



EMPLOYER USER GUIDE

North Campus
5800 Uvalde Rd.
Houston, TX 77049
Office: N-6.170
Phone: (281) 459-7656

Central Campus
8060 Spencer Hwy
Pasadena, TX 77505
Office: C-3.250
Phone: (281) 476-1805

South Campus
13735 Beamer Rd.
Houston, TX 77089
Office: S-6.120
Phone: (281) 922-3488

GETTING STARTED: CREATING A SAN JAC WORKS ACCOUNT

New Users – Employers

- Visit <https://sanjac-csm.symlicity.com/employers/>
- First time users, select “SIGN UP AND POST JOB” and complete the “EMPLOYER REGISTRATION” form.
If you are just looking to create an account or are looking to post multiple positions, please use “SIGN UP”.
- Check your email to complete your registration.
- After your email has been confirmed, your account will be put in a pending state until activated by Career Services. You will receive an email once your account has been made active (this can take up to one (1) business day).
- Use the link provided in the email to create your San Jac Works password.

Forgot Password?

Use the “Forgot Password” button on the San Jac Works homepage or contact the Career Services office at career.centers@sjcd.edu or (281) 998-6150.

NAVIGATING THE HOME PAGE

The home page is your portal to all of your San Jac Works sections. Look here often for announcements from Career Services. You will find tabs to each section on the left of the page. On the right side, you will find links to create a job posting, view job postings, view applicants, and request an On-Campus Recruiting table. The Alerts section will give you updates regarding your open positions in San Jac Works.

The screenshot shows the San Jac Works homepage. On the left, a dark blue sidebar contains a navigation menu with icons and labels: Home, Employer Profile, Jobs, Events, Calendar, and My Account. The main content area is white and features several sections: Alerts (with a red arrow pointing to the text 'You have 1 resume packet(s) awaiting download.'), Announcements (with a red arrow pointing to the first announcement about the new CSM system), and Recruiting Options (with three sub-sections: Post a Job or Internship, View Resume Books, and Request an Information Session). On the right side, there are three white boxes: Employer Quicklinks (with links for Create Job Posting, View Job Postings, and View Applicants), Events (with a link for Request On-Campus Recruiting Table), and a feedback box (with the text 'Your feedback is welcome.'). The San Jacinto College logo is visible in the top left corner.

CREATING A JOB POSTING

Accessing the Job Posting Form

- Use the “JOBS” tab on to begin posting your positions.
- Select the blue “POST A JOB” button
- Complete the Job Posting Form
 - **Copy or Repost Position:** Select a previously posted position to copy all data and settings.
 - **Posting Date:** You have the ability to post-date your jobs to automatically go live and come down at certain times
 - **Attachments:** Upload a flyer about your open positions or a PDF/Word application
 - **Application/Resume Submission Method:**
 - **Email-** When a student applies to a position, an email will be sent to the email address listed in your contact profile with the application materials attached.
 - **Accumulate Online-** Your submitted applications/resumes will populate in San Jac Works for you to review
 - **Other-** Add a URL if you want your applicants to fill out an external online application
 - **Automatic Application Packet Generation:** Receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires
 - **Optional Documents:** Select additional documents you would like to receive
 - Select additional documents that you would like to be required
 - **Display Contact Information to Students:** Allows students to see direct contact information regarding the position when they search for jobs
 - **Desired Majors:** As a part of our *Pathways Initiative*, we have simplified how students select their major(s). Please select “All Majors” if you do not have a specific industry your positions can be searched by.

Once you have submitted the Job Posting form, it will be reviewed by someone in Career Services. You will receive an email when your posting has been approved. **This can take up to two (2) business days.**

The screenshot shows the San Jacinto College San Jac Works interface. On the left, a dark blue sidebar contains a menu with the following items: Home, Employer Profile, Jobs, Student Resumes/Applications, Archived Jobs, Publication Requests, Events, Resume Books, Calendar, and My Account. The 'Jobs' menu item is highlighted with a red box. The main content area is titled 'Job Postings' and features three buttons: 'SUBMIT', 'SAVE AND FINISH LATER', and 'CANCEL'. Below these buttons is a section for 'Position Information' with a sub-section 'Copy or Repost Position'. This section includes a dropdown menu for selecting a position to copy, a 'SHOW ARCHIVED' button, and a 'Position Type' section with radio buttons for 'On-Campus', 'Full Time', 'Part Time/Internship', 'Co-Op', and 'Temporary/Seasonal'. Red arrows point to the 'SHOW ARCHIVED' button and the 'Part Time/Internship' radio button.

ACCESSING APPLICATIONS

On-Campus Positions

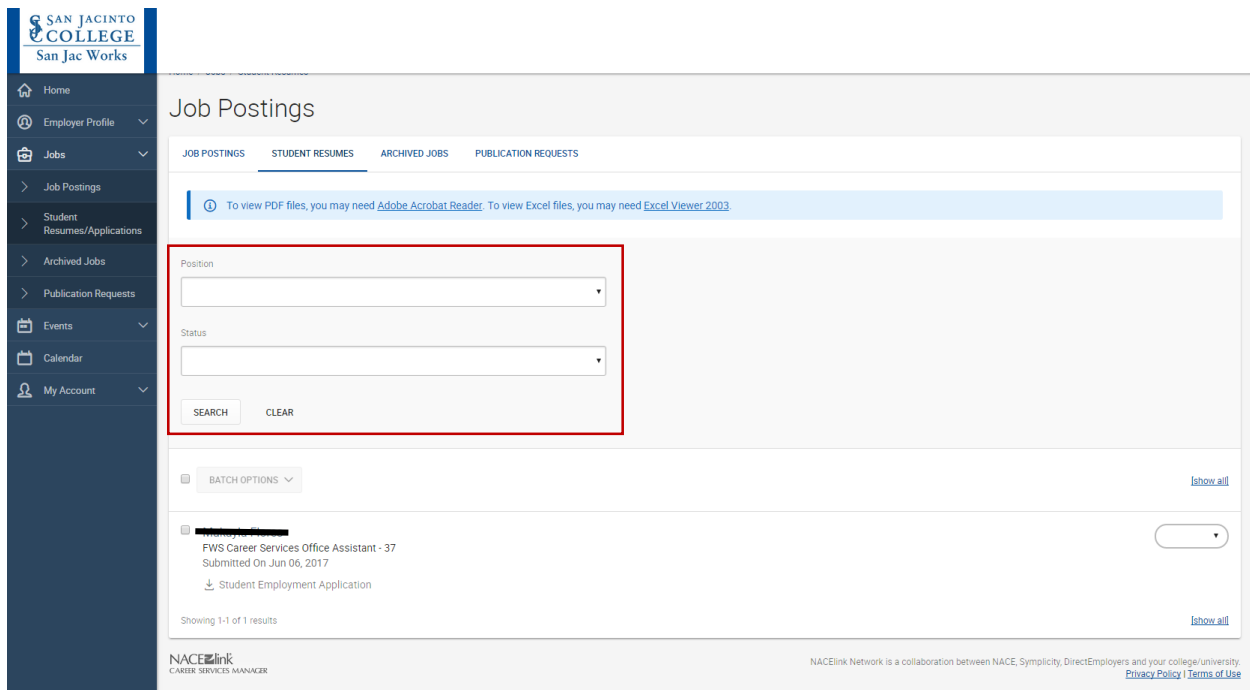
To access your submitted applications/resumes, use the Employer Quicklinks and select “VIEW APPLICATIONS” or:

- Selects “JOBS” on the left-hand side and click “STUDENT RESUMES/APPLICATIONS”
- Review or download the application documents by clicking the Student Employment Application



If you have multiple positions in San Jac Works, you are able to filter your applicants by selecting the Position. You can also change the status of an applicant by selecting the drop-down menu to the right of each submission to *Sent Email*, *Review*, or *Interested*. This does not send the applicants the status of the position.

We highly encourage hiring leaders to contact all applicants about the status of the position(s). Currently they are not notified by San Jac Works or from the Career Services Office. If you would like an email template, please contact Career Services!



SAN JACINTO COLLEGE
San Jac Works

Home
Employer Profile
Jobs
Job Postings
Student Resumes/Applications
Archived Jobs
Publication Requests
Events
Calendar
My Account

Job Postings

JOB POSTINGS | STUDENT RESUMES | ARCHIVED JOBS | PUBLICATION REQUESTS

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Position: [Dropdown]
Status: [Dropdown]
SEARCH CLEAR

BATCH OPTIONS [Dropdown] [show all](#)

■ [Redacted]
FWS Career Services Office Assistant - 37
Submitted On Jun 06, 2017
↓ Student Employment Application

Showing 1-1 of 1 results [show all](#)

NACElink CAREER SERVICES MANAGER
NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. [Privacy Policy](#) | [Terms of Use](#)

Off-Campus Positions

To access your submitted documents, use the Employer Quicklinks and select “VIEW APPLICATIONS” or:

- Selects “JOBS” on the left-hand side and click “STUDENT RESUMES/APPLICATIONS”
- Review or download the application documents by clicking “RESUME”

If you have multiple positions in San Jac Works, you are able to filter your applicants by selecting the Position. You can also change the status of an applicant by selecting the drop-down menu to the right of each submission to Sent Email, Review, or Interested.

We highly encourage you to contact all applicants to let them know whether they have been selected or not. Currently, they are not notified by San Jac Works or from the Career Services Office. If you would like an email template, please contact Career Services!

SAN JAC WORKS EMPLOYER PROFILE

While completing your profile is optional, it is *highly recommended*. When complete, you can allow students to view your profile by publishing it to San Jac Works.

Your San Jac Works profile includes sections like a company overview, awards and achievements, future of the company, social media handles, logos, company culture, key statistics, and photo/videos links!

The screenshot displays the San Jac Works Employer Profile interface. On the left, a dark blue sidebar contains navigation options, with the 'Employer Profile' section highlighted by a red box. This section includes sub-links for 'Who We Are', 'Logo', 'Company Culture', 'Key Statistics', 'Photos', and 'Videos'. Below these are 'Jobs', 'Events', 'Resume Books', 'Calendar', and 'My Account'. The main content area is titled 'Profile' and features several tabs: 'WHO WE ARE', 'LOGO', 'COMPANY CULTURE', 'KEY STATISTICS', 'PHOTOS', and 'VIDEOS'. The 'WHO WE ARE' tab is selected, showing a 'Copy From:' dropdown menu with the text '[select office]' and a blue 'SAVE' button. A note below the button states '* Indicates a required field'. The 'Who We Are (part 1 of 6)' section provides instructions: 'INSTRUCTIONS: Simply fill in the fields below with the appropriate content. Some fields have additional options'. The 'Industry' field is expanded, displaying a list of industries such as Accounting Services, Advertising, Marketing, and Public Relations, Aerospace, Agriculture, Apparel/Textiles/Fashion, Architecture & Urban Planning, Arts & Design, and Associations. On the right side, a 'Completion Status' panel lists various profile elements, with 'Address' marked as completed with a checkmark.

SAN JACINTO COLLEGE EVENTS AND CALENDAR

San Jac Works gives you the ability to submit and manage your requests for on-campus recruiting tables called within the system. As long as you have an account in San Jac Works, you will receive emails when events are open to register.

Career Events

- From the “EVENTS” tab on the left-hand side, click “CAREER EVENTS”
- Select the event you would like to register for and follow the steps to complete your registration

You will receive an email confirmation with any additional details about the event once you have registered.

Career Services hosts a variety of events on campus throughout the year:

Student-Employer Meetups

Employer Meetups bring students and employers together for recruiting and industry education. The format is less formal than traditional career fairs, allowing employers an opportunity to meet-up with our diverse student population in their specific field.

Employers are welcomed onto our campus to interact directly with students in their industry or business. Employers will have a table set-up and located in the building where the students attend classes for their specific industry.

Employers have an opportunity to speak directly with our students in their industry or business, to discuss their industry, company, and potential opportunities for full-time or part-time employment, and internships.

Employers are encouraged to feature alumni and professionals to share information about their career path as well as provide advice about job market and industry trends.

Information Sessions

On-Campus Recruiting Tables

- From the “EVENTS” tab on the left-hand side, click “INFORMATION SESSIONS” or use the Employer Quicklinks on the right-hand side
- Select “REQUEST INFORMATION SESSION”
- Complete the “EMPLOYER INFORMATION SESSION FORM”
 - Select “Recruiting Table” as the information session type

Please submit your request at least 2 WEEKS in advance to allow time for scheduling and ensuring there are no other conflicts with events on campus or other recruiters.

A Career Services team member will approve or deny a request within **three (3) business days** of receiving the on-campus recruiting request.

If the request has been denied, someone from Career Services will contact you to reschedule.

The screenshot displays the San Jacinto College San Jac Works 'Events' page. The left sidebar is dark blue with white text and icons, listing navigation options: Home, Employer Profile, Jobs, Events (highlighted with a red box), Career Events, Information Sessions, Publication Requests, Calendar, and My Account. The main content area is white and titled 'Events'. It features a 'SUBMIT' button and a 'CANCEL' button. Below these is a note: '* Indicates a required field'. The primary form field is 'Information Session Type *', which is a dropdown menu. A red arrow points to this dropdown. Below it is a date and time selector for 'Preferred Session Start Date and Time *', showing '2017-06-13' and '11:15 am'.

For more information, please contact the Career Services Office.

CAREER SERVICES SOCIAL MEDIA

Website

- www.sanjac.edu/career-center

Social Media

- Facebook: sjccareerservices
- Twitter: sjccareerserv
- Instagram: sjccareerservices
- Pinterest: sjccareerservices
- LinkedIn: search “San Jacinto College – Career Services”

QUESTIONS?

If you have any further questions regarding San Jac Works, please contact your local Career Services office.

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