

## On-Campus Interview Guide

### Returning Users

1. Visit <https://sau-csm.symplicity.com/employers>
2. Sign in with Username and Password

### New Users

1. Visit <https://sau-csm.symplicity.com/employers>
2. Click on Register for BeeCAREERS
3. Complete the information.
4. Submit your registration form, you will be sent an email to verify your information.
5. After verifying your email, please allow up to 24 hours to receive an email with your username and password.

## ON-CAMPUS INTERVIEWS:

**Step 1:** Contact Kim Matteson at [mattesonkimberly@sau.edu](mailto:mattesonkimberly@sau.edu) or 563-333-6342 to determine availability of rooms for interviews.

**Step 2:** Login to you BeeCAREERS account.

**Step 3:** Under shortcuts on the homepage click on “**Create Job/Internship Posting**”. Fill out form and submit (all areas marked with a **red \*** are required). Make sure that under position type, you click on **BOTH THE POSITION TYPE AND ON-CAMPUS INTERVIEW**. **UNDER HOW WOULD YOU LIKE THE STUDENT/ALUMNUS TO APPLY, MAKE SURE YOU CHECK ACCUMULATE ONLINE.**

**Step 4:** Please email the candidates you have selected to interview to Kim Matteson at [mattesonkimberly@sau.edu](mailto:mattesonkimberly@sau.edu), so we can schedule the interviews for you. We will send you your schedule at least 24 hours in advance of the interviews.

The screenshot shows the BEE Careers website interface. On the left is a dark sidebar with navigation options: Home, Profile, jobs and internships, OCR, Events, Surveys, The BeeConnection, Calendar, and Account. The main content area is light gray and contains several sections:

- announcements:** A box stating "There are currently no announcements or notifications to display."
- Create Job/ Internship Posting:** A box with the text "Post full time/ part time/ work study and internship positions".
- View Job / Internship Postings:** A box with a list: "1. View jobs you have posted", "2. Review applicants' resumes", "3. Review archived postings".
- Shortcuts:** A list of quick links including "The BEEConnection", "Create Job / Internship Posting", "View Job / Internship Postings", "View Applicants", "Post a profile", "Create New On Campus Recruiting Request", "View On Campus Recruiting Schedules", "View On Campus Recruiting Interviews", "View On Campus Recruiting Applicants", and "View Document Library".
- BEEConnection:** A box explaining that users can act as volunteer career advisors to St. Ambrose students and providing instructions on how to create a profile.
- Your feedback is welcome:** A small box with a speech bubble icon.

Blue arrows point from the callout boxes to the corresponding elements in the interface: from the sidebar to 'The BeeConnection', from the 'announcements' box to the 'announcements' section, from the 'Create Job/ Internship Posting' box to the 'Create Job / Internship Posting' shortcut, from the 'View Job / Internship Postings' box to the 'View Job / Internship Postings' shortcut, and from the 'BEEConnection' box to the 'The BEEConnection' shortcut.

BEECareers provides 24-hour access to St. Ambrose Students and Alumni to:

Search for full-time, part-time, work study, temporary employment, and internships / Apply and sign up for on-campus interviews / Review upcoming career events

**Questions or issues with your account? Please call the Career Center at 563-333-6339**