

ND MBA CareerLink Instructions – Employer

Logging into the system

1. Go to <https://mendoza-nd-csm.symplificity.com/employers>
2. Enter your username (email) & password on (Login screen page)
3. You are now on your HOME PAGE

Attaching On Campus (OCR) position(s) to an assigned schedule

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. Find the schedule date and click **Attach Position**
3. Click **Copy/Create a New Position**
4. Enter job title by copying a position or entering a new position title
5. If copying, remove “Copy” from title
6. Fill in all required fields (special notes on two fields below)
 - **Resume Receipt – Choose “accumulate online”**
 - **Automatic Application Packet Generation: Choose Yes**
7. Enter any special application instructions at the beginning of the job description i.e. Candidate must also apply via [*company website*].
8. Click **Save and Finish**

Viewing Applicants and Making Selections

A. Requesting Resume Packets to Review Applicants

1. You will receive a system email alerting you that selections are due
2. Click **On Campus Recruiting (OCR)** on top navigation bar
3. Choose **Applicants** tab
4. Filter for position and click **Apply Search**
5. Click the plus (+) sign so all students names have check marks
6. Click **Generate Book**
7. Enter a name for the publication
8. Click **Submit**
9. You will receive an email when packet is ready to download
10. Click **Done**

B. Downloading Resume Packets

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. Click **Publications Request** tab
3. Click **PDF icon** in View/Download column
4. Print resumes &/or save file to computer
5. Packet remains one week in **Publications Request** tab from requested date

C. Making Selections to an OCR schedule

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. Click **Applicants** tab
3. Filter by position and click **Apply Search**
 - Choose **invited or not invited** from the drop menu per student or ,
 - Checkmark box(es) next to student names
 - In Batch options click drop arrow in box **Change Status To**
 - Choose **invited or not invited**

- Be sure to clear checkmarks by clicking (-) sign before making next selection

Adding Students Who Have Not Applied

*This feature is available to employers only through the “Employer Select End Date” ****

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. Click on **Schedules** tab
3. Click **date** of the position you want to add a student
4. Scroll down page to view Applicants
5. Click **Add New**
6. Enter student name in **keyword**
7. Click **go**
8. Select **student name** from pull down
9. Choose **position** from pull down
10. Choose **status**
11. Click **Submit**

Viewing Schedules once Students Sign up

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. Click on **Schedules** tab
3. Click **Interview Date** under the Date column
4. Click **View Interview Schedule** in the Task Bar
5. Students names/times appear in columns with a room number (TBD) at top
6. Final room numbers are assigned the day before the interviews

Posting Non OCR Jobs (Resume Drops)

*****WARNING*****

Do NOT use this for on campus recruiting position

1. Click **Jobs/Internships** on the top navigation bar
2. Click on **ADD NEW** button on the next screen page
3. Enter your job and/or internship position
4. Required fields are marked with an asterisk (*)
5. Click **SUBMIT**

Editing Positions (either OCR or Non OCR Jobs)

1. Click **On Campus Recruiting (OCR)** on top navigation bar –OR-
2. Click **Jobs** on the top navigation bar
3. Click on **Job Title** to make changes
4. Click **Submit**

Viewing Applicants for Non OCR Jobs During Drop Period

1. Click **Jobs/Internships** on the top navigation bar
2. Click **Student Resumes (non OCR)** tab
3. Click **Resume icon** in Documents column to view resume

Viewing Resume Books

1. Click **Resume Books** on top navigation bar
2. Click **Notre Dame Student Resume Database**
3. Click **Advanced Search Tab**
4. Narrow search by criteria (graduation date, major, etc.)

5. Click Apply Search
6. Functions available with search results
 - Click **Resume icon** to view resumes
 - Checkmark selected student's name(s) to
 - Send email
 - Save results as excel file
 - Generate a resume book

General Requests

A. Requesting an Information Session

1. Click **Events** in top navigation bar
2. Click Information Sessions
3. Enter data
4. Click **Submit**

B. Requesting a Schedule

1. Click **On Campus Recruiting (OCR)** on top navigation bar
2. On Schedules tab, scroll down to click **Request a Schedule**
3. Enter data
4. Click **Submit**

Account Maintenance

A. Changing Password

1. Click Account on the top navigation bar
2. Select the "Change Password" tab
3. Enter new password, then re-enter to confirm
4. Click Change

B. Creating Profile

1. Click **Profile** in top navigation bar
2. Enter data in **Who We Are** tab
3. Click **Save Changes**
4. Enter data in **Key Statistics** tab
5. Click **Save Changes**