Federal Work-Study (FWS) *Employer Orientation Part 2*

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Agenda

- Employer Expectations
- NACE - Skills Employers are Looking for
- How to Create a Mountie CareerSource Account
- How to Post a Job
- How to Repost an Archived Job

(909) 274-4510

Student Services Center (Bldg. 9B) Second Floor

Monday - Friday 8:00 am - 5:00 pm

careercenter@mtsac.edu

https://www.mtsac.edu/careerservices/

Employer Expectations

- Give students the "real job" experience:

  - Interview them

  - Contact them if you want to offer them the position

  - Contact them when all financial aid forms are cleared and they are ready to start to determine their start date

  - Let them know of uniform guidelines

  - Let them know how they should alert you if they are late or will not be able to make their shift

  - Give them evaluations/feedback on their work

Employer Expectations

- Use the NACE competencies to empower, support, and help students develop professionally.

NACE
National Association of
Colleges and Employers

MORE INFO
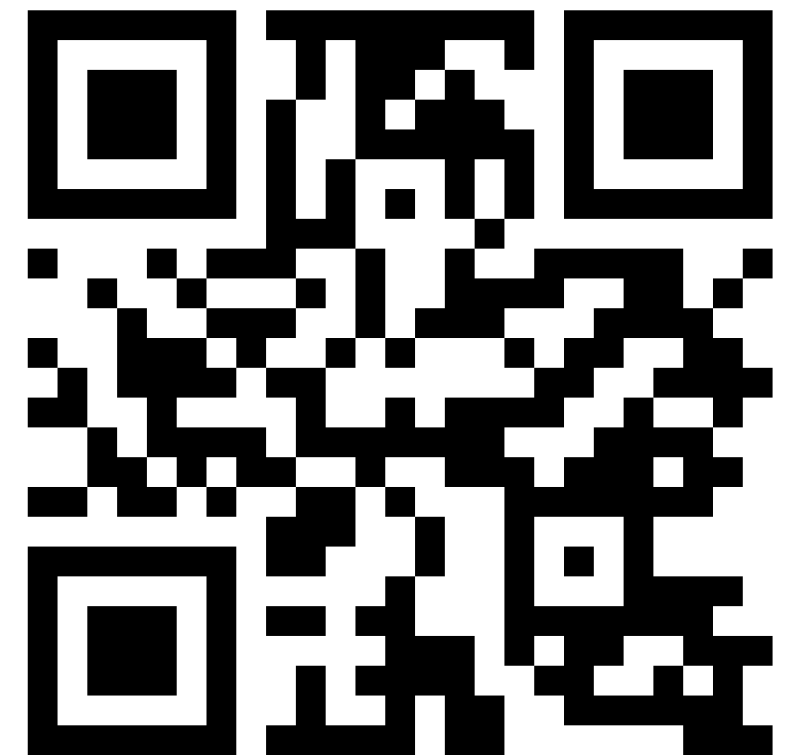
Skills Employers are Looking for

- Career & Self Development
- Communication
- Critical Thinking
- Equity and Inclusion

- Leadership
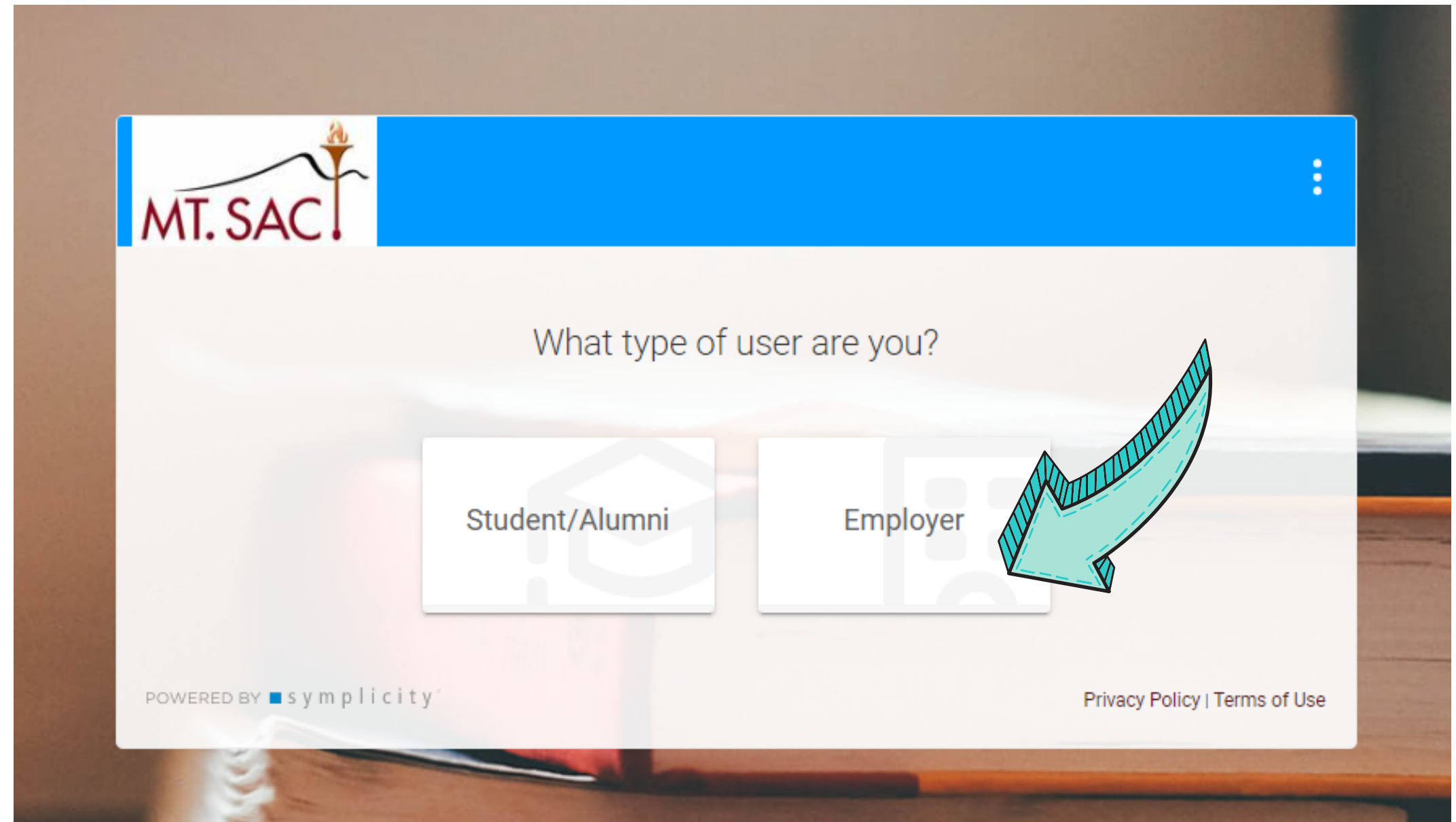- Professionalism
- Teamwork
- Technology

Mountie CareerSource (MCS)
How to set up an account

1. VISIT

   https://mtsac.edu/mountiecareers

2. Click on Employer

Mountie CareerSource (MCS) How to set up an account

1. First time here? Click on Sign up

2. Already have an account? Sign in.

MT. SAC

Sign In

Please enter your username and password.

Username
(your email address)

Password

Sign In

Forgot Password

By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

POWERED BY ■ symplicity®

Sign Up

Signing up takes just minut
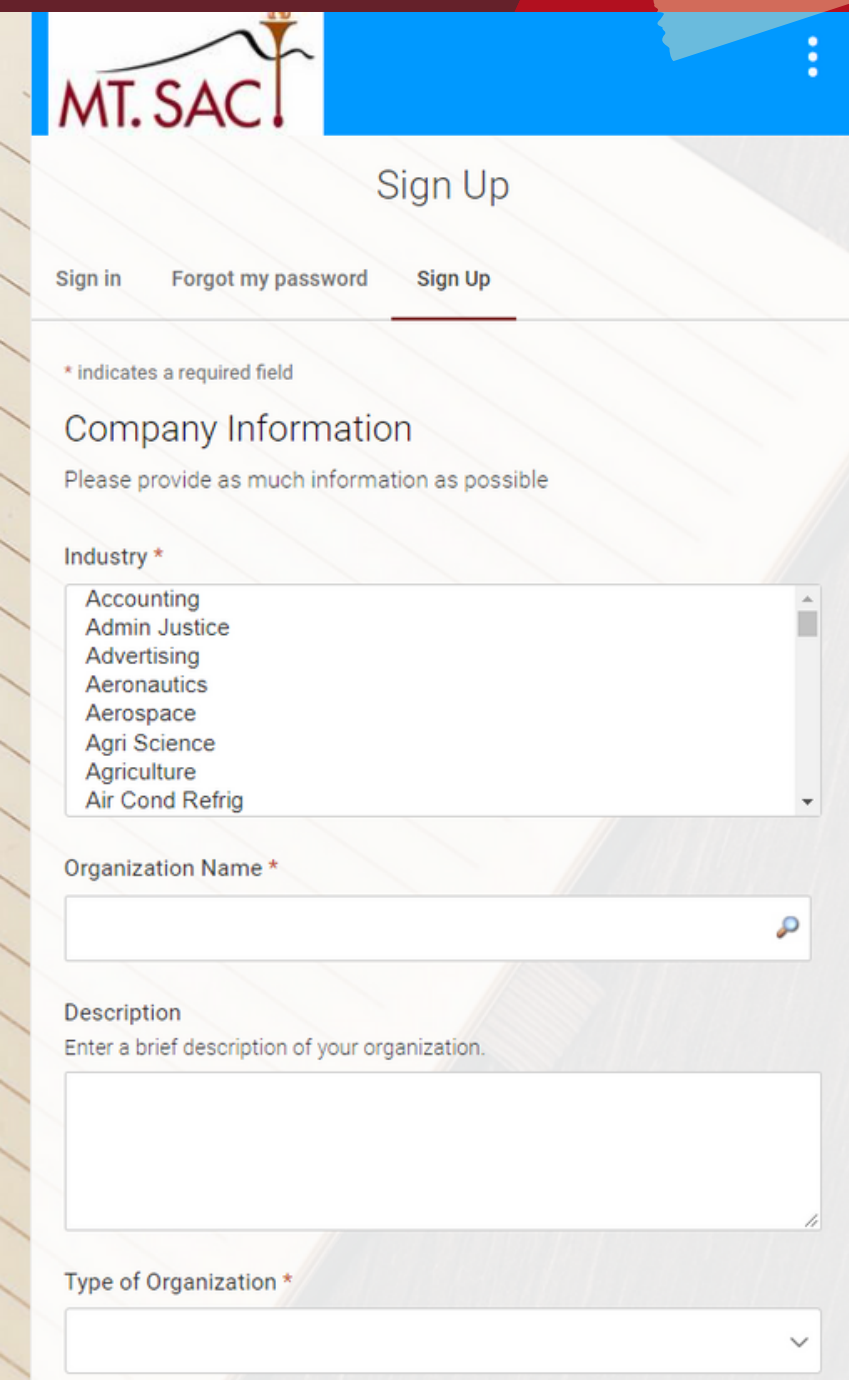
Sign Up

1. Fill out each section carefully
2. Submit

MT. SAC

Sign Up

Sign in   Forgot my password   **Sign Up**

* indicates a required field

Company Information
Please provide as much information as possible

Industry *
- Accounting
- Admin Justice
- Advertising
- Aeronautics
- Aerospace
- Agri Science
- Agriculture
- Air Cond Refrig

Organization Name *

Description
Enter a brief description of your organization.

Type of Organization *

Number of Employees *

Website
(If applicable)

Company Logo *
Your logo will display on your employer profile, job posting, and some events.

Choose File To Upload   No file chosen

Clear

Services Requested
Please select which services you wish to register for below.

Services *
- ☑ Job Postings
- ☑ Resume Book
- ☑ Edit Profile
- ☑ Profile Viewable Contact
- ☑ Career Fair
- ☑ Information Sessions

Contact Information
Please provide as much information as possible

Salutation
(mr., ms., mrs., etc)

Full Name *
(first mi last)

Title

Division

Email *

Phone
(###) ###-####

Cell Phone
(###) ###-####

Please prove you are not a robot

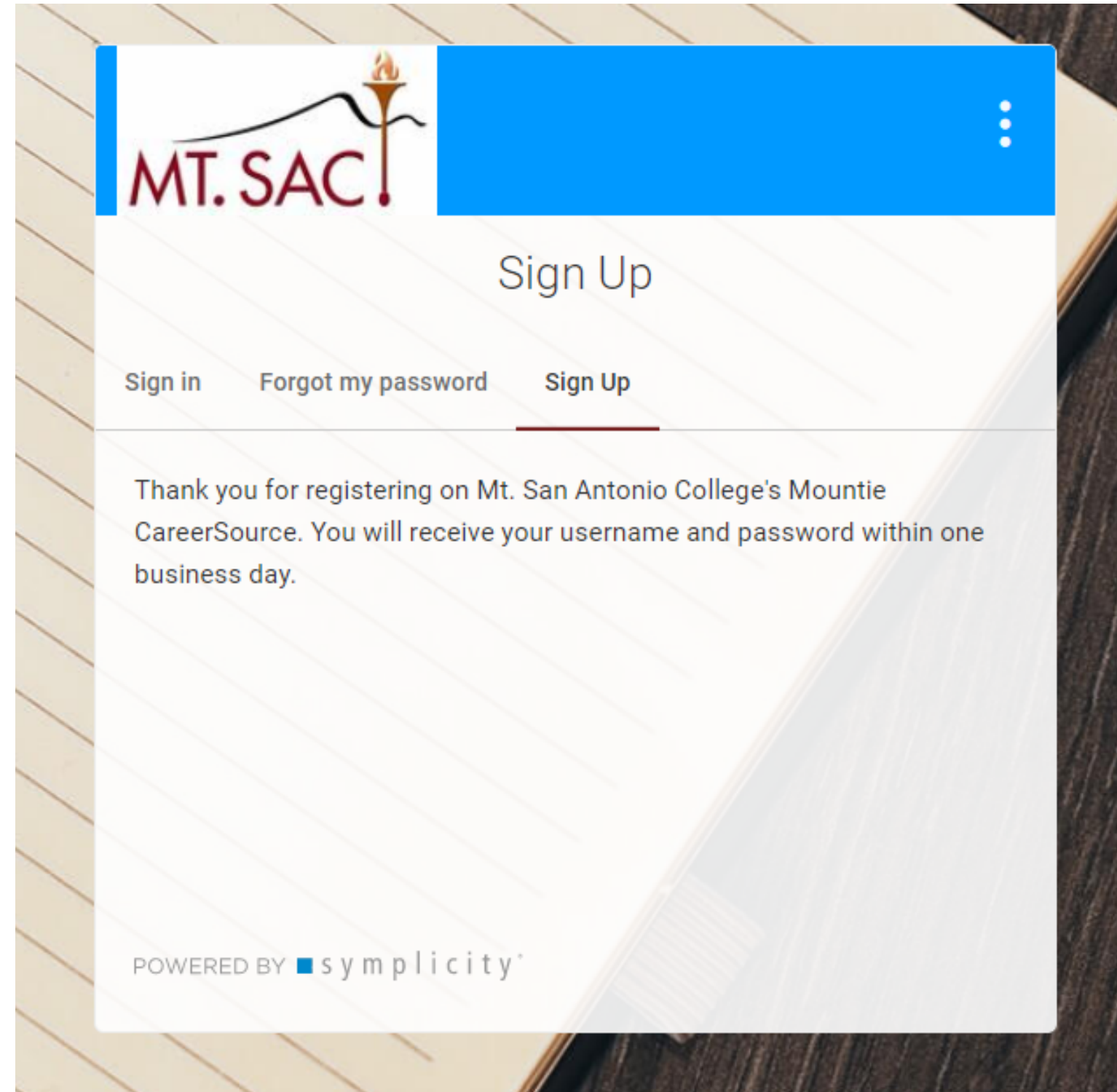☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Submit

By clicking submit, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

1. After submitting, you will see this message.

1. When your account is approved, you will receive this email.
2. Click on the second link to SET your password.

Welcome to Mt. San Antonio College's Mountie CareerSource

M mtsac-csm@symplicity.com
To: Martinez, Cristina

Tue 6/28/2022 12:55 PM

EXTERNAL SENDER - Exercise caution with requests, links, and attachments.

Jun 28, 2022, 12:55 PM
Mt. SAC - Career Services

Dear Cristina Martinez,

I am pleased to inform you that your registration for Mt. San Antonio College's Mountie CareerSource has been processed and your account is now active. Please note that posting jobs and internships is a FREE service!

Please point your web browser to:

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac-csm.symplicity.com%2Femployers&data=05%7C01%7Ccmartinez294%40mtsac.edu%7Cbe23ee84fd92483b579e08da59401d63%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637920429143901665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=cVrKS%2BfNlr8SwrH8P%2FO3d8kOuhg3e6JiF44UFpyJ044%3D&reserved=0

Your username and password are as follows:

Username: cmartinez294@mtsac.edu
Password: Please set your password using the following URL:
https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac-csm.symplicity.com%2Femployers%2Findex.php%3Ftype%3Dpassword%26token%3D71b5f14bf3d42f5706a72c9d80ad97ce&data=05%7C01%7Ccmartinez294%40mtsac.edu%7Cbe23ee84fd92483b579e08da59401d63%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637920429143901665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=S7OBF5PqgOOIUaC4qAeM78GPc0yUqAwIuC7ok6fcgno%3D&reserved=0

With your account, you can post jobs and internships to our students and alumni by following the instructions below:

1-Go to https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac-csm.symplicity.com%2Femployers&data=05%7C01%7Ccmartinez294%40mtsac.edu%7Cbe23ee84fd92483b579e08da59401d63%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637920429143901665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=p2YEf0mrP67Tl2rEbf0ytE0OImMoBNP69Ca6WnR4XD0%3D&reserved=0
2-Enter your username (email) & password on (Login screen page)
3-You are now on your HOME PAGE
4-Click "jobs" on the top menu bar
5-Click on ADD NEW button on the next screen page
6-Enter your job and or internship and click SUBMIT!

Mountie CareerSource (MCS) How to set up an account

1. After setting your password, you can log in.
2. This is what it should look like when you log in.

Home / Employer Profile

🏠 Home

👤 **Employer Profile**

💼 Jobs

📅 Events

📇 Resume Books

🗓 Calendar

⚙ Account

ℹ Password has been updated

Profile Information   Contacts

ℹ **NOTE:**Please update your profile
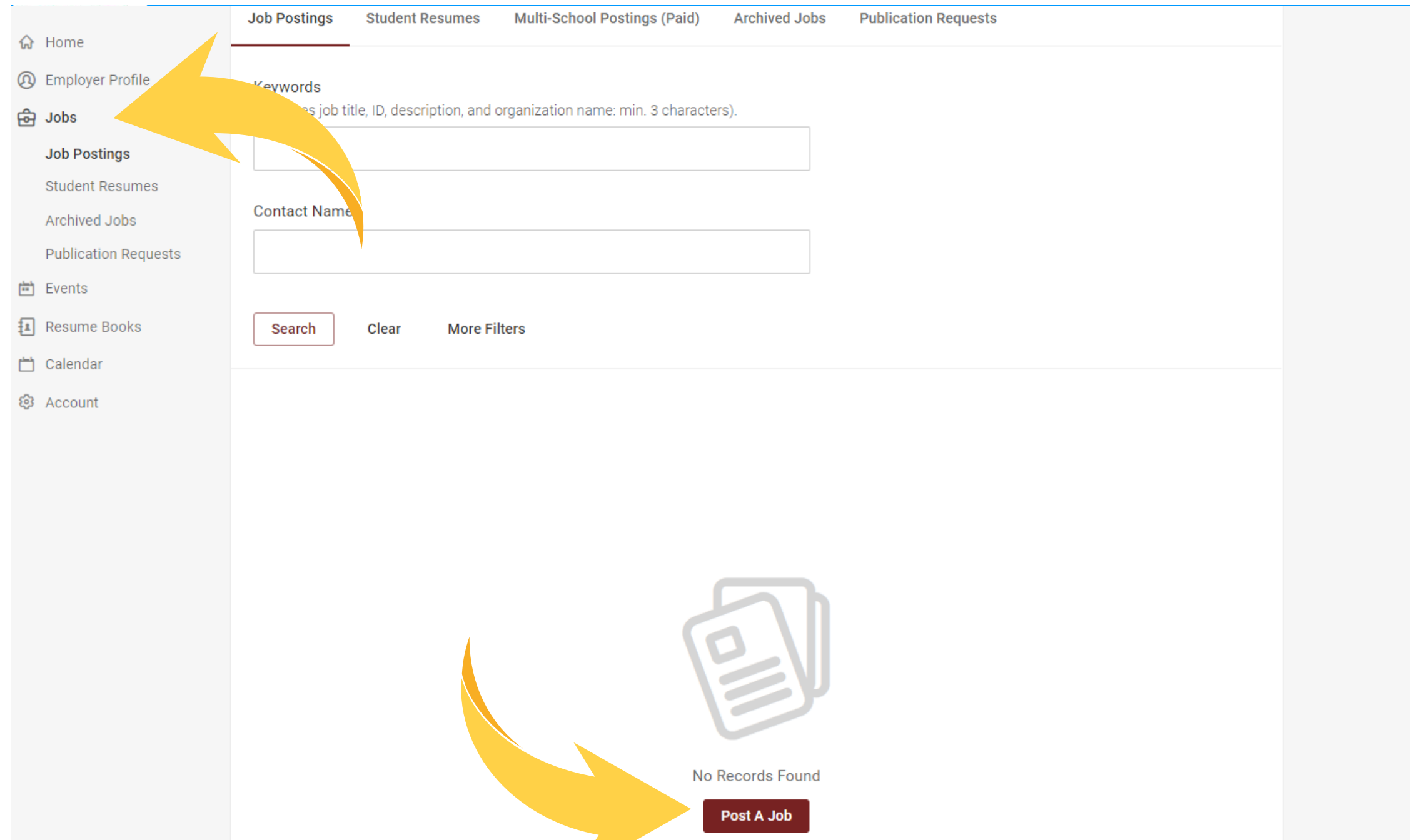
Save

* indicates a required field

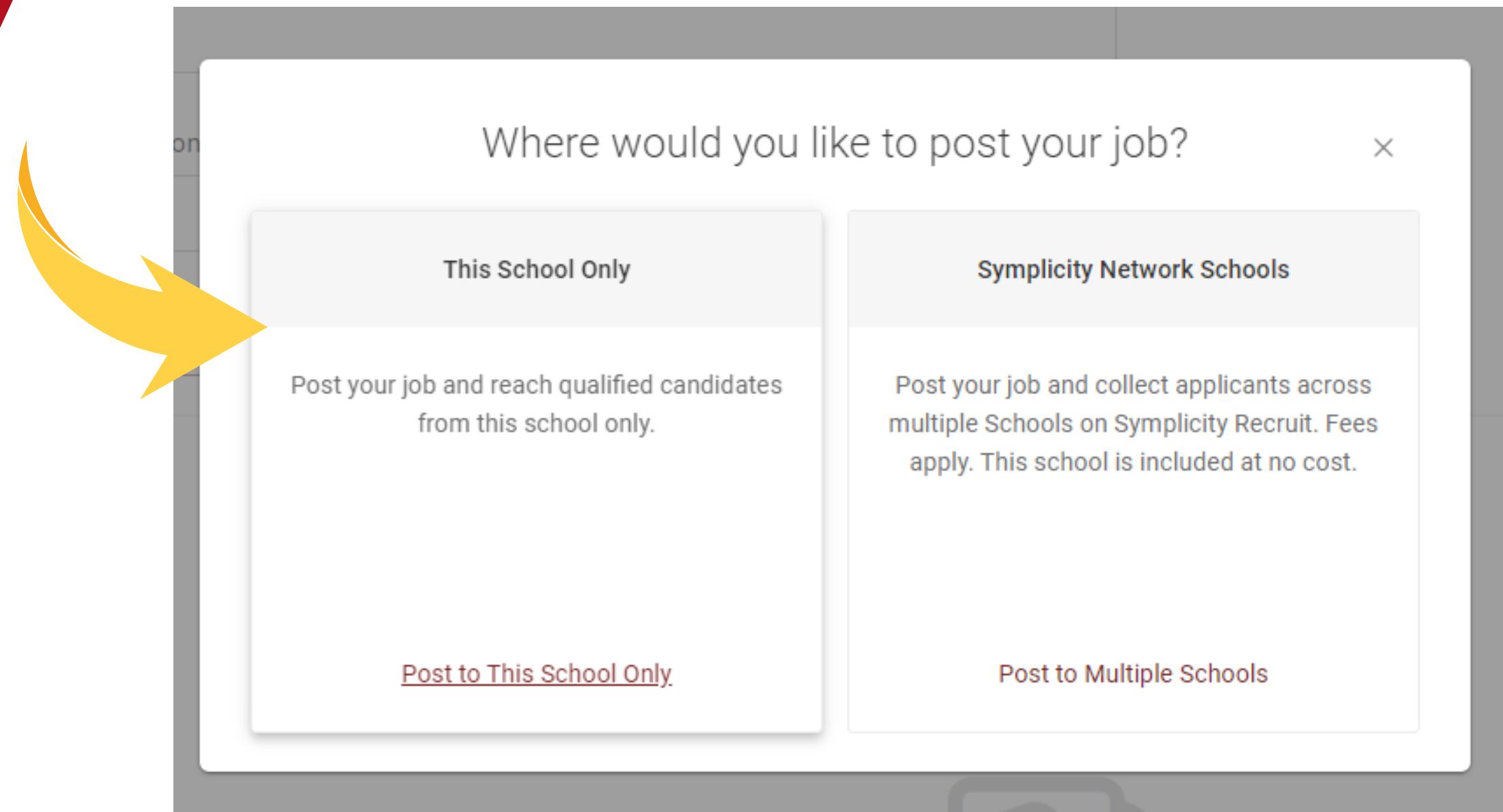## Basics

Mountie CareerSource (MCS)
How to post a Job

1. Click Jobs
2. Click on Job Postings
3. Click on Post a Job

Job Postings   Student Resumes   Multi-School Postings (Paid)   Archived Jobs   Publication Requests

Keywords
(es job title, ID, description, and organization name: min. 3 characters).

Contact Name

Search   Clear   More Filters

- Home
- Employer Profile
- Jobs
    - Job Postings
    - Student Resumes
    - Archived Jobs
    - Publication Requests
- Events
- Resume Books
- Calendar
- Account

No Records Found

Post A Job

Mountie CareerSource (MCS) How to post a Job

Where would you like to post your job? ✕

This School Only

Post your job and reach qualified candidates from this school only.

Post to This School Only

Symplicity Network Schools

Post your job and collect applicants across multiple Schools on Symplicity Recruit. Fees apply. This school is included at no cost.

Post to Multiple Schools

Mountie CareerSource (MCS) How to post a Job + Repost an Archived Position

1. Fill out the form
2. Click on Work-study for Position Type
3. Enter Position Title as "WS - Student Assistant"

1. Click **Show Archived**
2. Make the necessary changes before submitting

Position Information

Copy Existing

Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job

[_____ ⌄] [Show Archived]

Position Type *

☐ Work-study
☐ Career/Degreed
☐ Full Time
☐ Internship/Externship
☐ Off-Campus
☐ On-Campus
☐ Part Time
☐ Volunteer
☐ Work Experience

Restrict Applications *

Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set.

○ Yes   ○ No

Title *

[_____]

0/60

Mountie CareerSource

1. Continue filling out the form

Job Function *

Select the description of the job function for this position. You may select multiple items.

[select] ⌄   Clear

Description *

B *I* ⬚ ⬚ ⬚ ⬚ 🔗 ⌘ 𝐼ₓ

Powered by Tiny

Mountie CareerSource

1. Select Work Study Student for Work Authorization

Resume Receipt

Choose how you would like to receive student resumes for non-ocr positions.

☐ E-mail ☐ Accumulate Online ☐ Other (enter below)

Additional Documents

Which additional documents do you request for non-ocr positions.

☐ Cover Letter ☐ Unofficial Transcript ☐ Writing Sample ☐ Other

Requested Document Notes

Special instructions regarding requested documents.

Posting Date *

(Job announcement will be posted on this date.)

2022-08-11

Expiration Date *

(Job announcement will be removed on this date.)

2022-11-08

Work Authorization *

Please enter the desired work authorization.

Non Work Study Student
Work Study Student

Mountie CareerSource

1. Continue filling out form
2. Submit when you are ready!

Qualifications

Desired Skills

Type in and choose from suggested skills or press enter to create a new skill. You can add a total of 10 skills.

Desired Majors

If you strongly prefer candidates with particular majors, specify this here. You should leave this field blank if you are unsure.

Add...

Salary Level *
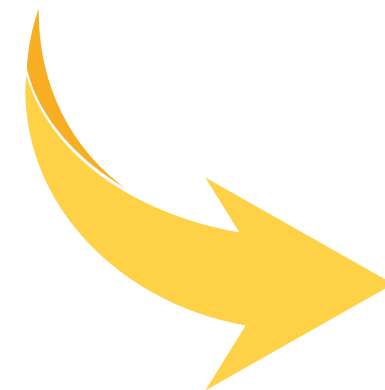
MORE INFO

Location *

Type in the desired location and select from suggestions or hit enter. To add a nationwide location, type in a country name such as "United States".

Attachment(s)

Add Item

Submit   Save And Finish Later   Cancel

Questions?

FINANCIAL AID

fws@mtsac.edu

(909) 274-4450

9B, Second Floor

CAREER CENTER

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(909) 274-4510

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PAYROLL

rtitus@mtsac.edu

(909) 274-4516

4, First Floor

CalWORKS FWS

dperkins8@mtsac.edu

(909) 274-4626

9B, First Floor