

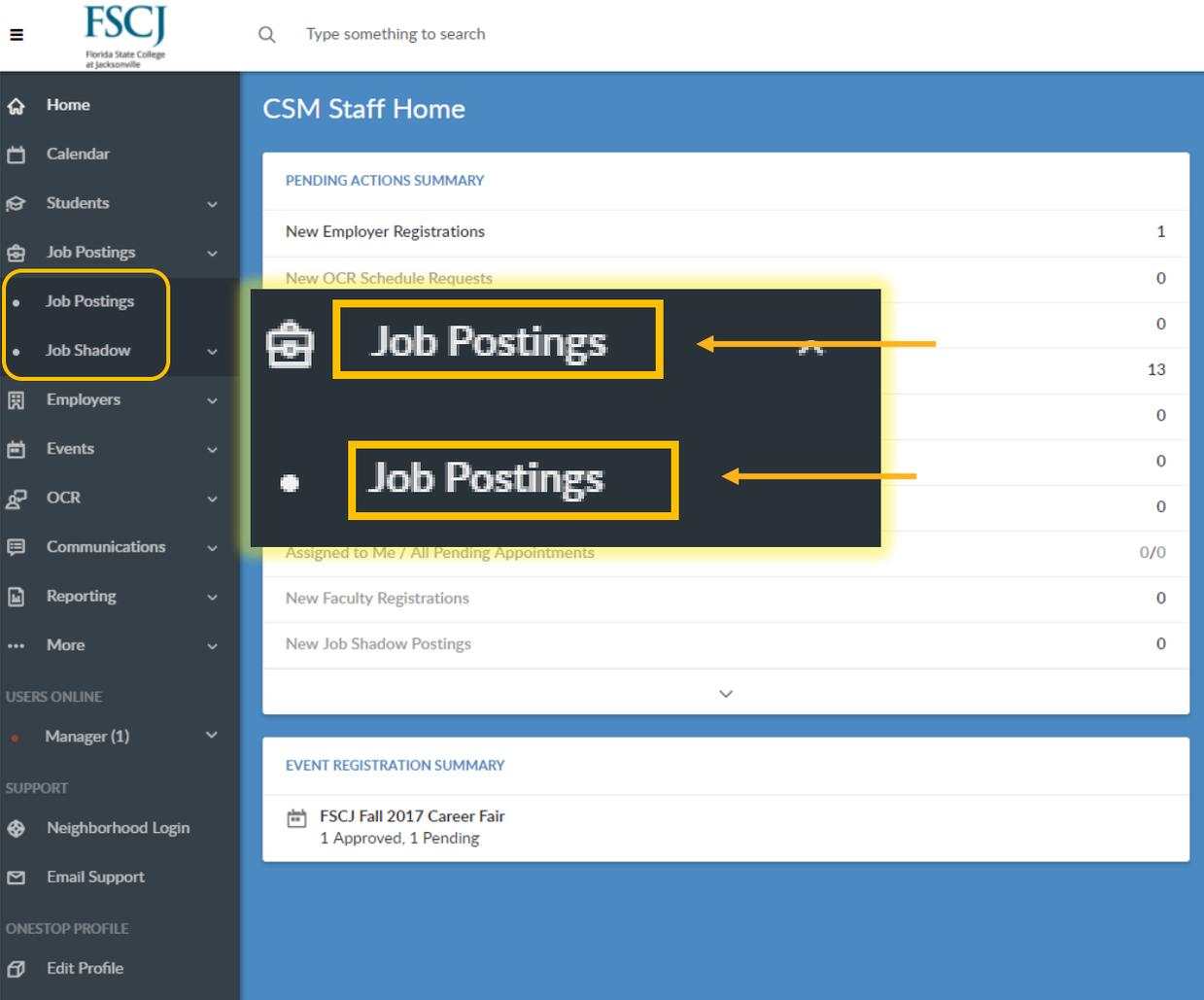


CSM

Processing Student Employment

# How to Forward Application Packets

- From the CSM home page, click on **“JOB POSTINGS”** on the left navigational panel. This will expand the menu. Click again on **“JOB POSTINGS”**.



- Type your designated campus into the keyword search box and click the **"APPLY SEARCH"** button. This will give you a listing of the student employment job postings for your campus.

Keywords (searches job title, id, description, employer, contact, and resume receipt email)

Search box: kent

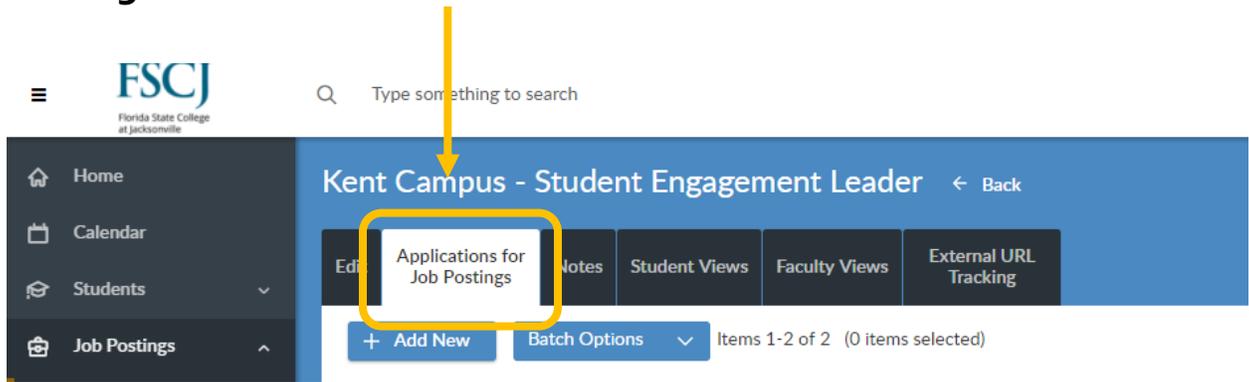
Buttons: Apply Search, Clear, Save Defaults, More Filters

Job Title	ID	Location	Employer
Kent Campus - Office Student Assistant	107		FSCJ (Student Employment)
Kent Campus - Student Engagement Leader	80		FSCJ (Student Employment)
Kent Campus - Student Services Assistant	100		FSCJ (Student Employment)
Kent Campus - Fitness Center Student Assistant	121		FSCJ (Student Employment)
Kent Campus - LLC Peer Tutor	54		FSCJ (Student Employment)
Kent Campus - LLC Student Assistant	67		FSCJ (Student Employment)
Kent Campus - Peer Academic Coach	73		FSCJ (Student Employment)
Kent Campus - Student Support Services Notetaker	86		FSCJ (Student Employment)
Kent Campus - Student Support Services Reader	95		FSCJ (Student Employment)
Kent Campus - Student Support Services Tutor	56		FSCJ (Student Employment)

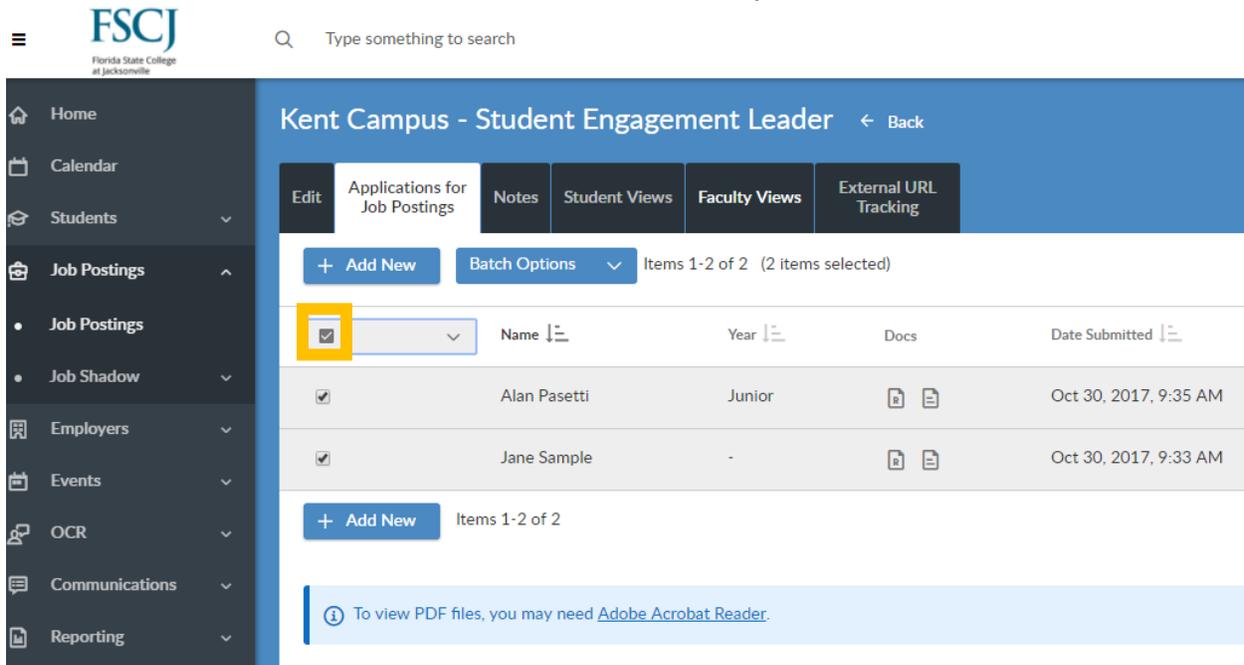
- Click on **title** of the job posting you wish to send to the department supervisor.

Cecil Center - Student Services Assistant	113	FSCJ Student Employment	Student Employment Office
Deerwood Center - Office Student Assistant	106	FSCJ Student Employment	Student Employment Office

- At the top of the screen, click on the “**Applications for Job Postings**” tab



- Click checkboxes to select job applicants you wish to send to student supervisor.
  - If this is the **FIRST** time you are sending a pool of job applicants to a supervisor, click the checkbox in the header column. This will auto select all applicants.
  - If this is not the first time, select **only** those students who have not been marked as “Hired”. Refer to Step 9 for more details.



- Once all applicant names are selected, click on **“BATCH OPTIONS”** then hover over **“PUBLICATIONS”** and click on **“GENERATE BOOK”**

**Batch Options → Publications → Generate Book**

The screenshot displays the 'Kent Campus - Student Engagement Leader' interface. At the top, there is a navigation bar with a 'Back' button. Below this, a menu bar includes 'Edit', 'Applications for Job Postings', 'Notes', 'Student Views', 'Faculty Views', and 'External URL Tracking'. The main content area shows a table with two selected items. A 'Batch Options' dropdown menu is open, with 'Publications' and 'Generate Book' highlighted. The table columns include 'Date Submitted' and 'Date Submitted'. A footer bar contains the text 'CSM by ■ simplicity™'.

Item 1	Item 2	Date Submitted
[Selected]	[Selected]	Oct 30, 2017, 9:35 AM
[Selected]	Jane Sample	Oct 30, 2017, 9:33 AM

This is the **Publication Request Screen**. You will need to *customize* this request **before** sending the application material(s) to the hiring supervisor for this job posting.

### Customize this request

- **Remove** *FSCJ (Student Employment)/Student Employment Office* from the "Select Contact(s) to receive this packet" field by clicking the box next to FSCJ (Student Employment). (*this is to avoid sending an email meant for the hiring supervisor to the student employment shared email account*)

Publication Request  
2 students selected.

Selecting the 'submit request' button below will queue a request to generate a publication.

Enter an optional name for this publication:

Job Applicants Packet

Select Contact(s) to receive this packet:

FSCJ Student Employment / Student Employment Office [keyword]

Go >

FSCJ Student Employment / Student Employment Office

Select Contact(s) to receive this packet:

FSCJ Student Employment / Student Employment Office

FSCJ Student Employment / Student Employment Office

- Add the hiring supervisor(s) email address to the **"CC this packet"** field, use commas to separate email addresses

Select Contact(s) to receive this packet:

FSCJ Student Employment / Student Employment Office

[keyword]

Go >

CC this packet, use comma to separate email addresses:

kdeer@fscj.edu

- Select “**Custom Resume Packet (Job Applicants)**” from the custom email template drop-down menu. It is ***very important*** that you select this option as the other custom packets are not set up for FSCJ Student Employment.
  - This will generate a customized email with the subject line “FSCJ Student Employment Application Packet”

CC this packet, use comma to separate email addresses:

elise.horowitz@fscj.edu

Select custom email template:

[Custom Resume Packet from FSCJ]  
 [Custom Resume Packet from FSCJ]  
**Custom Resume Packet (Job Applicants)**  
 Custom Resume Packet (OCI/OCRA Applicants)  
 Custom Resume Packet (Student List/Referral)

- Check “**OTHER DOCUMENTS**” from the list of document types to include in the packet *\*Resume is auto-checked*
  - You **MUST** be sure to complete this step so that the Student Employment Application is included in the packet attachment

Select custom email template:  
 Custom Resume Packet (Job Applicants)

Which document types to include in the packet?  
 Resume  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

To decrease PDF generation time, please select one of the following Table of Contents options:  
 Include in front of publication (without page numbers)

To avoid overly large files publications are split after certain

Enter an optional note to be mail-mergable in the system email

Which document types to include in the packet?

Resume  Cover Letter  Other Documents

- **“SUBMIT REQUEST”**. This will send an automatic system message to the hiring supervisor(s) you CC’ed on the publication request.

Select custom email template:

Custom Resume Packet (Job Applicants)

Which document types to include in the packet?

Resume  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

To decrease PDF generation time, please select one of the following Table of Contents options:

Include in front of publication (without page numbers)  Include in back of publication (without page numbers)  Separate PDF (with page numbers)

To avoid overly large files publications are split after certain number of pages. You may modify that number here:

100

Enter an optional note to be mail-mergeable in the system email message that goes out to employers when the packet is ready for review: [message\_to\_contacts]

> Submit Request

< Cancel

## Screenshot of generated email

FSCJ Student Employment Application Packet

 StudentEmployment@fscj.edu  
Thu 11/9, 4:02 PM 👤 ⌵ Reply all | ⌵

  New\_Student\_Employ...  
233 KB

Download Save to OneDrive - Florida State College at Jacksonville

Hello,

This application packet was generated for you by our FSCJ Career Development Team staff.

In the packet, you will find application materials for each student who is interested in your job opening. In order to complete the hiring process for a new student employee, please:

1. Review student application materials (located in a link at bottom of message)
2. Schedule interviews with job candidates
3. Complete the new student employment paperwork (attached) and return completed packet to [studentemployment@fscj.edu](mailto:studentemployment@fscj.edu). Incomplete packets will be returned and will delay the hiring process for your student(s).

**Please do not allow a student to work until you have received the start date in writing.** All requested information for student workers is used to determine eligibility and does not constitute approval until the supervisor is notified.

Thank you,  
FSCJ Career Development Team

 Florida State College  
at Jacksonville

\*\*\* Please note that under Florida’s very broad public records law, electronic mail and recorded voicemail messages to and from College employees may be subject to public disclosure.

# How to Mark a Student as Hired

Once you have received notification from a student supervisor that they wish to hire a specific student, you will need to mark the student as hired in CSM.

Go to <https://fscj-csm.symplicity.com/manager/>

- From the home page, click on **“JOB POSTINGS”** on the left navigational panel. This will expand the menu. Click again on **“JOB POSTINGS”**.

The screenshot shows the CSM Staff Home dashboard. On the left is a dark navigation sidebar with the FSCJ logo at the top. The sidebar contains a search bar and a list of menu items: Home, Calendar, Students, Job Postings (highlighted with a yellow box), Job Postings (sub-menu item, also highlighted), Job Shadow, Employers, Events, OCR, Communications, Reporting, More, USERS ONLINE (Manager 1), SUPPORT (Neighborhood Login, Email Support), and ONESTOP PROFILE (Edit Profile). The main content area is titled 'CSM Staff Home' and features two summary cards. The first card, 'PENDING ACTIONS SUMMARY', contains a table with the following data:

PENDING ACTIONS SUMMARY	
New Employer Registrations	1
New OCR Schedule Requests	0
Pending Schedules	0
New Job Postings	13
New Information Session Request	0
New Student Registrations	0
Pending Employer Service Requests	0
Assigned to Me / All Pending Appointments	0/0
New Faculty Registrations	0
New Job Shadow Postings	0

The second card, 'EVENT REGISTRATION SUMMARY', shows a calendar icon and the text: 'FSCJ Fall 2017 Career Fair' with '1 Approved, 1 Pending'.

- Enter the position title you are searching for in the **“KEYWORDS”** field and click into the field box for the **“SEARCH IN:”** box to populate. Uncheck all except **“JOB TITLE”**
  - This will return that specific Job Posting
- Click on **“APPLY SEARCH”** to return the Job Posting you want

Keywords (searches job title, id, description, employer, contact, and resume receipt email)

North Campus Student Services Assistant

Search in:

- Organization
- Job Title
- Job ID
- Job Description

Apply Search Clear Save Defaults

+ Add New Batch Options Items 1-20 of 87

- Click on the title of the posting to go into the posting

Job Postings Pending Job Postings Archived Jobs Detailed Search Saved Searches Student Job Blast Public Job Board Widget CF Only Jobs

Keywords (searches job title, id, description, employer, contact, and resume receipt email)

North Campus Student Services Assistant

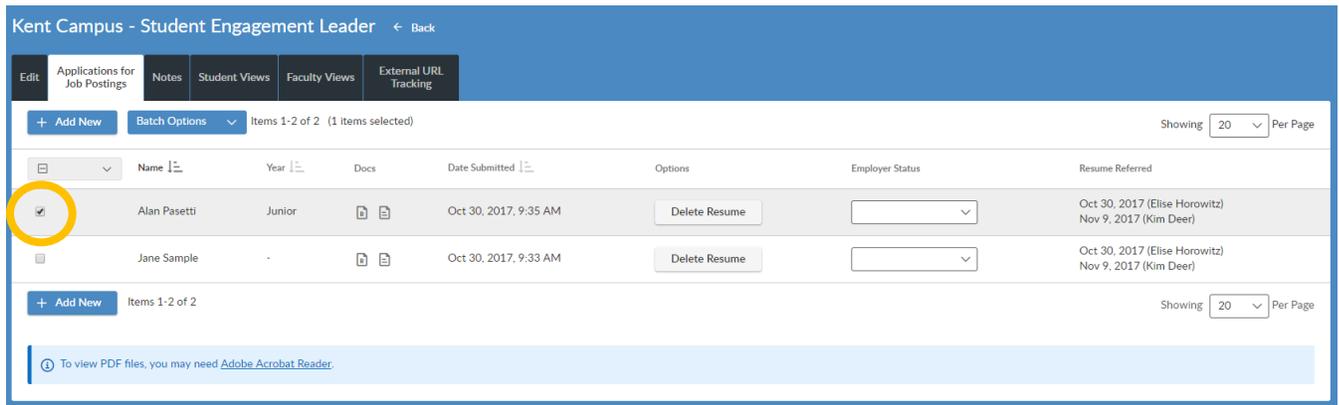
Apply Search Clear Save Defaults More Filters

+ Add New Batch Options Items 1-1 of 1 Showing 20 Per Page [Show All]

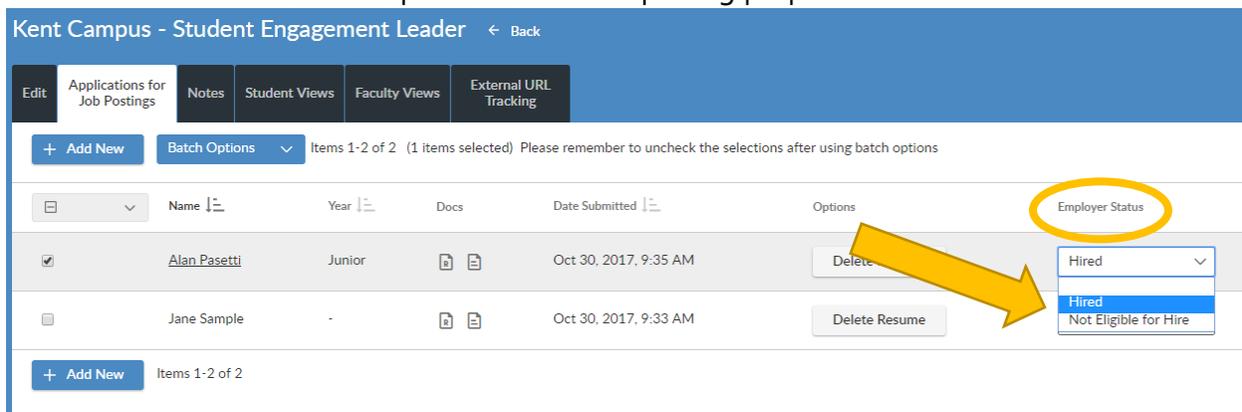
<input type="checkbox"/>	Job Title	ID	Location	Employer	Contact	Applicants	Position Type	Posting Date	End Date
<input type="checkbox"/>	North Campus - Student Services Assistant	01		FSCJ Student Employment	Student Employment Office		FSCJ Student Employment	Oct 18, 2017	Dec 21, 2017

+ Add New Items 1-1 of 1 Showing 20 Per Page [Show All]

- On the **“Applications for Job Postings”** tab, click on the checkbox next to the name of the student(s) hired



- Under the **“EMPLOYER STATUS”** field, use the drop down to select **“HIRED”**
  - This will prevent a student application from being forwarded after a student has been hired and provide data for reporting purposes

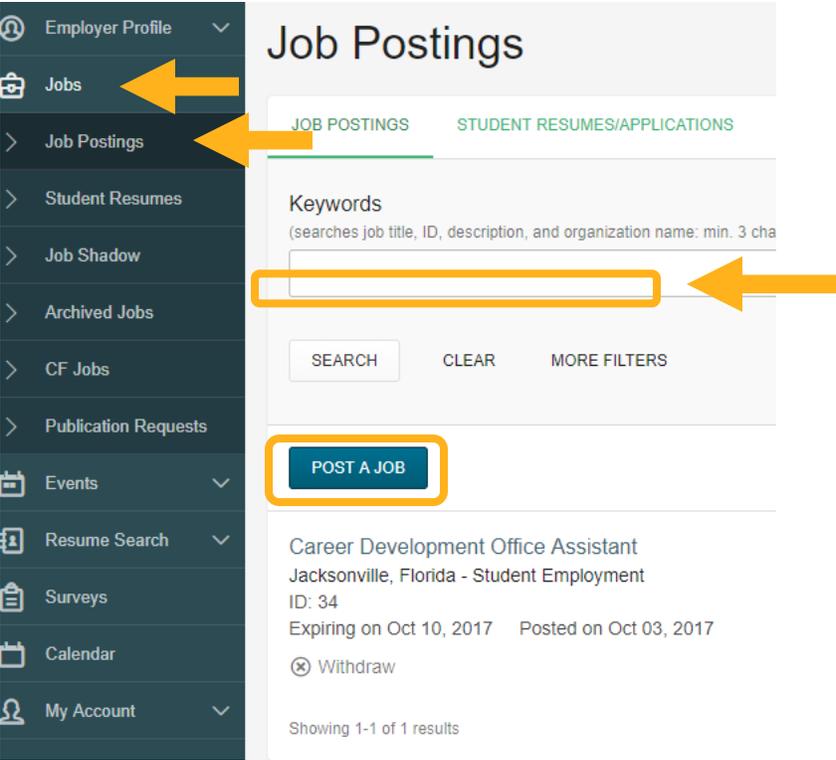


That is the final step and completes the action to select a student as “Hired”

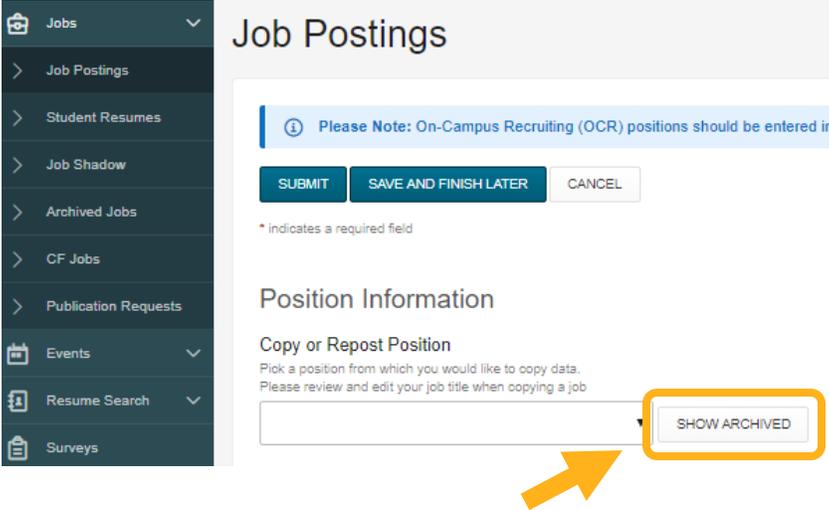
# How to **Extend Job Postings**

## Job Postings Expired

- Log onto your CSM staff interface
- Click on **“JOBS”** then **“JOB POSTINGS”** on the left navigation bar.
- Click on **“POST A JOB”**.



- Select **“SHOW ARCHIVED”** then click on the carrot to display all archived job postings.



- Select the job position you wish to extend by clicking on the job title.

The screenshot shows a sidebar on the left with navigation options: Home, Employer Profile, Jobs, Job Postings, Student Resumes, Job Shadow, Archived Jobs, CF Jobs, and Publication Requests. The main content area is titled 'Position Information' and includes a 'Copy or Repost Position' section. Below this, there is a dropdown menu with a 'SHOW CURRENT' button to its right. The dropdown menu is open, showing three options: 'IT Tech - Information Technology 22 (archived)', 'Office Assistant - Career Development 21 (archived)', and 'Tutor - LLC 23 (archived)'. A yellow arrow points to the first option, which is highlighted in blue. Below the dropdown menu, there are radio button options for job types: Florida Work Experience Program (FWEP), Internship: Unpaid, Internship: On/off-campus, Internship: Paid, Student Employment, and Temporary/Seasonal.

- Update the posting and expiration dates to the end of the current term and make any other changes if necessary to the remainder of the posting.

### Posting Date \*

(Job announcement will be posted on this date.)

### Expiration Date \*

(Job announcement will be removed on this date.)

### Recurring Job Posting? \*

If set to Yes, the job will be re-posted and re-expired on the same dates every year

Yes  No