



SYMPPLICITY - CAREER SERVICES MANAGEMENT SYSTEM

Employer User Guide

Welcome to Career Services Management System, Stockholm School of Economics' online recruiting system. This guide is designed to introduce you to the system and help you understand how the system can simplify the recruiting process for your organisation. The system is designed to be user-friendly, but if you experience any difficulties while you are using it, we are more than happy to assist you in any way we can. Please do not hesitate to contact us with any questions or concerns.

SSE Career Management & Employer Support

Email: careerservices@hhs.se

Content

- I. Registration / Login
- II. Home
- III. Account
- IV. Profile
- V. Job postings

I. REGISTRATION / LOGIN

First time users


To use Symplicity, please register by doing the following:

1. Direct your web browser to <https://sse-csm.symplicity.com/employers/>
2. Click the 'Register' button
3. Complete the fields on the registration form and click 'Submit'
4. You will receive an email with your username and your password.

Returning users

1. Go to <https://sse-csm.symplicity.com/employers/>
2. Enter your username and password and click 'go'
3. If you have forgotten your password, click on the 'Forgot Password' link and you will then be automatically sent a new password. Once you have logged in with this password you will be able to change it to one of your choosing under the profile tab in your account.

The screenshot shows the SSE Careers Online interface. At the top left is the logo of the Stockholm School of Economics. The main header is "SSE Careers Online". Below this is a navigation bar with four buttons: "Sign In", "Forgot my password", "Register", and "Register And Post Job". The "Sign In" button is highlighted in blue. The main content area is divided into two columns. The left column is titled "Sign In" and contains the instruction "Please enter your username and password." Below this are two input fields: "Username (your email address)" and "Password". At the bottom of this column are three buttons: "Sign In ►", "Reset", and a link "Forgot Password". The right column is titled "Register" and contains the instruction "Register for a new account." Below this are two buttons: "Register ►" and "Register And Post Job ►". At the bottom of the page is a footer that reads "Career Services Management System".

 SSE Careers Online

Sign In | [Forgot my password](#) | [Register](#) | [Register And Post Job](#)

Sign In

Please enter your username and password.

Username
(your email address)

Password

[Sign In ►](#) | [Reset](#) | [Forgot Password](#)

Register

Register for a new account.

[Register ►](#)

[Register And Post Job ►](#)

Career Services Management System

II. HOME

Navigate the Homepage

1. View at glance features of the 'Symplicity' system (Announcements, Shortcuts, Alerts, Create Job Posting etc.) by clicking on 'Home' in the top navigation toolbar.
2. You can access all systems sections with one click by clicking on 'Shortcuts'
3. Send feedback or questions directly to SSE Career Management & Employer Support through the system, using the 'Your feedback is welcome' link

SSE Careers Online

Home Account Calendar Profile Jobs

Welcome, Schmid. Schmid @ SSE admin ? Log Out

March 2016

28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Your feedback is welcome.

Announcements

There are no announcements at this time.

Alerts

There are no current alerts.

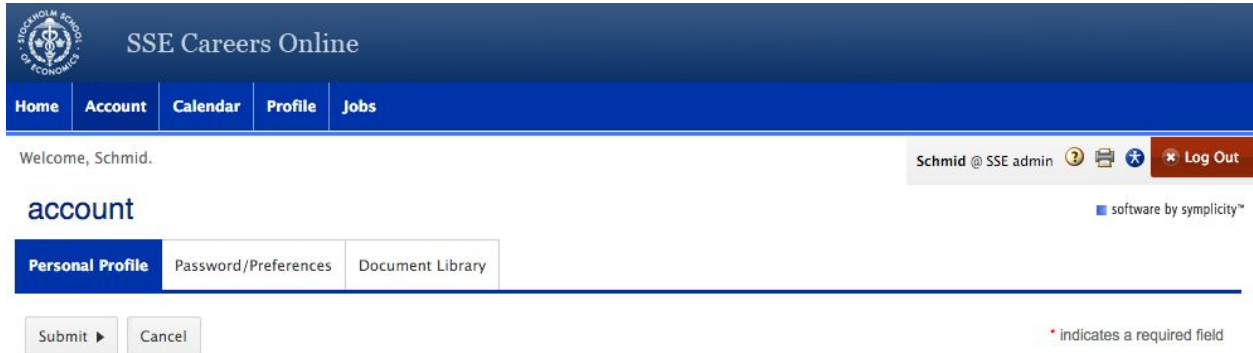
SHORTCUTS

- [Create Job Posting](#)
- [View Job Postings](#)
- [View Applicants](#)
- [Post a profile](#)
- [View Document Library](#)

Career Services Management System [Privacy Policy](#) | [Terms of Use](#)

III. ACCOUNT

1. The account section contains information about you and your organisation (name, telephone number, address). Build a personal profile with your contact information by clicking on 'Account' link on the top navigation toolbar.
2. This is also where you will go to change your password. Update system access by clicking on the 'Password/preferences' tab and creating a new password. Enter a new password then re-enter to confirm. Click Save.



The screenshot shows the 'SSE Careers Online' interface. At the top left is the Stockholm School of Economics logo. The main header is 'SSE Careers Online'. Below this is a navigation bar with links: Home, Account, Calendar, Profile, and Jobs. A welcome message 'Welcome, Schmid.' is displayed on the left, and the user's name 'Schmid @ SSE admin' with a help icon, a printer icon, and a 'Log Out' button is on the right. The 'account' section is active, with sub-tabs for 'Personal Profile', 'Password/Preferences', and 'Document Library'. At the bottom left are 'Submit' and 'Cancel' buttons. At the bottom right, a note states '* indicates a required field'. A small logo for 'software by sympathy' is also visible.

IV. PROFILE

Build a Profile

1. Create a comprehensive online profile to describe the organisation by clicking on the 'profile' link in the top navigation bar.
2. Employers are encouraged to populate the profile fields with customised information for SSE students/alumni. Students and alumni use this information to research employers.
3. Click 'Logo' to upload your company logo in order for it to show next to your job posting which makes it look more individual and appealing for students.

The screenshot shows the 'SSE Careers Online' profile creation page. The header includes the SSE logo and navigation links: Home, Account, Calendar, Profile, and Jobs. A user is logged in as 'Schmid @ SSE admin'. The 'profile' section is active, with sub-tabs for 'Who We Are', 'Key Statistics', 'Company Culture', 'Logo', 'Photos', and 'Videos'. A 'Save Changes' button is present. The main content area is titled 'Who We Are (part 1 of 6)' and includes instructions: 'Simply fill in the fields below with the appropriate content. Some fields have additional options'. The 'Industry' field is a dropdown menu with options: Accounting, Admin Support, Advertising, Agriculture, Animal Sciences, Architecture, Arts Administration, and Aviation/Aerospace. The 'Overview' field is a large text area with a 'Check Spelling' button below it. On the right, a 'COMPLETION STATUS' sidebar shows progress for 'Who We Are' (Address is checked), 'Key Statistics', 'Corporate Culture', and 'Logo'.

SSE Careers Online

Home Account Calendar Profile Jobs

Welcome, Schmid. Schmid @ SSE admin ? [Print] [Help] * Log Out

profile software by sympathy™

Who We Are Key Statistics Company Culture Logo Photos Videos

Save Changes * indicates a required field

Who We Are (part 1 of 6)

INSTRUCTIONS: Simply fill in the fields below with the appropriate content. Some fields have additional options

Industry: Please select what industry(s) your organization belongs to.

- Accounting
- Admin Support
- Advertising
- Agriculture
- Animal Sciences
- Architecture
- Arts Administration
- Aviation/Aerospace

Overview: Please submit an overview of your organization.

Check Spelling

COMPLETION STATUS

Who We Are

- Industry
- Overview
- Products and Services
- Achievements
- Awards
- Future of Our Company
- Competitors
- Address
- Twitter URL
- Facebook URL
- Post LinkedIn Connections?

Key Statistics

Corporate Culture

Logo

V. JOB POSTINGS

1. Create a job posting by clicking on the 'add new' button.
2. Required fields are marked with a red asterisk (*)
3. Please be specific about 'position type' as well as 'desired class level' since students will apply filters based on those information
4. Add your job ad as a PDF/JPG by clicking on 'add item' next to Attachments
5. Click 'Submit'
6. Your post will be approved within 1-5 business days (you can check the status by clicking on 'Publication Requests')
7. If you wish to copy an archived posting, click on the 'Show Archived' button in the 'Copy Existing' field to select from your archived postings. You can now enter or edit information in the fields of the job form.

The screenshot displays the 'SSE Careers Online' web application. At the top left is the Stockholm School of Economics logo. The navigation bar includes 'Home', 'Account', 'Calendar', 'Profile', and 'Jobs'. A user is logged in as 'Schmid @ SSE admin' with a 'Log Out' button. The main heading is 'job postings' with a sub-menu for 'Job Postings', 'Student Resumes', 'Archived Jobs', and 'Publication Requests'. A search form contains a 'Keywords' field (with a note: '(searches job title, ID, description, and organization name: min. 3 characters)'), a 'Contact Name' field, and 'Search' and 'Clear' buttons. A yellow message box states 'No records found.' Below it is an 'Add New' button. The footer contains 'Career Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

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