

# Education Recruitment Program – Request a “Schedule”

The Hofstra Career Center requires that you complete this step by  
Friday, January 23, 2009.

Once you have registered with our Pride-Career Management System and received a username and password, log onto

<https://hofstra-csm.symlicity.com/employers>

\*\*\*If you previously registered, your username is your email address that you registered with, and if you forgot your password, click on the Forgot My Password Tab.

## **Important Steps:**

1. Under “Quick Links” at the center of the page select “Create a New Schedule Request”
2. Under the field *Recruiting Session*: choose “Education Recruitment”
3. Under the field *OCR Model*:  
If you want to come to campus to interview on **March 13th**, select “Pre-Select”  
  
If you want to receive resumes only, choose “Resume Collect.” You will then be prompted to put in the following dates: Resume Submission Start **1/5/09** and Resume Submission End **2/13/09**. Then follow steps 9 & 10 below.
4. Under the field *Interview Date*: choose March 17<sup>th</sup>.
5. Under the field *Time Slot*: choose full day, morning, or afternoon.
6. Under the field *Number of Rooms*: type in how many interview tables you anticipate needing with a maximum of three (3).
7. Under the field *Location*: choose “Student Center, Multipurpose Room”.
8. Under the field *Interview Length*: choose 30 minutes only (45 or 60 minute schedules are not available as part of this interview day).
9. Under the field *Allow Multiple Student Interviews*: choose “yes”.
10. Under the field *Position Types*: choose all that apply to the available positions. Once you enter the position you will see a Screening Criteria section which asks that you list graduation dates that you are seeking. Additionally, please list what work authorization (e.g. US Citizen) you are permitted to hire.
11. Under the field *Positions Recruited*: click “Add Item”. Fill out completely for the position you are recruiting for. If you are recruiting for multiple positions click “Add Item” at the bottom of the page for each position. Please note, that you only have to fill out the mandatory fields which are marked with a red star.
12. Hit *Submit* when you are done listing all available positions.

**the career center**



HOFSTRA UNIVERSITY.