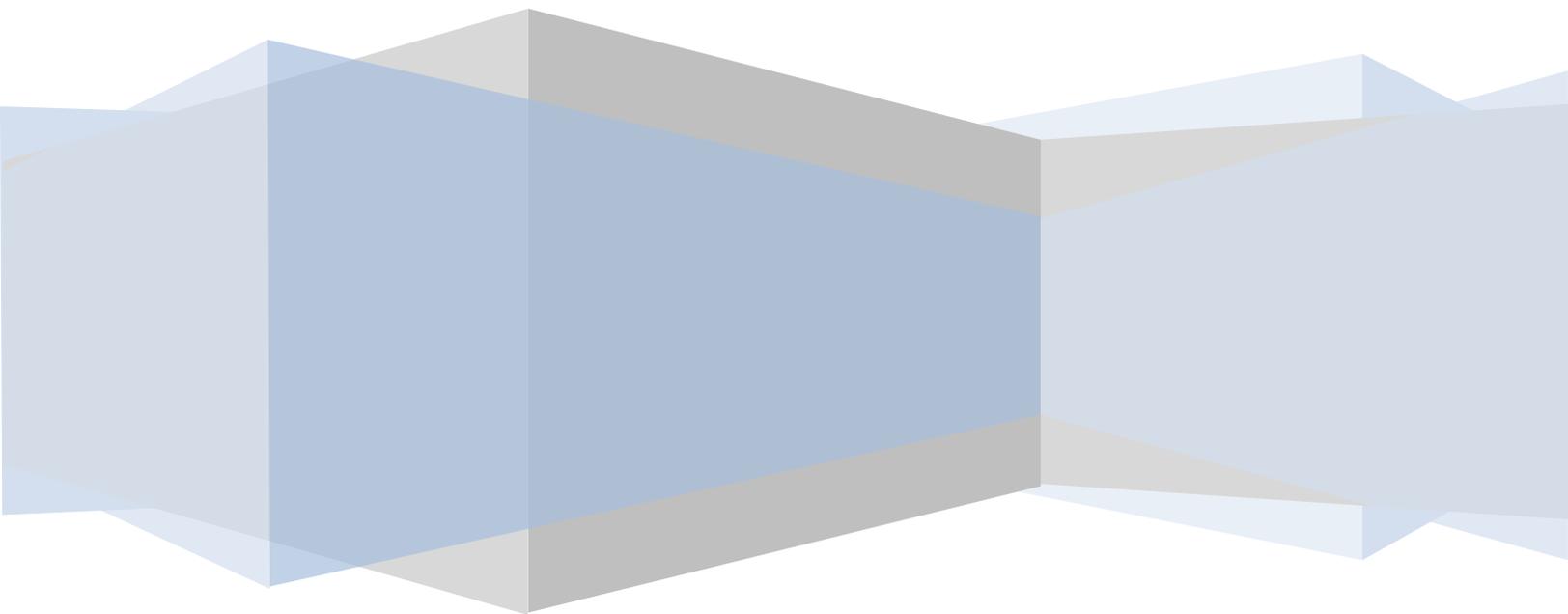


Asper Career Portal

Employer User Guide



1.1 home

1.1.1 Navigate the Homepage

- I. View at-a-glance features of the Asper Career Portal (Announcements, Quicklinks, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.
- II. Employers review Career Portal messages from the Career Development Center from **Announcements**.
- III. Access all system sections with one click by clicking on **Quick Links**.
- IV. View important events dates (Information Sessions, Career Fairs, etc.) by clicking on highlighted days in the **Calendar**.
- V. View system-driven **alerts**.

Homepage Screen

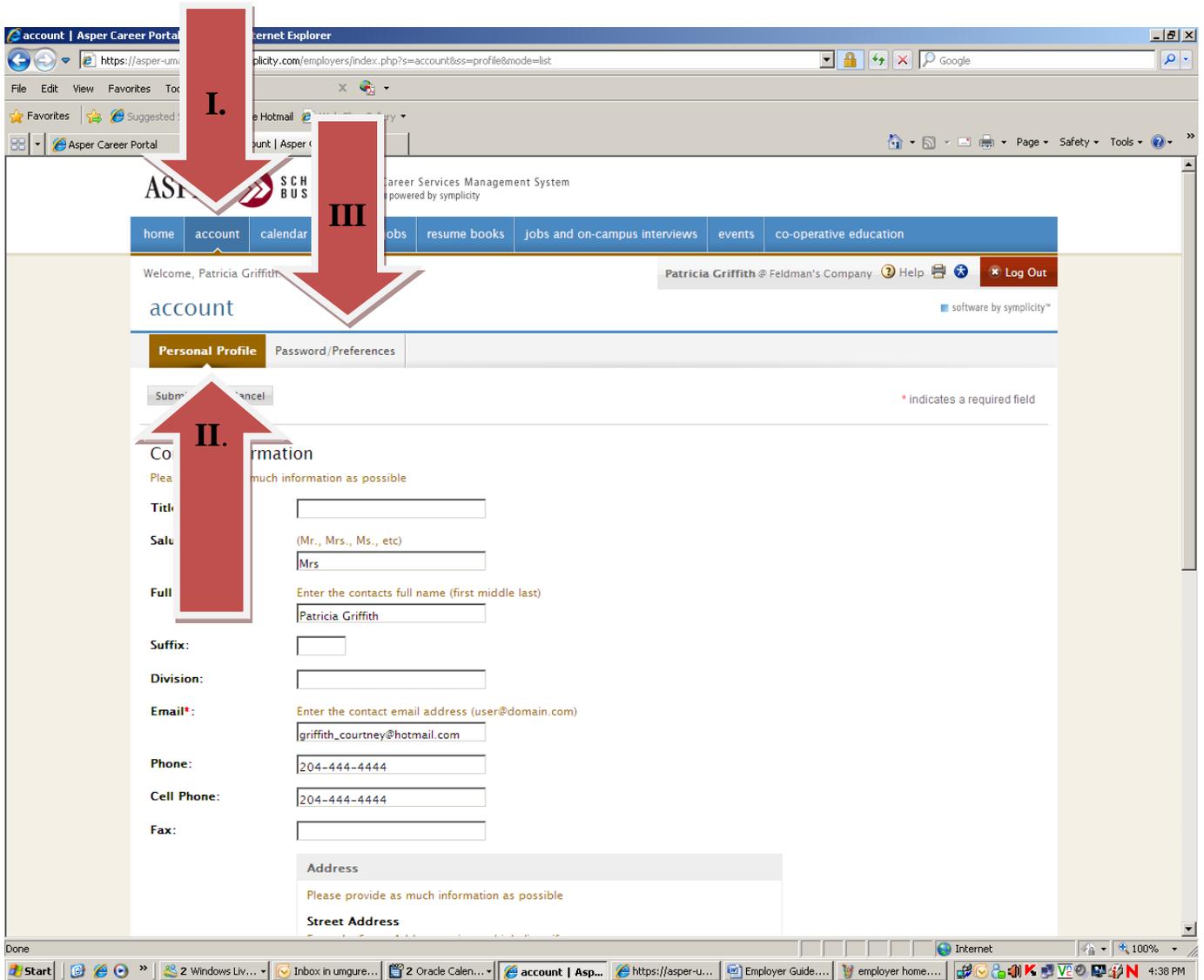


1.2 account

1.2.1 Build a personal profile

- I. Build a personal profile (contact information, change password, etc.) by clicking on **Account** link on the top navigation bar.
- II. Click on the **Personal Profile** tab to update email address and other contact information.
- III. Update system access by clicking on the **Password/Preferences** tab and creating a new password.

Account Screen



1.3 calendar

1.3.1 Important Dates and Personal Events

- I. View important dates for the upcoming weeks by clicking on **Calendar** on the top navigation bar.
- II. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
- III. Click on a link in the Event column to view event details.
- IV. Create, review and/or update events that do not automatically appear on the calendar by clicking on the **Non-System Events** tab.

Calendar Screen

The screenshot shows the ASPER Career Services Management System interface. The top navigation bar includes links for home, account, calendar, profile, jobs, resume books, jobs and on-campus interviews, events, and co-operative education. The user is logged in as Patricia Griffith. The main content area is titled 'calendar' and features a navigation bar with 'Day View', 'Week View', 'Month View', 'Year View', and 'Non-System Events'. The 'Day View' is selected, showing a calendar for August 25, 2011, with a time slot from 7:00 AM to 12:00 PM. On the right side, there are three inset calendars for July 2011, August 2011, and September 2011. Red arrows with labels I, II, III, and IV point to specific elements: I points to the 'calendar' link in the navigation bar; II points to a date in the August 2011 inset calendar; III points to a time slot in the main calendar; and IV points to the 'Non-System Events' tab in the navigation bar.

1.4 profile

1.4.1 Build an Employer Profile

- I. Create comprehensive online profiles describing the organization by clicking on the **Profile** link in top toolbar.
- II. Part 1 - **Who We Are**: Input general information about the organization such as Achievements, Products and Services, Divisions and Departments, etc.
- III. Part 2 - **Key Stats**: Include employer statistics such as stock symbol, annual revenue, number of employees, etc.
- IV. Part 3 - **Company Culture**: Input information such as Working Environment, Career Track, Training, etc.
- V. Part 4 - **Logo**: Include a logo as part of the organization's print and online profile by clicking the Logo tab, clicking the Browse button and uploading a file.
- VI. Review which sections are complete (green check) and which are incomplete (red X) by utilizing the **Completion Status** inset on the right.

Build an Employer Profile Screen

This section is viewable by students and will assist you in raising your profile on campus.

The screenshot shows the 'Build an Employer Profile' screen in a web browser. The browser address bar shows the URL: <https://asper-umanitoba-csm.symplicity.com/profile?profile&ss=profile&tm=Form1&mode=list>. The page title is 'profile | Asper Career Portal - Windows Internet Explorer'. The main content area is titled 'profile' and has a navigation bar with tabs: 'Who We Are', 'Key Statistics', 'Company Culture', 'Logo', 'Student Viewable Contacts', 'Photos', 'Videos', and 'Auto-Fill'. The 'Who We Are' tab is selected. Below the navigation bar, there is a 'Save Changes' button and a 'COMPLETION STATUS' inset on the right. The 'COMPLETION STATUS' inset shows a list of sections with green checkmarks for 'Industry', 'Overview', 'Address', and 'Future of Our Company', and red X marks for 'Products and Services', 'Divisions/Departments', 'Achievements', 'Awards', 'Competitors', 'Attachment', 'Twitter URL', 'Facebook URL', and 'Post LinkedIn Connections?'. The main content area has several sections: 'Who We Are' with instructions, 'Industry' with a dropdown menu, 'Overview' with a text area containing 'A great company!', and 'Products and Services' with a text area. Red arrows with numbers I through VI point to various elements: I points to the 'profile' link in the top toolbar; II points to the 'Who We Are' tab; III points to the 'Industry' dropdown; IV points to the 'Overview' text area; V points to the 'Logo' tab; and VI points to the 'COMPLETION STATUS' inset. The browser's taskbar at the bottom shows the Start button, several open windows, and the system clock showing 4:51 PM.

1.5 Jobs

Jobs enables employer contacts to view and post positions. Contacts may also view student applications for these positions. If you would like to conduct on-campus interviews, an email will be sent to you when your position closes detailing how to make these arrangements. Or, please contact the Career Development Centre when you post your position.

1.5.1 Add & Manage Job Postings

I. View and/or edit job postings by clicking on the **Jobs** tab, and then clicking on the **Job Postings** tab.

II. Create a job posting by clicking the **Add New** button

Job Postings

The screenshot shows a web browser window displaying the Symplicity job postings interface. The browser's address bar shows the URL <https://symplicity.com/employers/index.php?st>. The page features a navigation menu with tabs for 'calendar', 'profile', 'jobs', 'resume books', 'information sessions', and 'co-operative education'. The 'jobs' tab is selected. Below the navigation, there is a header for 'job postings' with a 'Log Out' button. The main content area includes a search bar with 'Keywords' and 'Contact Name' fields, a 'Search' button, and a 'Clear' button. A yellow warning box displays the message 'No records found.' Below this, there is a '+ Add New' button. At the bottom of the page, the footer contains the 'Asper School of Business' logo and contact information: '254 Drake Centre, 181 Freedman Crescent, University of Manitoba, Winnipeg, MB R3T 5V4 Canada'. Two large red arrows labeled 'I.' and 'II.' are overlaid on the image. Arrow 'I.' points to the 'jobs' tab in the navigation menu. Arrow 'II.' points to the '+ Add New' button.

IV. Enter information about your new position. If you have a position already in the system and you would like to copy the information use the **Copy Existing** drop down menu.

V. Choose your **Position Type**. Be sure to choose the type carefully so the correct students can view and apply to your job posting.

Note: If this position is for Co-op students please select the Co-op session that pertains to your position.

Job Postings

job postings | Asper Career Portal - Windows Internet Explorer
https://asper-umanitoba-csm.symlicity.com/employers/index.php?mode=form&id=6s=jobs&ss=jobs

ASPERSCHOOL OF BUSINESS Career Services Management System powered by symlicity

home account calendar profile jobs (off-campus interviews) resume books jobs (on-campus interviews) information sessions co-operative education

BACK Co-op DemoEmployer 1 @ Co-op Demo Corp Help Log Out software by symlicity™

job postings

Attention:
Note: You will be notified as your job approaches expiration and provided an opportunity to extend the posting.
Note: Postings can only be advertised for a maximum of 60 days after the posting date.

Please note: If you would like to coordinate your interviews on-campus, please post your position using the 'jobs and on-campus interviews' tab.

Submit Delete Cancel * indicates a required field

Position Information

Copy Existing: Pick a position from which you'd like to copy data
Please review and edit your job
Show Archived

Position Type*:

- Co-op - Winter Term
- Co-op - Summer Term
- Co-op - Fall Term Term
- Co-op - 8 Month Position
- Full Time
- Part Time
- Term
- Summer
- Casual
- Volunteer

Blind Posting: Choosing "yes" will hide Employer/Contact name and link from students
 Yes No

V. IV.

VI. Enter the position **Title**.

VII. Enter the **Job Description**.

VIII. Select method in which resumes should be received (online or via email).

IX. Choose any **Additional Documents** that you would like applicants to include such as a cover letter. After you choose an additional document you can make it required by checking it off in the corresponding box below.

X. Select the date job postings **beginning and ending dates** to indicate when the job posting will be open and closed. (Please Note: Co-op positions in Winnipeg will be set a specific closing date.)

XI. Press **Submit** at the bottom of the form.

The screenshot shows a web browser window displaying the 'job postings' form on the Asper Career Portal. The form includes several sections with input fields and checkboxes. Red arrows with labels VI through X point to specific parts of the form:

- VI.** Points to the 'Title*' text input field.
- VII.** Points to the 'Job Description*' text area.
- VIII.** Points to the 'Resume Receipt' section, which includes checkboxes for 'E-mail', 'Accumulate Online', and 'Other (enter below)'.
- IX.** Points to the 'Additional Documents' section, which includes a checked checkbox for 'Cover Letter' and other options like 'Unofficial Transcript', 'Writing Sample', and 'Other Documents'.
- X.** Points to the 'Posting Date*' and 'Expiration Date*' date selection fields.

The form also includes sections for 'Documents Required', 'Requested Document', and 'Notes', each with their own input fields and checkboxes. The browser's address bar shows the URL: https://asper-umanitoba-csm.symplicity.com/employers/index.php?s=jobs&ss=jobs&mode=form&id=@_ksl=1. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 9:26 AM.

Note: Your Job Posting will be viewable by students after an administrator from the Asper Career Development Centre approves your posting. This process should be done in 1 to 2 business days. If you have any questions

please contact the Career Development Centre.

1.5.2 Manage Job Posting Applicants (if collecting resumes online rather than via email)

I. View a list of students who have applied for available positions by clicking on the **Student Resumes** tab.

- View resumes by clicking on the **document icon** in the Resume column.

II. Communicate with applicants via email by check-marking target individuals and then clicking **Mail to Checked**, a web-based mail wizard.

- Send personalized emails to an unlimited number of recipients by inputting a Subject, Message Body, etc.
- Utilize the mail merge fields in the Available Fields box.
- Initiate a mailing by clicking **Next**, and then clicking the **Send Messages** button.

III. Generate packet of student resumes by check-marking desired applicants and clicking generate book.

Student Resumes

The screenshot shows the ASPER Career Portal interface. At the top, there is a navigation bar with tabs for 'home', 'account', 'profile', 'jobs', 'resume books', 'events', and 'co-operative education'. Below this, a user profile for Patricia Griffith is visible. The main content area has a 'job posting' section with a sub-tab for 'Student Resumes'. A search form is present with fields for 'Position', 'Status', and 'Office', and buttons for 'Search' and 'Clear'. Below the search form, there are buttons for 'Mail to Checked', 'save as excel', and 'generate Book'. A table lists job postings with columns for 'Last Name', 'First Name', 'Position', 'Documents', and 'Data'. One entry is visible: 'Anns, Robert' for the position 'Accounting Assistant (82)'. A 'Coop Job Offer' button is also present. Red arrows with Roman numerals I, II, and III point to the 'Student Resumes' tab, the search form, and the 'Mail to Checked' button, respectively.

1.6 resume books

Resume Books enables employers to browse student resumes that have been sorted by screening criteria.

1.6.1 View Resume Books

- I. View resume books by clicking on **RESUME BOOKS** from the top navigation bar.
- II. View a pre-packaged group of student resumes by clicking on the **Resume Books** tab, and then clicking on a resume book link in the Name column.

Resume Books

The screenshot shows the Asper Career Portal interface. The top navigation bar includes links for home, account, calendar, profile, jobs, resume books, events, and co-operative education. The 'resume books' tab is highlighted. Below this, a secondary navigation bar shows 'resume books' and 'Publication Requests'. The 'resume books' sub-tab is selected, displaying a table of resume books. A red arrow labeled 'I.' points to the 'resume books' tab in the top navigation bar. Another red arrow labeled 'II.' points to the 'resume books' sub-tab in the secondary navigation bar.

Name	Description	Creation Date	Expiration Date	Opt-In
accounting club resume book	Opt-In Resume Book : students with accounting club membership affiliation	Sep 07, 2007	Sep 07, 2011	✓
Asper Career Connection Resume Book	All students within the program	Aug 16, 2011	Aug 16, 2019	✗
Sales P	Students interested in sales	Aug 16, 2011	Aug 16, 2019	✓

Resume Books Continued

III. Refine the resume list by Major, Year in School and Applicant Type by utilizing the dropdown menus at the top.

IV. View a resume by clicking on the document icon in the Resume column.

V. Refine the resume book list by clicking on the Advanced Search tab, selecting various screening criteria (Work Authorization, Graduation Date, etc.), and then clicking the Submit button.

Resume Books

The screenshot shows the Asper Career Portal interface. At the top, there is a navigation bar with links for 'home', 'account', 'calendar', 'profile', 'resume books', 'events', and 'co-operative education'. Below this is a user profile for Patricia Griffith and a 'Log Out' button. The main heading is 'resume books'. A red arrow labeled 'V.' points to the 'Advanced Resume Search' tab. Below the search tabs, there is a search form with fields for 'Major', 'Class Level', and 'Keywords (name and email)'. A red arrow labeled 'III.' points to the 'Major' dropdown menu. Below the search form is a table of search results. A red arrow labeled 'IV.' points to the document icon in the 'Resume' column of the table. The table has columns for 'Last', 'First', 'Applicant Type', 'Major', 'Grad Date', 'Resume Modified', and 'Resume'. The table contains two rows of data.

	Last	First	Applicant Type	Major	Grad Date	Resume Modified	Resume
<input type="checkbox"/>	Ann	Robert	Current Student		Jun, 2008	Aug 28, 2007	
<input type="checkbox"/>	Martin	Susanne	Current Student	, Entrepreneurship/Small Business	Jun, 2011	Aug 29, 2007	

Note: Only students who have opted in to include their resumes in a resume book will have viewable documents. The number of students who are displayed in a search are not representative of all Asper School of Business candidates.

1.7 information sessions

1.7.1 Register for an Information Session

Information Session List

- I. Create an information session by clicking **Add New** button.
 - You will receive confirmation message when request is approved.
- II. Once your Information Session is approved, click the link to view information session details.
 - If you enabled student rsvping, view students who rsvpd for the event.

Information Sessions Screen

The screenshot shows the Asper Career Portal interface. The browser address bar indicates the URL: <https://asper-umanitoba-csm.symlicity.com/employers/index.php?mode=list&>. The page header includes the Career Development Centre logo and the text 'CareerPORTAL'. A navigation menu contains links for 'home', 'account', 'calendar', 'profile', 'jobs (off-campus interviews)', 'resume books', 'jobs (on-campus interviews)', 'information sessions', and 'co-operative education'. The 'information sessions' link is highlighted. Below the menu, the user is logged in as 'Co-op DemoEmployer1' with a 'Log Out' button. The main content area shows 'events' and a yellow warning box with a triangle icon and the text 'No records found.' Below this is a '+Add New' button. A red arrow labeled 'I.' points to the '+Add New' button. Another red arrow labeled 'I.' points to the 'information sessions' menu item. The footer contains contact information for the Asper School of Business: 'Asper School of Business', '254 Drake Centre, 181 Freedman Crescent', 'University of Manitoba, Winnipeg, MB R3T 5V4 Canada', 'Tel 204-474-6596 Fax 204-474-8301 Email asper_cdc@umanitoba.ca'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 9:52 AM.