

Quick Guide -
Posting Jobs in
Career
Connect

Posting Jobs

RIT

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Welcome to Career Connect

Ready to recruit? Get started by exploring ways to engage our incredible students.

Or use the Quick Link, **Create Job Posting**, found on the bottom of the home page.

Jobs & Internships

Create Job Posting	View Job Postings	View Applicants
Post a Profile	Create New Schedule Request	View OCR Schedules
View OCR Interviews	View OCR Applicants	View OCR Wait-List
Request New Information Session		

Log into Career Connect at <https://rit-csm.symphlicity.com/employers/>

Click Jobs > Job Postings > Post a Job

“Where would you like to post your job?”

The image shows a screenshot of a web interface for job posting. It features two side-by-side panels. The left panel is titled 'This School Only' and contains the text 'Post your job and reach qualified candidates from this school only.' At the bottom of this panel is a button labeled 'Post to This School Only' in orange text. An arrow points from the bottom right of the left panel towards the right panel. The right panel is titled 'Simplicity Network Schools' and contains the text 'Post your job and collect applicants across multiple Schools on Symplicity Recruit. Fees apply. This school is included at no cost.' At the bottom of this panel is a button labeled 'Post to Multiple Schools' in orange text.

Employers have two options:

1. When posting the job directly to RIT's Career Connect/Symplicity system, there is no fee. To do so, click on **Post to This School Only**. The job posting will only be viewable to RIT students and alumni.
2. There *is a fee* when posting to the Symplicity Networks of Schools. This option will post the position to all schools listed in the Symplicity network.

* indicates a required field

Position Information

Remote

Is this a remote position

Yes No

Copy or Repost Position

Pick a position from which you'd like to copy data

Please review and edit your job title when copying a job

Position Type *

- On Campus Student Employment
- Full-Time
- Co-op/Internship
- Research (REU)
- Fellowship
- Contract/Freelance
- Part-Time (not for on-campus student employment)
- Volunteer

Position Information

If you have posted this position in the past, you will have the option to “Copy or Repost Position”. Please remember, to review all data when copying a previously posted position before submitting.

Required Fields:

- Position Type
- Job Title
- Desired Start Date
- Job Description
- Qualifications
- Location
- Approximate Hours Per Week
- Posting Date
- Expiration Date

Compensation

If compensation is known, enter the compensation range and frequency. For an exact amount, enter the same number in both fields.

From: - To: Frequency:

Salary Level (Legacy)

Salary Transparency in Job Advertisements

Employers advertising jobs in the states of **New York, California, Colorado and Washington** ARE REQUIRED to include a good faith salary range for every job, promotion, and transfer opportunity advertised per each States Legislation. For example in NYS Legislation S.9427-A/A.10477 establishes a pay transparency law in New York State, requiring employers to list salary ranges in advertisements or postings for job opportunities and promotions.

Compensation/Salary Transparency in Job Advertisements

Alerting students to a salary range when possible is helpful, but not required, unless the position is in the states of **California, Colorado, New York, or Washington**. Per these states legislation, every job promotion, and transfer opportunity advertised must include a good faith salary range.

If the job opportunity is in one of the above states, our office will require a good faith salary range to be added before we will approve the job posting.

Application Instructions

Resume Submission Method *

How would you like to receive students' application materials?

E-mail: Each time a student applies to a position, an email will be sent to this address with the application materials attached.

Accumulate Online: Students' application materials will be collected online and contacts may log in to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

Email Accumulate Online Other (enter below)

Application Instructions

Decide how you would like to receive student application materials. Employers can choose more than one of the options below:

Email: Employers receive an email **every time** a new applicant submits their materials.

Accumulate Online: Applicant materials are collected and saved online.

Other: When an employer chooses "Other" a text box entitled "How to Apply" will appear. This is useful if the employer wishes to have applicants apply directly to the company website.

Qualifications

Desired Skills

Type in and choose from suggested skills or press enter to create a new skill. You can add a total of 10 skills.

Desired Major(s) *

Use the menu below to select major(s).

Class Level(s)

Please enter the desired class level(s).

CPT/OPT Eligibility *

Are you willing to consider candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job/co-op/internship under OPT/OPT)

Yes No

Qualifications

Required Fields:

Select the **Desired Major(s)** from the picklist. The picklist will give the option to select an entire college, or employers can choose specific majors by clicking the **[>]** box to the right of the college.

Unsure what majors are applicable to your position?

Reach out to your Career Services contact or contact us at careerservices@rit.edu

RIT Recruiting Policies *

I understand and agree

Please type your initials to indicate agreement with the following disclaimer: *

DISCLAIMER: IT IS OUR POLICY THAT NO CITIZEN OF THE UNITED STATES OR ANY OTHER PERSON WITHIN THE JURISDICTION THEREOF SHALL, ON THE GROUNDS OF RACE, COLOR, SEX (INCLUDING SEXUAL HARASSMENT), AGE, DISABILITY, VETERAN STATUS, RELIGION, NATIONAL ORIGIN OR SEXUAL ORIENTATION, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION IN EMPLOYMENT OR UNDER ANY EDUCATIONAL PROGRAM OR ACTIVITY OF THE UNIVERSITY.

Submit

Save And Finish Later

Cancel

- **CPT/OPT Eligibility.** CPT/OPT are temporary authorizations offered to students on F-1 visas to work in their related field for a period of total 12 months. Employers are required to specify if their company hires CPT/OPT applicants.
- Agree to the **RIT Recruiting Policies.** Read the Disclaimer and **initial** with your agreement.
- Click **Submit** or **Save and Finish Later** if you wish to submit at a later date.

Questions?

Contact your Career Services Account Manager or email us at careerservices@rit.edu