

Registration & Job Posting Tips for MySpartanCareer (MSC)!

<https://msu-csm.symlicity.com/employers>

Registering on MSC:

When you register; select register & post a local job. Be sure to select the services you will want to utilize. Don't forget to select **Job postings** so you can go back to edit or create a new posting. Please use the salutation field when you have a name that is difficult to identify your gender. Selecting your contact type will help our staff identify your focus within your organization. Complete all the address information; many recruiters/employers are from the same company but various locations. Once your registration is complete, the page will refresh and your posting form will appear.

Posting your job:

Select your position type.

Select your resume receipt. How do you want to be contacted? You will need to go back into the system to review the number of student 'hits', resumes or to email the student's). In the title field, you will list the **Job Title** not your own.

The description field gives you space to enter a brief description of the job you are posting for. Enter the number of positions this posting is for. Select the date range you want this posting listed for. Is this a local or nationwide position? Enter all your preferred criteria: Class level, GPA, Major, etc. If you prefer to not enter criteria, you can submit at this time. It is very important to enter a grad date range. The system will NOT allow a student to submit their resumes without this being completed.

To repost a previous position:

To repost and revise your posting go back into the system and select JOBS, under the single school posting; select ADD NEW. Scroll down to COPY EXISTING, and select SHOW ARCHIVED. The page should refresh and then from the drop down box you can select the position you want to repost and edit. By scrolling down through the form, you can customize it for this posting.

Here is a list of the current year graduation date ranges to assist you in select your desired class level.

FALL 2008/SPRING 2009 (Includes summer grads)

Senior = 12/2008 – 8/2009
Junior = 12/2009 – 08/2010
Sophomore = 12/2010 – 08/2011
Freshman = 12/2011 – 08/2012
1st Yr. Grad = 12/2009 – 08/2010

Recent Alumni (one yr or less)

Recent Alumni 1 or less = 12/2007-08/2009

Alumni (More Than a year)

Alumni w/ 1 yr exp = 12/2007-12/2008

Alumni w/ 2yrs exp = 12/2006-12/2007

Continue Pattern....

***Teaching positions: MSU teachers complete a one-year internship for certification after they graduate.**

*** NOTE: Our grad include the months of; May, August & December.**

Reviewing your posting:

Select **jobs** from your homepage.

From this page you can view what active jobs or select archived jobs to view old postings.

Note the tabs across the top: *Single school posting, student resumes, Multi school posting, Archived jobs, and Publication request*. There is a fee for multi school listings and you must contact NACE at [1-800-544-5272](tel:1-800-544-5272) or support@nacelink.com.

Click on the resume tab to view the students' resumes or to contact a student. By clicking a check mark in the box in front of the students last name you can:

Reviewing & Emailing students :

1. Email the student
2. Create a publication
3. Save as an excel sheet from 'Batch Options'. Clicking on the title will take you to a more detailed page about the job position, you can edit your posting from this page and you can view the number of students 'hit's'. By selecting the 'Preview' tab you can see how your job looks to students.

Alerts/Announcements/Events: This great feature allows you to view if you have any resumes waiting for you, any workshops or other announcements, what career fairs are coming up.

Publications

This is a great feature and you can save all or only the resumes you prefer that have been submitted in a .PDF format and save to an electronic folder for later review. There is much more MSC can do for you. Check it out!

**For additional Support Contact:
hireaspartan@csp.msu.edu
Or call 1.517.884.1300**