EVANSJOBS EMPLOYER USER GUIDE

GETTING STARTED:
EvanJobs is an all-inclusive hub for Career Development information from the Evans School. This is where you are able to post internship opportunities and job vacancies on behalf of your organization. Additionally, by thoroughly completing your Organization Profile, Evans students can view and bookmark your organization’s information. This Guide illustrates various site features; once in the system, the left-hand navigation bar within the EvansJobs page will take you to everything you need.

CREATING AN EMPLOYER ACCOUNT:
Step 1: Visit UW Evans School Home Page (https://evans.uw.edu/) and select “Hire” Tab. You will be directed to the “Hire & Engage with Evans” page, select “Post a Job or Internship” icon.

Step 2: Select “Sign Up” button (https://evansjobs-csm.symplicity.com/employers/?signin_tab=2) and complete the following sections: Company Information, Services Requested, and Contact Information. Additionally, you may opt to select the “Sign Up and Post Job” button. This allows you to enter contact information and information for a vacant position on behalf of your organization at the same time.

- NOTE: It is important that the contact information provided is your professional information since EvansJobs account verification will be sent to the contact you provide.
- NOTE: EvansJobs platform takes 24-72 hours to process and verify account information. If you have a time sensitive and immediate need to post a job or internship vacancy, please contact: evansjob@uw.edu or call: (206) 221-7698
ACCESSING YOUR EVANSJOBS ACCOUNT:

**Step 1:** Visit UW Evans School Home Page (https://evans.uw.edu/), and hover pointer over “Career Development”. As menu drops down, select “EvansJobs” (https://evansjobs-csm.symplicity.com/) and then select “Employer”. You will be asked to enter the same email address and password chosen when you created your account. If you received an email stating that an account was created for you and a position was posted, please click on “Forgot Password” in order to set your password, access the system for the first time, and complete your profile information.

**EVANSJOBS ACCOUNT FEATURES:**

**Organization Profile:**
Select and complete to provide context and key information regarding your organization.

**Post and Edit Jobs/Internships:**
Navigate to “Shortcuts” > “Create Job Posting” and complete sections. Any job/internship information provided will be viewable by Evans School students/alums only. Submitted job/internship information will be vetted and approved by Career Development to ensure opportunities are an appropriate fit with our MPA candidates’ qualifications and skills.

- **NOTE:** Organizations DO have the ability to simultaneously post a vacancy to more than one institution through “SymplicityRecruit”, however there is *an associated cost* with this feature (https://www.symplicity.com/employers/campus-recruiting/pricing). It is completely **FREE** to post a position directly in EvansJobs and recruit Evans School students and alumni through the Evans School Career Development office.
ADDITIONAL EVANJSJOBS ACCOUNT FEATURES:

**Job Postings**: View your active job/internship postings on EvansJobs

**Student Resumes**:
- View individual resume materials submitted by applicants
- View individual profiles completed by students though EvansJobs
- View additional documents requested within job/internship posting

**Archived Jobs**: View previous (no longer active) job/internship postings

**Publication Requests**: (Refer to “Viewing and Printing Applications” Section)

**Resume Books**:
This feature is visible to those who opt-in when initially registering for an account. Resume Books allows employers to view a collection of self-reported information from current students and graduates.

**NOTE**: Evans School Career Development does not actively manage resume books nor endorse this manner of recruiting.

For an individual conversation about effective recruiting strategies at the Evans School, please contact Career Development: evansjob@uw.edu.

VIEWING AND PRINTING APPLICATIONS:

When posting an opportunity via “Job/Internship Postings”, employers have the ability to identify their preferred method of receiving resumes and additional materials (Resume Receipt Method):

**Email**: Candidate materials are forwarded to employer contact as they are submitted. Applicants do not see the contact information directly, unless indicated in posting itself.

**Other**: Candidate materials are forwarded to employer via external method

(Example: Candidate is informed to submit application materials on a different system, or you may indicate if you wish for the candidate to email their application to a certain email address with documents or information in the email body.)

**Accumulate Online**: Candidate materials are compiled and accessible through EvansJobs; by logging back into EvansJobs, employers have the ability to select multiple candidate applications through “Batch Options” > “Generate Book”.

**Step 1**: Locate and select “Post & Edit Jobs/Internships” > “Student Resumes”. Employer identifies which “Position” (job posting) to review candidate materials for. Once appropriate position has been identified, employer selects all candidates of interest followed by locating “Batch Options” tab and selecting “Generate Book”.

**Step 1a**: Create appropriate name for bundle (optional). Identify what candidate materials and how many pages should be in each bundle.
**Step 2:** Locate and select “Publication Requests” > “Table of Contents” in order to view a PDF bundle of selected candidate materials. The first page highlights: student information, major, anticipated graduation date. Subsequent pages highlight any resumes, cover letters or additional documents.

- **NOTE:** The EvansJobs system takes a while to generate a “bundle” if the employer requires review of several document types. Bundles may be marked as “Pending” (employer will receive message once bundle has been fully generated) or “Complete” (ready for review).