

HOW TO POST YOUR NON-OCR JOB

(Non On-Campus-Recruiting jobs are those which won't need an on-campus interview schedule.)

System Note: It is recommended that you do NOT use your browser's Back button when navigating in this system when the "Return" link found at the far right, top side of your screen is available. There are times the Back button won't work at all.

1. Log into your Eagle Career Net account –
<https://georgiasouthern-csm.symplicity.com/employers/>
2. From your home page click on the Quick Link – [Create Non-OCR Job Posting](#)
OR you can click on the **JOBS** tab across the top, then click on the [Add New](#) button
3. Complete the New Job form. Some of the fields include:
 - A. **Job Description:** Please provide as much information as possible.
 - B. **Resume Receipt:** You can choose how you want to receive submitted resumes:
 - a. **Email:** resumes will be emailed to you as they are submitted.
 - b. **Online:** you will log into your [Eagle Career Net](#) account, click on the Jobs menu, then click on the Student Resumes tab to see applicant's names and resumes.
 - C. **Posting Date:** Choose the date you'd like your job posting to become viewable to applicants.
 - D. **Expiration Date:** the date your job posting will no longer be available to applicants.
 - E. **Position Type:** Choose one from Full-Time employment or Internship
 - F. **GPA:** If you don't have a GPA requirement, you can enter 0.00
 - G. **Grad Date Start:** Select the earliest graduation date you will consider.
 - H. **Grad Date End:** Select the latest graduation date you will consider.
 - I. **Work Authorization:** Select the work authorization(s) your organization is allowed to consider.
(Multiple selections can be made by holding the Ctrl key down as you click on your choices.)
 - J. **Desired Majors:** Choose all majors you're interested in interviewing. If you select College of Business Administration, you are selecting **ALL** COBA majors listed.
(Multiple selections can be made by holding the Ctrl key down as you click on your choices.)
4. Hit the [SUBMIT](#) button when your posting is ready.

*Your job will be **PENDING** until we approve it, which will be done the same day you post it. When it has been approved, you'll see a **green ✓** in the Approved column. You'll also get an email confirmation.

If you have any questions, contact:

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