**ON-CAMPUS INTERVIEWS EMPLOYER GUIDE**

to navigating BeeCareers

**First time using BeeCareers?**
Call 563-333-6339 and we will help you get started.

**Returner?**
Login to your account.

1. Go to https://sau-csm.symplicity.com/employers

2. **Click on “jobs and internships” tab and “job/internship postings” and “post a job” tab (black box in the center of the page). Post your position to “this school only.”**

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4. Enter position information. Select “on-campus interview” as position type and check if it is full-time, part-time, or internship (2 boxes checked). Under how to submit resume, check “accumulate online.” Submit.

5. **Fill out required fields. Under “Positions Recruited” click “Add Item.” Use the drop down to “copy position” to auto populate the position description for the position you just added.**

6. **Click on the black box entitled “Request a Schedule.” Recruiting Session will be “On Campus Recruiting Fall 2019 and Spring 2020.”**

7. **Next, Click on “OCR” on the left-hand side of the screen and choose “Schedules.”**

8. **Click the submit button to have your request reviewed.**

9. **Wait 24 business hours for your schedule to be approved. Call 563-333-6339 if you need your schedule approved more quickly.**

10. **After position is approved, log back in to invite candidates. Click on “OCR” and “Applicants” on the left side menu. Under student’s name, click on drop-down menu and select “invited” so students receive instructions on how to sign up. View your schedule and contact Career Center if you need changes made.**

Questions? 563.333.6339 or careercenter@sau.edu