



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"**.

The screenshot displays the CSM Staff Home interface. On the left is a dark navigation panel with the FSCJ logo at the top. The 'Job Postings' menu item is highlighted with a yellow box, and its sub-menu is expanded, also showing 'Job Postings' highlighted with a yellow box. An orange arrow points from this sub-menu item to a 'Job Postings' button in a dark overlay. Another orange arrow points from the top-right of the overlay to the 'Job Postings' button in the sub-menu. The main content area, titled 'CSM Staff Home', features a 'PENDING ACTIONS SUMMARY' table. The table lists various actions with their counts: New Employer Registrations (1), New OCR Schedule Requests (0), Job Postings (0), Job Shadow (13), Assigned to Me / All Pending Appointments (0/0), New Faculty Registrations (0), and New Job Shadow Postings (0). Below the table is an 'EVENT REGISTRATION SUMMARY' section showing 'FSCJ Fall 2017 Career Fair' with 1 Approved and 1 Pending registration.

PENDING ACTIONS SUMMARY	
New Employer Registrations	1
New OCR Schedule Requests	0
Job Postings	0
Job Shadow	13
Assigned to Me / All Pending Appointments	0/0
New Faculty Registrations	0
New Job Shadow Postings	0

EVENT REGISTRATION SUMMARY	
FSCJ Fall 2017 Career Fair	1 Approved, 1 Pending

- 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

Batch Options: Add New, Batch Options (Items 1-10 of 10)

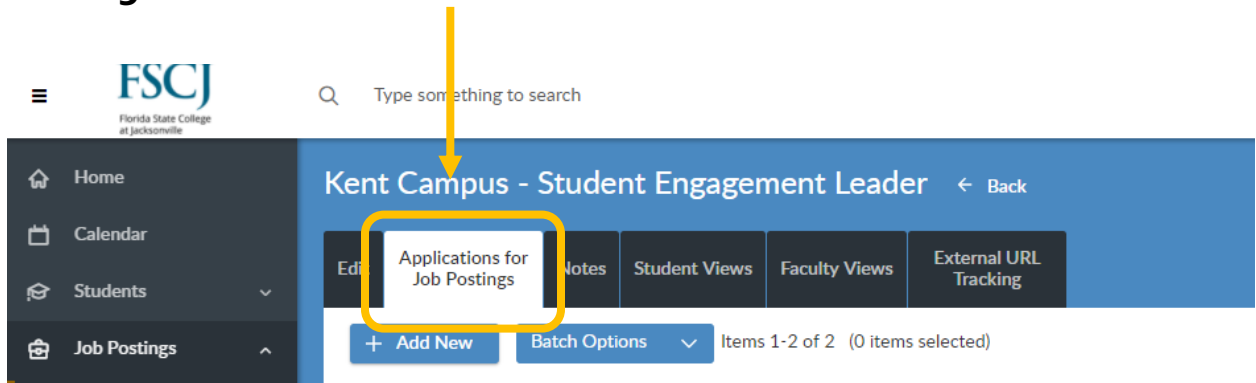
	Job Title	ID	Location	Employer
<input type="checkbox"/>	Kent Campus - Office Student Assistant	107		FSCJ (Student Employment)
<input type="checkbox"/>	Kent Campus - Student Engagement Leader	80		FSCJ (Student Employment)
<input type="checkbox"/>	Kent Campus - Student Services Assistant	100		FSCJ (Student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

Buttons: Add New, Items 1-10 of 10

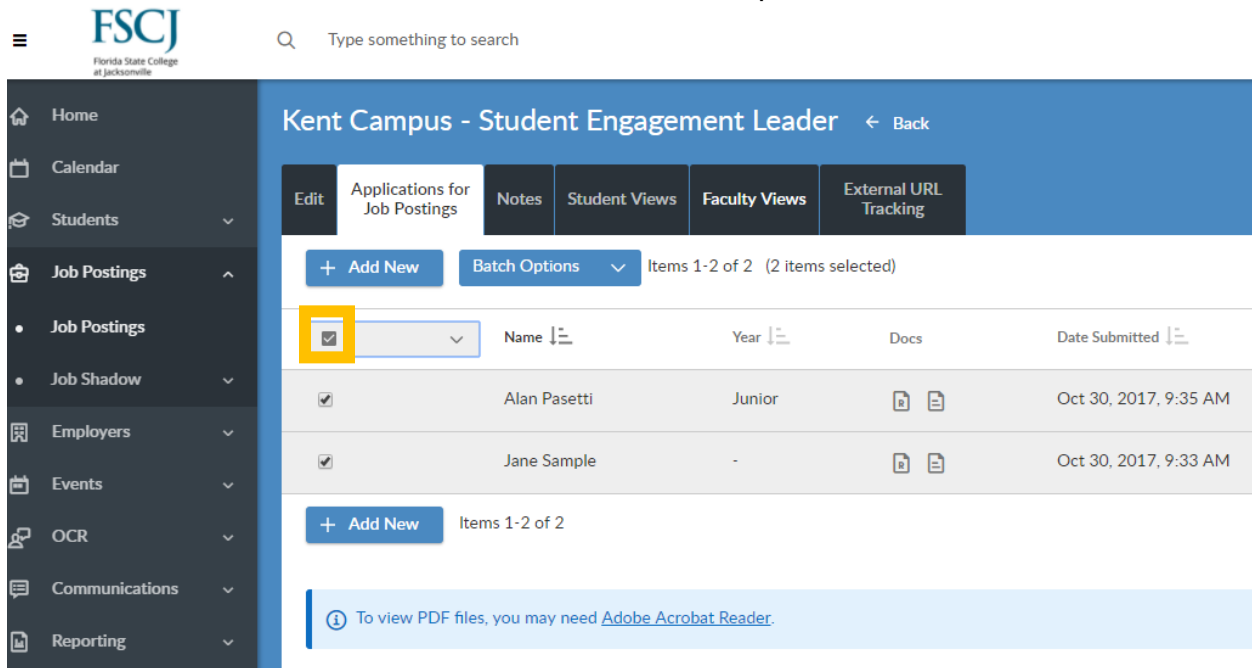
- Click on **title** of the job posting you wish to send to the department supervisor.

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 series of tabs are visible: 'Edit', 'Applications for Job Postings', 'Notes', 'Student Views', 'Faculty Views', and 'External URL Tracking'. The 'Applications for Job Postings' tab is active. A dropdown menu labeled 'Batch Options' is open, showing a list of actions: 'Set Flag', 'Clear Flag', 'Publications', and 'Set Employer Status'. The 'Publications' option is highlighted. A secondary dropdown menu is open from 'Publications', showing the 'Generate Book' option, which is also highlighted. Below the dropdowns, a table lists two items. The first item is 'Jane Sample' with a date of 'Oct 30, 2017, 9:35 AM'. The second item is 'Jane Sample' with a date of 'Oct 30, 2017, 9:33 AM'. At the bottom of the interface, there is a footer that reads 'CSM by ■ simplicity™'.

Kent Campus - Student Engagement Leader ← Back

Edit Applications for Job Postings Notes Student Views Faculty Views External URL Tracking

+ Add New Batch Options ▾ Items 1-2 of 2 (2 items selected)

Set Flag
Clear Flag
Publications
Set Employer Status

Generate Book

			Date Submitted
✓		Junior	Oct 30, 2017, 9:35 AM
✓	Jane Sample	-	Oct 30, 2017, 9:33 AM

+ Add New Items 1-2 of 2

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

CSM by ■ simplicity™

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.

① 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 (Job Applicants)

Custom Resume Packet (SCJ/SCF 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

100

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:

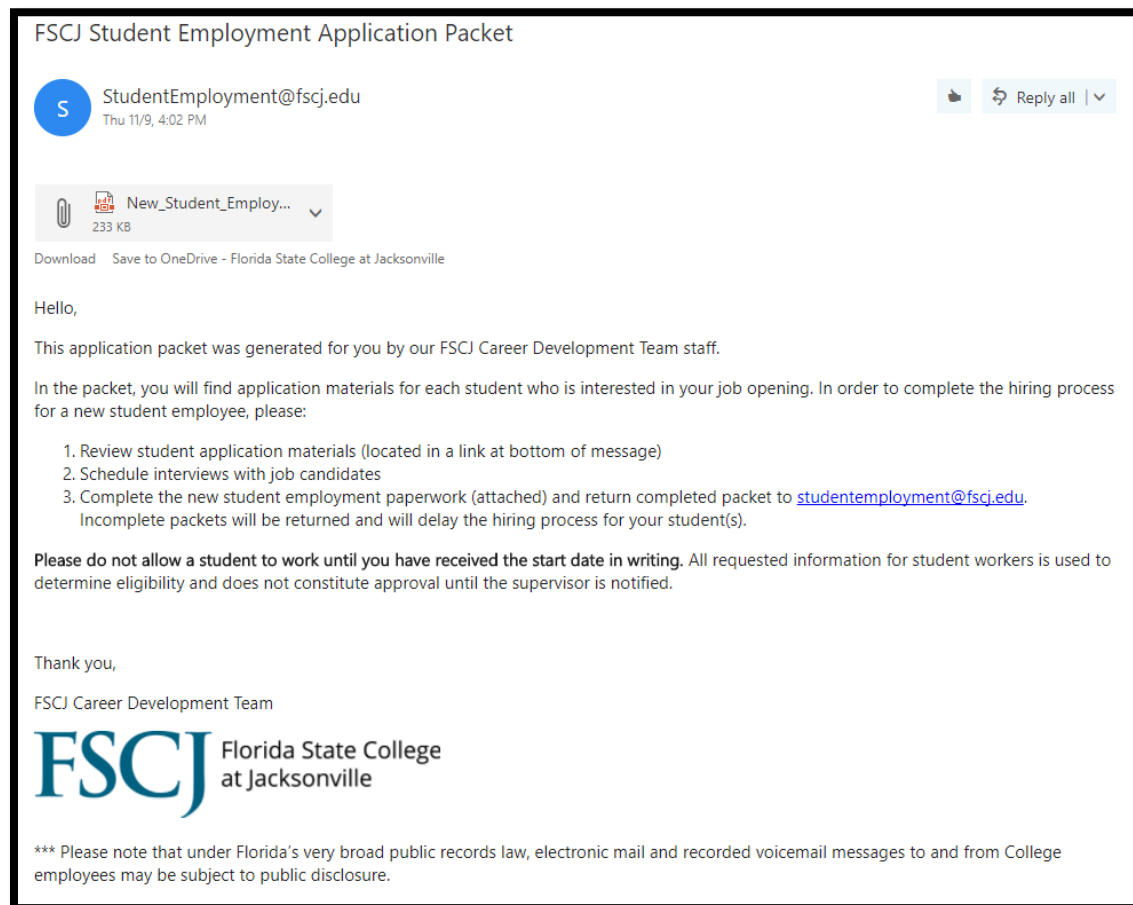
100

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



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 interface. The left sidebar contains a navigation menu with the following items: Home, Calendar, Students, Job Postings (highlighted), Job Postings (sub-item, 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 sections. The first section, 'PENDING ACTIONS SUMMARY', is 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 section, 'EVENT REGISTRATION SUMMARY', shows a calendar icon and the text: 'FSCJ Fall 2017 Career Fair', '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

Q Apply Search

Clear

Save Defaults

More Filters

+ Add New

Batch Options

Items 1-1 of 1

Showing

20

Per Page

[Show All]

Job Title

ID

Location

Employer

Contact

Applicants

Position Type

Posting Date

End Date

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

Kent Campus - Student Engagement Leader ← Back

Applications for Job Postings | Notes | Student Views | Faculty Views | External URL Tracking

+ Add New | Batch Options | Items 1-2 of 2 (1 items selected) | Showing 20 Per Page

	Name	Year	Docs	Date Submitted	Options	Employer Status	Resume Referred
<input checked="" type="checkbox"/>	Alan Pasetti	Junior		Oct 30, 2017, 9:35 AM	Delete Resume		Oct 30, 2017 (Elise Horowitz) Nov 9, 2017 (Kim Deer)
<input type="checkbox"/>	Jane Sample	-		Oct 30, 2017, 9:33 AM	Delete Resume		Oct 30, 2017 (Elise Horowitz) Nov 9, 2017 (Kim Deer)

+ Add New | Items 1-2 of 2 | Showing 20 Per Page

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

- 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

Kent Campus - Student Engagement Leader ← Back

Applications for Job Postings | Notes | Student Views | Faculty Views | External URL Tracking

+ Add New | Batch Options | Items 1-2 of 2 (1 items selected) Please remember to uncheck the selections after using batch options

	Name	Year	Docs	Date Submitted	Options	Employer Status
<input checked="" type="checkbox"/>	Alan Pasetti	Junior		Oct 30, 2017, 9:35 AM	Delete Resume	Hired
<input type="checkbox"/>	Jane Sample	-		Oct 30, 2017, 9:33 AM	Delete Resume	

+ Add New | Items 1-2 of 2

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**”.

The screenshot shows the CSM staff interface. On the left, a dark navigation bar contains several menu items. 'Jobs' and 'Job Postings' are highlighted with yellow arrows. The main content area is titled 'Job Postings' and has two tabs: 'JOB POSTINGS' (active) and 'STUDENT RESUMES/APPLICATIONS'. Below the tabs is a search section with a 'Keywords' input field, a description '(searches job title, ID, description, and organization name: min. 3 cha', and buttons for 'SEARCH', 'CLEAR', and 'MORE FILTERS'. A yellow arrow points to the 'Keywords' input field. Below the search section is a 'POST A JOB' button highlighted with a yellow box. Below this button, a job listing is shown for 'Career Development Office Assistant' in Jacksonville, Florida, with ID 34, expiring on Oct 10, 2017, and posted on Oct 03, 2017. A 'Withdraw' button is also visible. At the bottom, it says 'Showing 1-1 of 1 results'.

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

The screenshot shows the CSM staff interface. On the left, a dark navigation bar contains several menu items. 'Jobs' and 'Job Postings' are highlighted. The main content area is titled 'Job Postings' and has a blue banner with a note: 'Please Note: On-Campus Recruiting (OCR) positions should be entered in'. Below the banner are three buttons: 'SUBMIT', 'SAVE AND FINISH LATER', and 'CANCEL'. Below these buttons is a section titled 'Position Information' with a sub-section 'Copy or Repost Position'. It says 'Pick a position from which you would like to copy data. Please review and edit your job title when copying a job'. Below this text is a dropdown menu and a 'SHOW ARCHIVED' button highlighted with a yellow box. A yellow arrow points to the dropdown menu.

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

The screenshot shows a sidebar on the left with navigation links: 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 section 'Copy or Repost Position' with instructions: 'Pick a position from which you would like to copy data. Please review and edit your job title when copying a job'. Below this is a dropdown menu with the following 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. To the right of the dropdown is a 'SHOW CURRENT' button. Below the dropdown is a 'Part Time' section with radio button options: '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