Guide for
Recruiting CSUMB Students
Using OtterJobs

Career Development Office

career_development@csumb.edu

831-582-3845

https://csumb.edu/career/employers
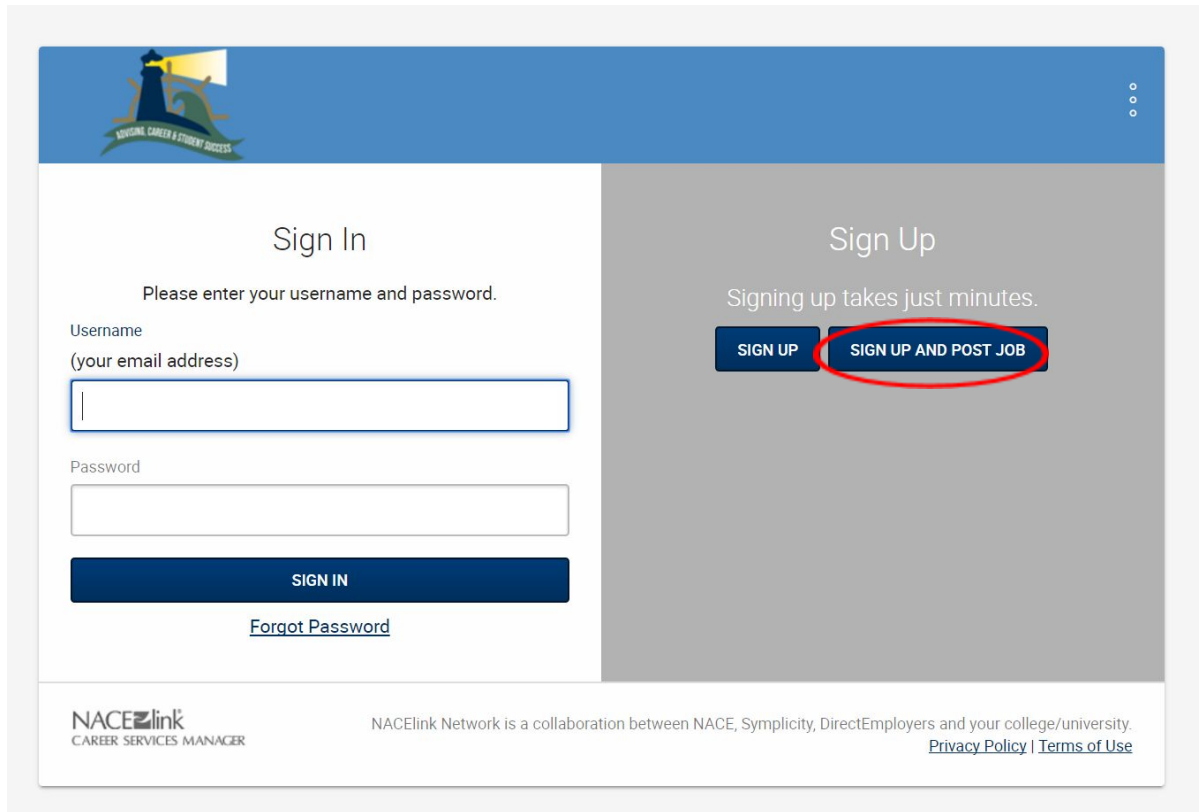
OtterJobs is powered by NACELink Symplicity Network

Updated June 2017 KSSP

Creating an Account

1.) Go to https://csumb-csm.symplicity.com/employers/ and click "Sign up and Post Job"

2.) Fill in company contact information, click next at bottom of the screen.
   a. NOTE: Only the fields with the red asterisk * are required, but we encourage you to be as thorough as possible.
   b. NOTE: For on-campus offices and departments, career development has already established an OtterJobs account for you. **Please do not create new accounts for CSUMB entities**. If you have any questions about accessing your department's account, call 831-582-3845.

Sign Up and Post Job

* indicates a required field

Company Information

Please provide as much information as possible

Industry *

Accounting
Advertising
Aerospace
Agriculture
Arts
Banking
Biotech & Pharmaceuticals
Business Services

Organization Name *

Street *

123 Street Rd

City *

Ottervale

State *

California ▾

Zip Code *

00000

Country

United States ▾

NEXT

3.) Fill out job information including description, qualifications, documents required. Be mindful of your chosen start and end dates for the posting because students will not only be able to see the listing during that designated time period. A detailed job description will be better received by students.

STEP 1: ENTER CONTACT INFO   STEP 2: ENTER JOB INFO

* indicates a required field

Position Information

Position Type *

☑ On-Campus/Student Assistant
☐ Career/Degreed
☐ Full Time
☐ Internship
☐ Other
☐ Part Time

Blind Posting
Choosing "yes" will hide Employer/Contact name and link from students
◉ yes   ○ no

Title *

Otter Handler

Job Function

[select]   ▼   CLEAR

☒ Education/Teaching

Job Description *

Help out around the office

4.) At the next screen, you can post to other schools beside CSUMB, if you so wish. **NACElink charges a fee for this service**.

5.) After submitting your request, an administrator will look over your company and job posting and approve it. This may take 3-5 business days. Once your company and posting are approved, you will receive a password to the email address you registered.

Welcome to Symplicity — Report spam — Inbox x

csumb@csm.symplicity.com — 8:26
to me

Jun 26, 2017, 8:26 AM
MonteRey

Dear Monte Rey,

I am pleased to inform you that your registration for CSU Monterey Bay OtterJobs 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://csumb-csm.symplicity.com/employers
Your username and password are as follows:

Username: ████████████
Password: Please set your password using the following URL:
http://csumb-csm.symplicity.com/employers/index.php?type=password&token=76deb0a0f6adc2b504f85d9062692f6b

With your account, you can post jobs and internships to our students by following the instructions below:

1-Go to http://csumb-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.

If you need assistance, please feel free to contact us at 831-582-3845 or career_development@csumb.edu.

Sincerely yours,

CSU Monterey Bay Center for Advising, Career & Student Success

6.) Once you receive your approval email, click the link given to set your password and login to Symplicity. First you will be prompted to create your password in accordance with Symplicity's requirements then once you click save, you will see your home screen with the prompt signifying you update your password at the top.
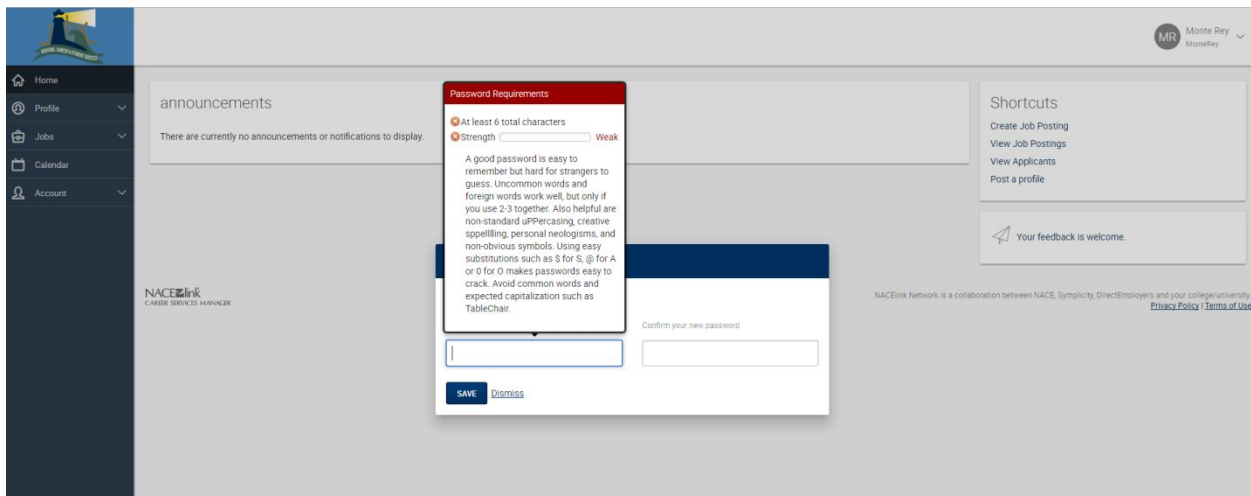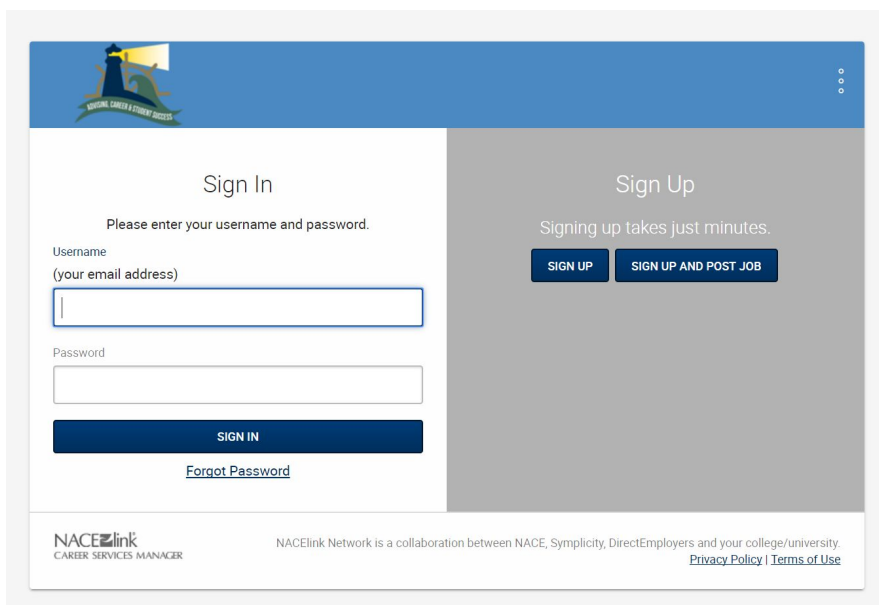
7.) You can now access this page whenever you like by going here:https://csumb-csm.symplicity.com/employers/ and signing in with your credentials.
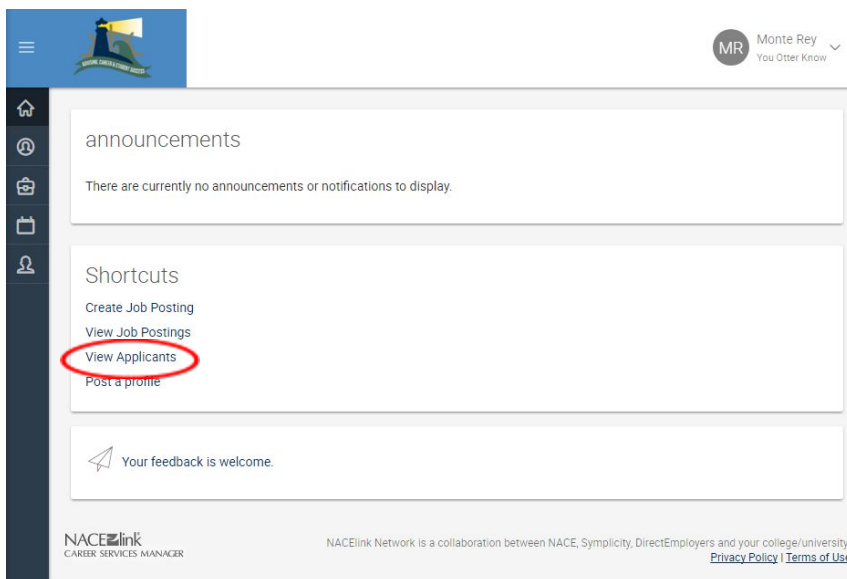
Viewing Applicants

If, when you posted your job listing, you chose "accumulate online" for the application materials, the system will hold resumes and other documents you requested on your account. To view applicants:

1.) Go to https://csumb-csm.symplicity.com/employers/ and log in.

2.) On the home page click on "View Applicants"

3.) You will see the names of all students who have applied for your job and can review their resume and any other materials. If you have a lot of postings or applicants you can sort them in various ways including:

    a. Selecting a job title from the drop down menu

    b. Sending mass email to multiple applicants

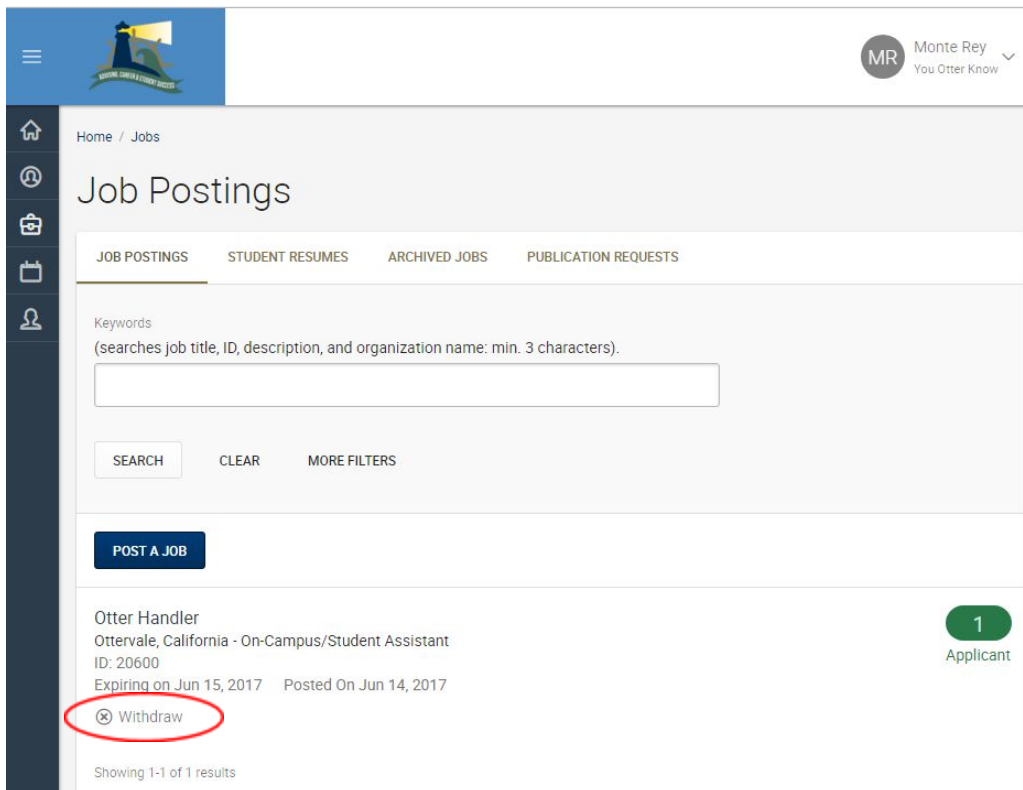   c. To the right of each applicant there is a box in which you can flag them for various things

Removing a Job

1.) From the home screen, clicking on the briefcase icon will pull up a sidebar menu, click on job postings and you will see all of your job postings.
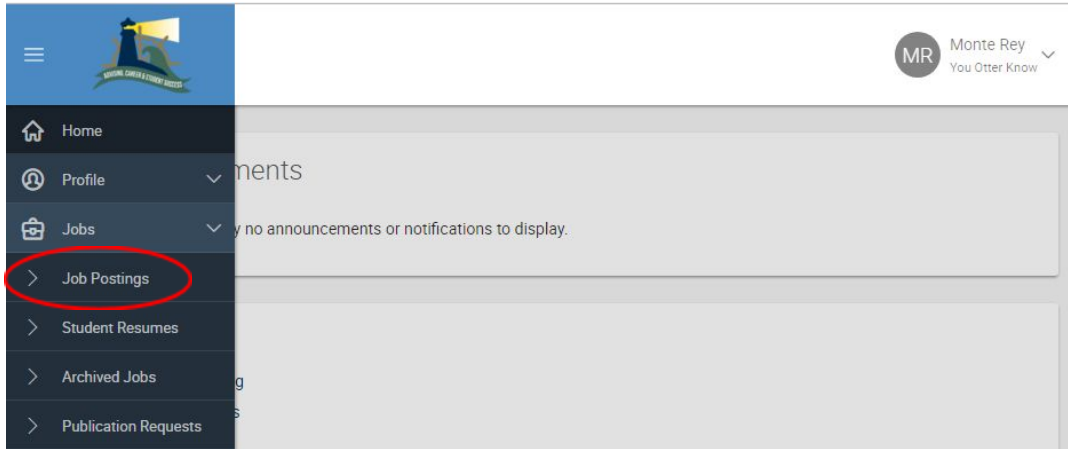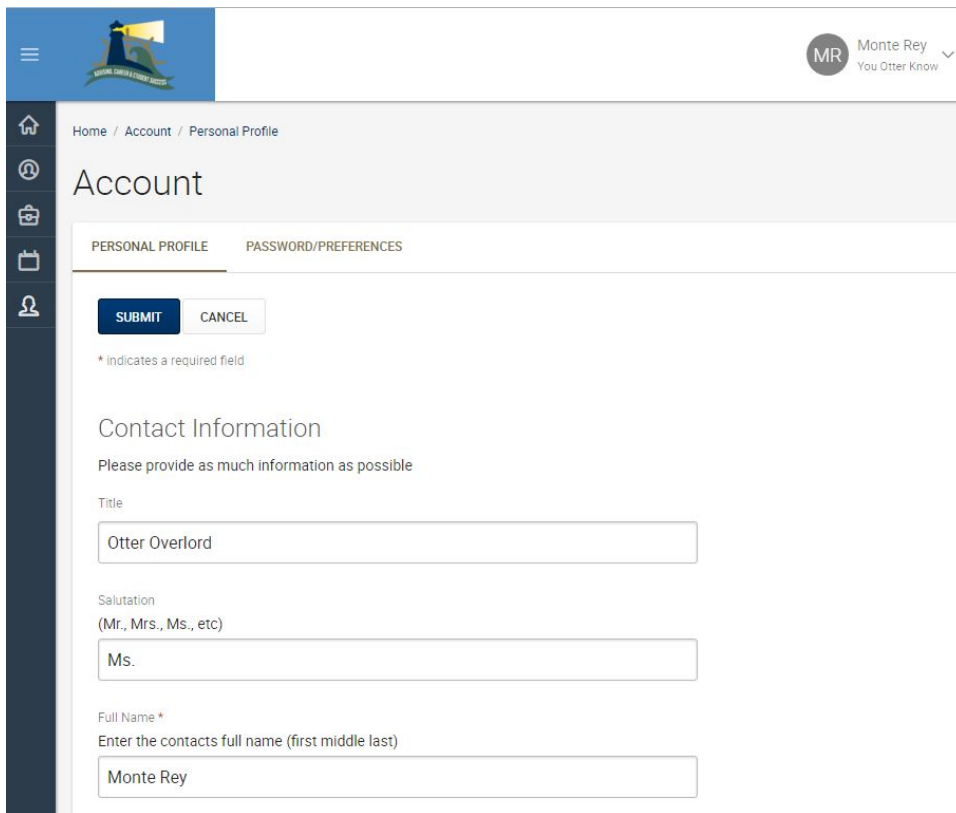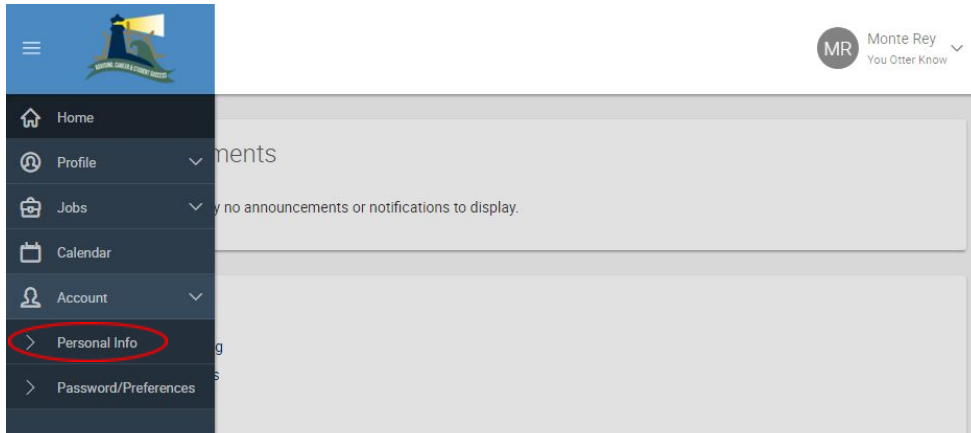

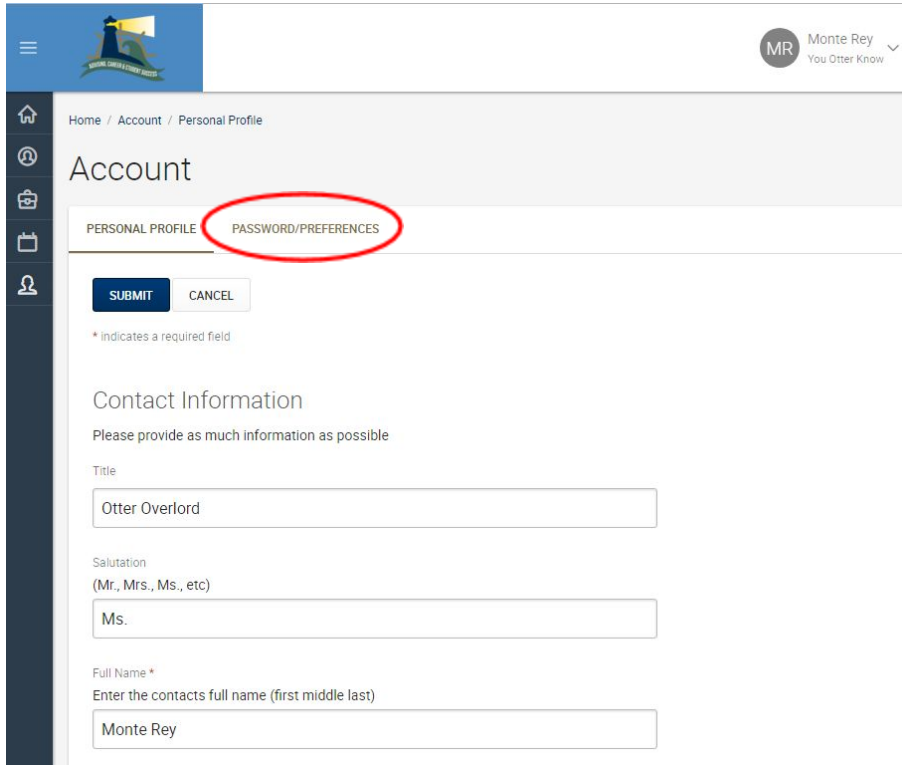2.) From this menu, you can see applicants and click withdraw to remove the job listing if needed.

View and Update your Company/Personal Profile

1.) From the home screen, if you click on the outline of a person, a side bar will show up for your account options. From here you can click on personal info to update your company's profile.

View and Update your Password

1.) If you are at the personal profile screen:

2.) From the home page: