

How to use EvansJobs

Evans School of Public Policy & Governance

Create an Account

You may *Sign Up* for an account at any time. It is also an option to *Sign Up and Post a Job* in one simultaneous step! Either option is available [here](#).

If you receive a message that an account is already affiliated with your email address (this may occur if a position was posted by Evans School staff through referral or research), simply click the *Forgot Password* button to have a reset email sent to the address affiliated with an account.

Once logged into the system, you may update your contact information, password, and personal profile information underneath *Account*.

Organization Profile

Please complete an *Organizational Profile* when you are logged into the system. Sharing this information will help students as they are sorting through our registered employer list to “follow” certain employers and stay updated about new postings! Information in your organizational profile will include the policy areas on which your organization focuses, a brief description, web links, and address. There are also options to include key statistics and upload a company logo.

Post a Job or Internship

Once logged into EvansJobs, you are able to post a position by clicking on *Create Job Posting* in the Shortcuts menu, or navigating to *Jobs Postings* and clicking the button *Post a Job*. For easiest viewing experience of potential applicants, we recommend pasting the entirety of your job announcement into the *Position Description* field.

There are a few sub-sections within the *Post & Edit Jobs/Internships* menu. Current and former job announcements can be seen under *Job Postings*. Additionally, applications submitted through the EvansJobs portal to your current and past job listings can be found under *Student Resumes* in this section.

Multi-School Postings The Evansjobs host platform, Symplicity, has an optional system by which employing agencies are able to post their advertisements across multiple universities using the Symplicity job system for a small fee. Posting positions directly with the Evans School is completely free. Be sure to select *Post to this School only* for free postings within EvansJobs.

Resume Receipt Method When posting a position in EvansJobs, you are able to select how you would like to receive applicant’s resumes. If you select and input *Email*, your email address will not be shared with students; instead applicants will apply via the system and applications will be sent directly to the email provided as they are received in EvansJobs. *Accumulate Online* also requires students to apply through the EvansJobs system. In this resume receipt method, hiring managers will not receive the applications via email unless *Receive Resume Packet* is selected. Otherwise, they must log into the system to look at applicants. By selecting *Other*, you may include application

instructions, including an email address and/or external link for applicants to follow explicit instructions.

Report a Hire

Please share with us when you hire an intern, part-time or full-time Evans School employee! It is simple to tell us when you log into EvansJobs and click on *Report a Hire* and *Add New* from the left-hand menu. We ask a few basic questions about the experience to gather more complete information about our student body and provide benchmarking data to organizations like yours in the future!



Thank You!

We recognize that your time is valuable and have worked to streamline your job posting experience in EvansJobs. We will continue to work to add useful features to the system for you and will update this document and those on our partners email list as any significant changes occur!

Should you have any difficulty, please email evansjob@uw.edu or call 206.221.7698 for assistance! You may also schedule a phone call at any time with a Career Development staff member via <https://calendly.com/evans-employer-partnerships>