Managing your KU Career Connections (Symplicity) Account

Logging In To Your Account

1. Go to www.ecc.ku.edu
2. Click on the "Register" tab to create a new registration. Your Username is your e-mail address. You will receive an email containing your Password.

Once you login, you will be directed to the employer "home" page. This page offers "quicklinks" to several recruiting activities and an "alert" section which notifies you of interview schedule statuses and applicants. We recommend using this page as the starting point for all of your needs. You may also click on any of the options (account, calendar, on-campus recruiting (OCR), etc.) in the top navigation bar to direct you to the appropriate recruiting activities.

Posting a Job

To post a position in Career Connections:

1. From "home", click on "Create Non-OCR Job Posting" quicklink.
2. You will be directed to the job postings page.
3. Enter the job details (title, description, etc.)
    a. **For multiple pick select menus** (work authorization, majors, etc.) **hold the control key to make multiple selections.**
4. Select the Submit button.
5. The job will be forwarded to the Engineering Career Center for approval.
6. When the position is approved you will receive notification via email.

Requesting Interview Schedules and Information Sessions

Employers can request interview schedules and information sessions within the KU Career Connections system. The requests are then sent to the Engineering Career Center for approval.

To request an Interview Schedule(s) and Attach positions

1. From "home", select "Create New Schedule Request" to request an on campus interviewing schedule.
2. Complete the fields as prompted.
   Please note - "OCR model" refers to the way in which you prefer to manage your interview schedule. For example, most schedules are "Preselect" or "Preselect to Alternate." If you need assistance determining the appropriate model, please contact ECC.
3. Under "Positions Recruited" click "Add Item"
4. After you have entered all position you wish to recruit for you will click "Submit"
5. Your request is sent to the Engineering Career Center where it is reviewed and approved by an ECC staff member. You will receive a confirmation email notifying you when the schedule and positions have been approved.

To request an Information Session

1. From “home” select “Request New Information Session”
2. Complete the fields.
3. Click the “Submit” button.
4. Your request is sent to the Engineering Career Center where it is reviewed and approved by a staff member.
5. A staff member from the Engineering Career Center will email you an “Information Session/Evening Presentation” form to complete. Catering items and audio visual equipment can be requested on this form.
6. After you return the “Information Session/Evening Presentation” form, a staff member will make the arrangements for your session. You will receive an email confirming your room location, catering items, and audio/visual equipment.

Displaying Interview Schedules

For a quick look at your interview schedule:

1. Click “View OCR Schedules” from the home page.
2. Click on the date of the interview to display the schedule’s details, interviews scheduled (shows a list of who has signed up and when), and applicants.
3. Note - If you need to make changes to your schedule (i.e. changing the resume submission deadline date, the times for interviews, or the model) please contact the Engineering Career Center. Unfortunately, the system does not allow you to make significant changes to your interview schedule once it is entered.

Viewing and Printing Applicant Documents & Managing Applicants for Interviews

When students apply for jobs that employers have posted on KU Career Connections, the resumes of the applicants are made available for viewing, printing, and for making decisions regarding their interview status.

To view and print an applicant document:

1. From “home” click on “View OCR Applicants” quicklink to view students that applied for OCR jobs.
2. View resumes in PDF format by clicking the document icon in the Resume column.

Managing applicants:

3. To assign an applicant an interviewing status, click on the dropdown menu in the Status column to designate which students are “invited”, “not invited”, or “pending”.
    a. Students marked as Pending will be automatically marked as “Not Invited” at the end of the Select Period.
    b. The Details column displays the number of available interview slots.
    c. To mark a batch of students as “not invited”, checkmark multiple students and click on the “Change Status To” dropdown
4. To email students, place a checkmark next to their names and select “Mail to Checked”. Next, enter the details of your email.
5. The applicant list disappears after the Select End date. Engineering Career Services recommends you save the information as an Excel file. To do this, checkmark the names of the students on the list and select “Save as Excel”.
6. To generate a resume packet, select “Generate Book”

7. Once a student signs up for an interview, the interview details appear under the Interviews tab.

Requesting and Viewing a Web Resume Book

You can choose search criteria and view the resumes of students that meet your specified criteria.

To search and view a Web Resume Book:

1. From "home" click on "Resume Books" quicklink
2. Click "All active KU"
3. Choose your search criteria or click on the "Advanced Search" tab to be more specific
4. Click "Apply Search"
    a. You can view resumes individually or
    b. Generate a Book of multiple students
5. To generate a Book of multiple resumes, click the box next to the student or use the "+" button to choose all of the students
6. You can choose "Mail to Checked", "Save to Excel" or "Generate Book"
7. Click "Generate Book" and you will be taken to a new screen
8. Click "Submit Request"
9. The system will e-mail you when your Resume Book is ready
10. Your Resume Book will located in "Resume Books" under the "Publication Requests" tab

Questions about KU Career Connections?
We are here to help!
Contact KU Engineering Career Center
ecc@ku.edu
785-864-3891

Or

Patty Soucy, Assistant Director, Employer Relations
pasoucy@ku.edu – 785-864-4206