGE
4-Click "jobs" on the top menu bar
5-Click on ADD NEW button on the next screen page
6-Enter your job and or internship and click SUBMIT!
*If you wish to customize your password, log into your account and select the "Account" tab.

Your account allows you to participate in other employer services! Go to "Quick Links" on your HOME PAGE to select your employer service. Or, you can select your employer service from the top menu bar of your HOME PAGE by following the instructions below:

1-Go to your HOME PAGE
2-Go to top menu bar of your HOME PAGE
3-At the top menu bar, CLICK...
"events" to register for Job and Internship Fairs and or do an Information Session
"on-campus recruiting (OCR)" to request dates for campus visits
"resume books" to request and view resume books
If you need assistance using any of our employer services, please feel free to contact us.

Thank you,

Career Services

Access the system using the URL on the "Welcome" letter. Access the "My Account" section to make sure all of your information is correct.

The "Personal Profile" tab allows you to update all personal information.

You will also be able to hide your contact information from students if you so desire.

You will also have the option to change your password if needed from your "My Account" section.

Contacts will have access to a personal "Document Library" where you will be able to store links to videos or information about your company. This will allow you to have the information on the system at all times and you will not have to search for it on your personal computer. All documents are secure and may only be viewed by the contact who stored them.

Home	My Account	Calendar	Employer P	Jobs	Surveys

Welcome, Amanda Reeves.

Amanda Reeves @

account

software by symplicity™

Personal Profile	Password/Preferences	**Document Library**

Type ▼

Tags

Youtube Video ○ yes ○ no

Keywords [_____]

Searches document name and description.

[Apply Search]

Items 1–1 of 1

SHOW [20 ▼] per page

Name ▲	Type ▲	Size ▲	Description
Internships Paper		-	External URL

Items 1–1 of 1

The "Calendar" section displays all system events that relate to you the Contact.

The TTUHSC School of Nursing Career Services Center will add events to your calendar to keep you informed of career fairs or workshops that your company may want to participate in. It does not mean that you are required to attend.

Click on the "Employer Profile" section which contains information about your Organization and is viewable by Students.

"Who We Are" is the first tab under the "Employer Profile" section and displays the basic information about the organization.

Fill out all of the fields that you deem necessary. Fields left empty will not be visible to the students

Be sure to click on "Save Changes" before going to the next tab. A green check will appear on the right sidebar when the field has been saved.

"Key Statistics" tab displays items such as the organizations website, the number of employees, and the number of expected hires.

Fill out all of the fields that you deem necessary. Fields left empty will not be visible to the students

Be sure and click on "Save Changes" before going on to the next tab. A green check will appear on the right sidebar when the field has been saved.

The "Company Culture" tab displays information about the working environment, dress code, training and other related information.

Fill out all of the fields that you deem necessary. Fields left empty will not be visible to the students

Be sure and click on "Save Changes" before going on to the next tab. A green check will appear on the right sidebar when the field has been saved.

You may upload your organization's logo using the "Logo" tab. All files are supported but it is suggested to use an EPS format if possible.

The "Student Viewable Contacts" tab allows you to determine which contacts' information are visible to the students. You can remove a contact from student view by checking the box beside their name(s) and then clicking on "Remove from Student View".

The "Video" & "Photo" tabs allows you to add Video and Photos from the organization's YouTube and Flicker accounts.

Once registered and set up the contact can start posting jobs. You can do this one of two ways. Click on the "Jobs" section at the top.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
School of Nursing
Career Services Center

NACE**Z**link
CAREER SERVICES MANAGER ~~MULTI EDITION~~
software by symplicity

| Home | My Account | Calendar | Employer Profile | Jobs | Surveys |

Welcome, Amanda Reeves.

Amanda Reeves @ Test Hospital USA ⊙ 🖨 ⊙ ■ Log Out

◁ ◁ August 2012 ▷ ▷

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

in Connect with Linkedin

Your feedback is welcome.

Announcements

There are no announcements at this time.

Alerts

› There are no current alerts.

MY SHORTCUTS

🔲 Post an Employer Profile
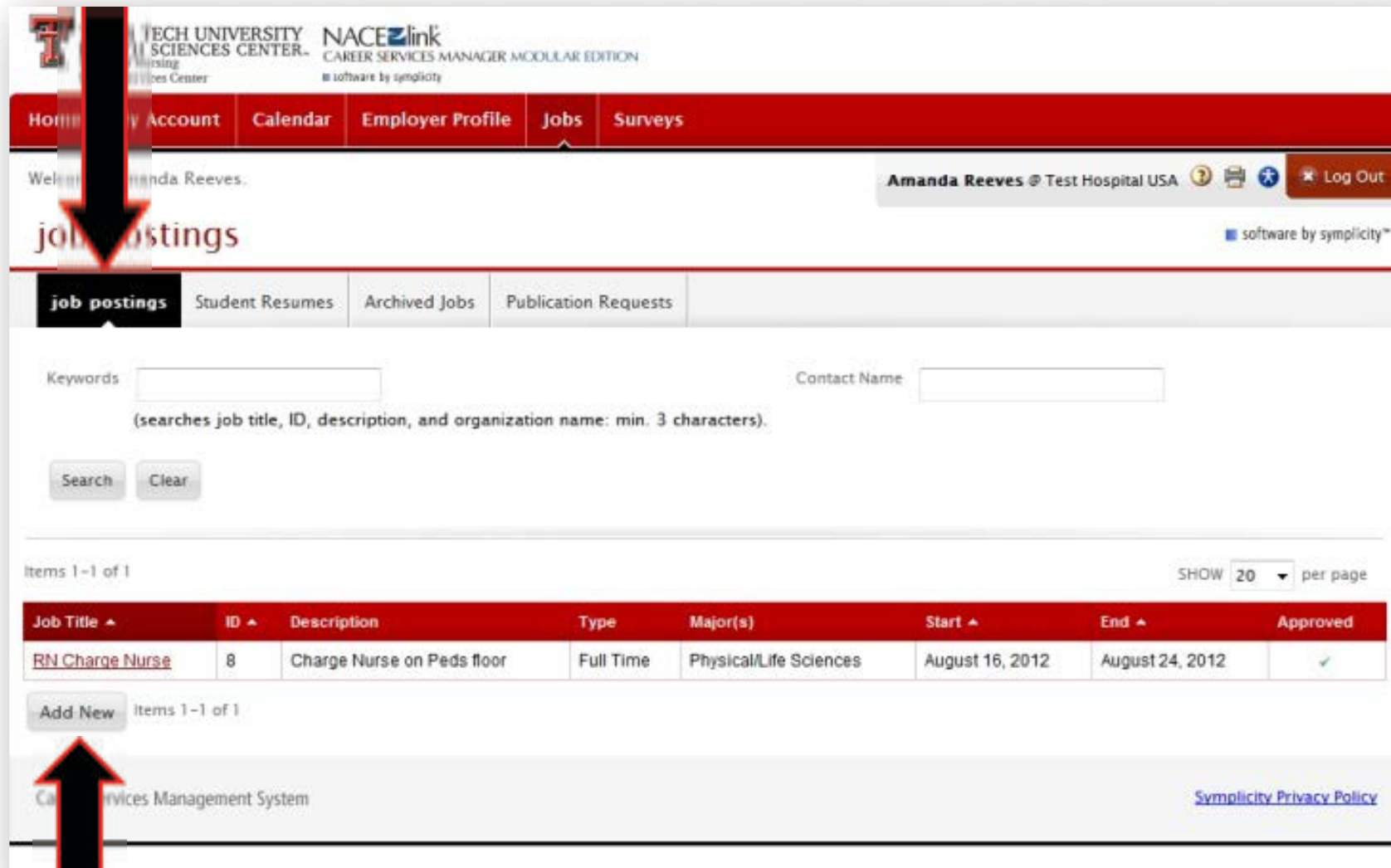🔲 View Document Library

JOB POSTINGS

🔲 Create Job Posting
🔲 View Job Postings
🔲 View Applicants

Career Services Management System

Symplicity Privacy Policy

Or click on the "Job Posting" shortcut to the right on the Home Page.

When clicking on the "Jobs" section you will be sent to the "Job Posting" page where you can review jobs that you have already posted.

You will also be able to Add a new Job Posting by clicking on the "Add New" button.

After clicking "Add New" you will see the screen to the left. Complete all fields. The fields marked with a red asterisk * are required fields, click submit before moving on.

You can also click on the "Save and Finish Later" button if needed and post the job at another time.

Once you select the "Submit" button the Career Services Center Manager will be notified of the new position requiring approval. Upon approval a green check will be seen in the Approved column of the list and students will be able to see the new posting.
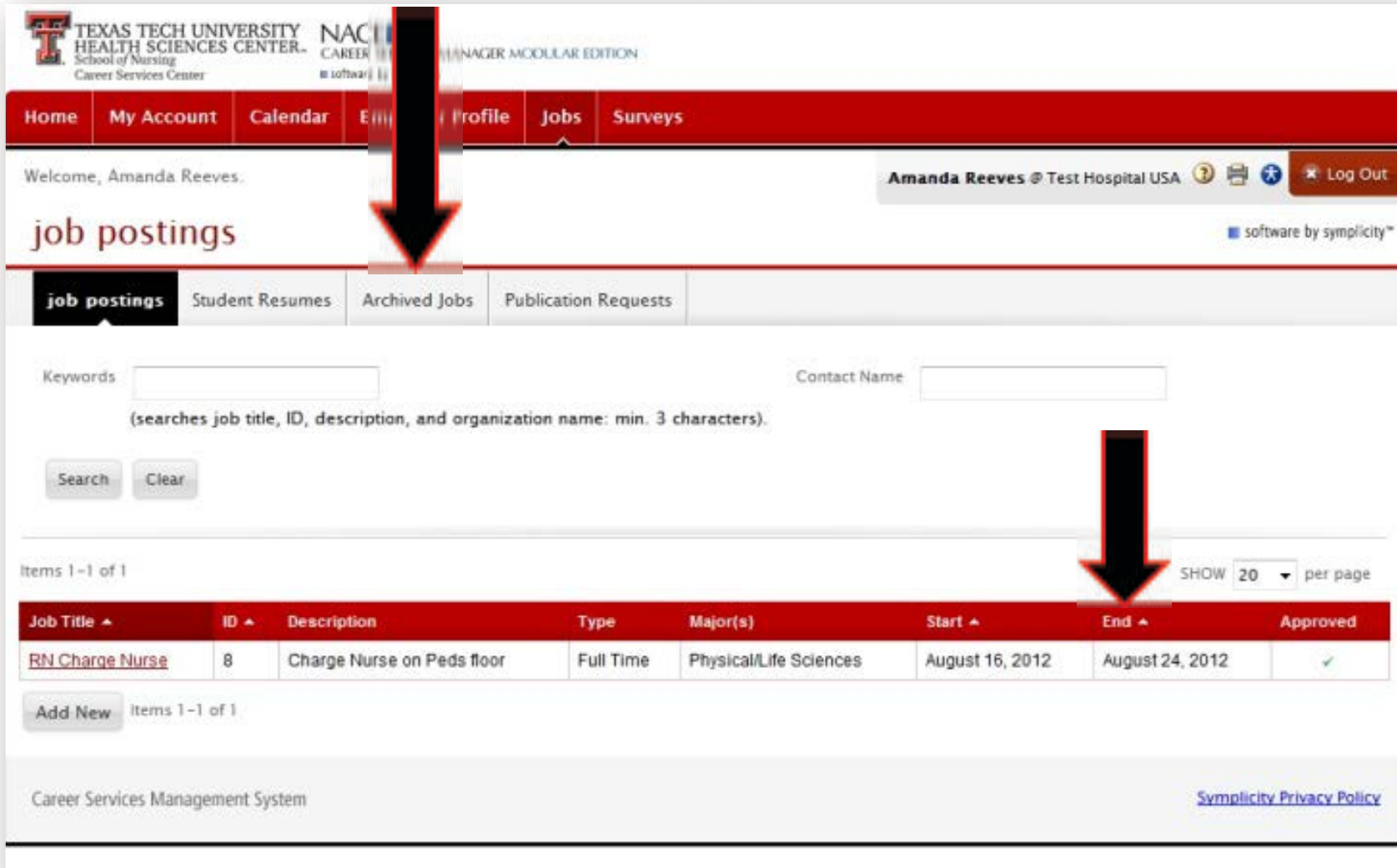
You will be able to see how many times a job posting has been viewed. A sidebar in the upper right hand corner titled "Student Views" will display the count.

Five days after a job posting date ends it will be placed in your "Archived Jobs". When a job is placed in archive it is no longer viewable by students. If the job is also deleted or cancelled it will be placed in the archive as well.

This is your overview of the SONCareerLink Software. If you have any questions or comments feel free to contact us by clicking on the "Your Feedback is Welcome" link on the lower left hand corner of the Home Page.