

The background of the slide is a faded photograph of a campus. On the left, there is a multi-story yellow building with several windows. In the foreground, a basketball court is visible, featuring a large circular hoop structure on a green stand. The sky is blue with a few white clouds.

Posting Campus Jobs on Purchase JobScore

Your How-To Manual

by Student Financial Services
and the Career Development Center

Employer Registration and Log-in

- To log in or register go to:
www.purchase.edu/offices/career-development/for-employers/post-on-purchase-jobscore/
- Your user name is your full e-mail account address.

NOTE: Posting on Purchase JobScore is done through your [Employer account](#). You may also have a Faculty account, but you cannot post through that account.

NOTE: Purchase JobScore is a third party system - *Symlicity* - and is not a Purchase College system. Messages from the system will be from *suny-purchase@csm.symlicity.com* and not from an @purchase.edu email address.

Logging in or Registering

Offices and Services » Career Development Center » For Employers » Post on Purchase JobScore

Career Development Center



Our Hours Today:
8:00am-4:00pm

Post on Purchase JobScore



Promote Your Opportunities to Students and Alumni on Purchase JobScore!

Welcome to *Purchase JobScore*, (a Symplicity system). Through Purchase JobScore you can post *Full Time Jobs, Part Time Jobs, Internships, Gig and Freelance* opportunities for **FREE** to Purchase College, or to **multiple regional schools** for a small fee.

Please Note:

Purchase JobScore is a third party system - **Symplicity** - and is not a Purchase College, SUNY system. Messages from the system will be from **suny-purchase@csm.symplicity.com** and not from an **@purchase.edu** email address.

CREATE YOUR ACCOUNT:

Is this your **FIRST TIME** using Purchase JobScore? [Create your employer account](#)

ALREADY HAVE A PURCHASE JOBScore ACCOUNT?

Employers Log into Purchase JobScore Here *(make sure you are on the "Sign in" tab when you go to log in)*

Forgot Password?

(Students - are you on the wrong page? [Log in Here!](#))

CAREER DEVELOPMENT CENTER

About Us

Explore Majors and Careers

Career Preparation Toolkit

Find Jobs and Internships

Grad School Preparation

Academic Internships

Events

For Employers

- [Post on Purchase JobScore](#)
- Recruiting on Campus
- Job and Internship Fair

For Faculty

For Parents and Families

For Alumni

Connect with CDC

We are located in the Student Services Building, Room 214.

To Register for the First Time:

Go to the **CREATE YOUR ACCOUNT.**

Please note: You will only need to complete this step once.

If you have an existing account, you can Log into Purchase JobScore. (skip to slide 8)

If You Need to Register ...

Purchase JobScore
Purchase College | Career Development Center

Sign In

Please enter your username and password. Your username and password are case sensitive.

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 **■** *simplicity*

Sign Up

Signing up takes just minutes.

Sign Up **Sign Up And Post Job**

Select **Sign Up and Post Job**

Note: Go to the sign-in screen *only* if you have already completed the registration process.

If You Need to Register ...

- Complete the Registration page. This page is **NOT** the job description.
- The sections marked with a red asterisk are mandatory. All others are optional.
- When complete, click the **Next** button.

The screenshot shows the 'Sign Up and Post Job' page on the JobScore website. The page has a dark blue header with the JobScore logo and navigation links: 'Sign in', 'Forgot my password', 'Sign Up', and 'Sign Up and Post Job' (which is underlined). A red asterisk indicates a required field. The main section is titled 'Company Information' with the instruction 'Please provide as much information as possible'. The 'Industry' field is marked with a red asterisk and includes a list of options: Accounting Services, Aerospace/Defense, Agriculture & Natural Resources, Architecture & Urban Design, Arts and Entertainment, Automotive, Biotechnology & Pharmaceuticals, and Business & Management Consulting. Below this is the 'Organization Name' field, also marked with a red asterisk. The 'Description' field is labeled 'Description' and has the instruction 'Enter a brief description of your organization. (this is NOT the job description)'. The 'Website' field is labeled 'Website' and has the instruction '(If applicable)'. The 'Services Requested' field is at the bottom.

JobScore
Purchase College | Career Development Center

Sign Up and Post Job

Sign in Forgot my password Sign Up Sign Up and Post Job

* indicates a required field

Company Information

Please provide as much information as possible

Industry *
To select multiple industries hold down the control key (command on Mac) and select your choices.

- Accounting Services
- Aerospace/Defense
- Agriculture & Natural Resources
- Architecture & Urban Design
- Arts and Entertainment
- Automotive
- Biotechnology & Pharmaceuticals
- Business & Management Consulting

Organization Name *

Description
Enter a brief description of your organization. (this is NOT the job description)

Website
(If applicable)

Services Requested

If You Need to Register ...

- Complete the Job Description
- See *slide 14* for job posting instructions.
- When complete, click the **Done** button.

Purchase JobScore
Purchase College | Career Development Center

Sign in Forgot my password Sign Up **Sign Up and Post Job**

Step 1: Enter Contact Info **Step 2: Enter Job Info**

* indicates a required field

Position Information

Position Type *
Please choose all appropriate position types.

- Full Time Job
- Part Time Job
- Freelance (arts only)
- Gig (arts/performance only)
- Summer Job
- Temporary/Project
- On-Campus Non Work Study
- On-Campus Work Study
- Internship
- Internship - Paid (credit optional)
- Internship - Unpaid/For Credit
- Internship - On-Campus
- Fall Internship
- Spring Internship
- Summer Internship
- Fellowship/Scholarship/Grant
- Volunteer/Service Learning

Blind Posting
Manager Use Only
No

Title *
Include a descriptive job title. Ex: Instead of 'Assistant' put 'Assistant to the Director of

If You Need to Register ...

*Registration and
Job Posting
Complete!*

Select “**NO
THANKS**” when
asked about
posting to more
schools.

Your posting will
be live on *Purchase
JobScore* once it is
approved by a CDC
staff member.

Purchase JobScore
Purchase College | Career Development Center

Sign Up and Post Job

Sign in Forgot my password Sign Up Sign Up and Post Job

Step 1: Enter Contact Info Step 2: Enter Job Info

✔ Thank you for recruiting at Purchase College, SUNY. Your test job has been submitted for approval.

Want to fill your job faster? Post to more schools on Symplicity Recruit.
Expand your reach by posting this job to the largest network of schools available on Symplicity Recruit.

[Post To More Schools](#) [No thanks](#)

- Post once to multiple schools
- Choose from over 800 schools
- Verified students and alumni
- Manage all applications together

POWERED BY **symplicity**

Once You Are Logged In ...

The screenshot displays the JobScore user interface. At the top left is the logo for Purchase JobScore, with the text "Purchase College Career Development Center" below it. In the top right corner, there are two circular icons: one with a magnifying glass and another with the initials "JM".

A left-hand navigation menu includes the following items:

- Home
- Employer Profile
- Jobs & Internships
- Visit Campus
- Confirm/Evaluate Your Intern
- My Account

A light blue "Tips" section contains the following information:

- Employer Profile:** Information about your organization including "who we are", "key statistics", "company culture" and the ability to upload your logo & link to your Facebook, Twitter & LinkedIn accounts.
- Jobs and Internships:** Post jobs for **free to Purchase JobScore** and for a fee to schools in the NACElink Network. You can also view/edit current postings and view resumes of students who have applied through the system.
- Visit Campus:** Register for Fairs/Expos & request an Information Session or Table
- Confirm/Evaluate Your Intern:** This section is where Internship Site Supervisors will **approve Academic Internships** and complete the end of the semester **evaluation for the student**.
- My Account:** Update your **contact information** and change your **password**.

Below the tips section are two columns: "Announcements" and "Shortcuts".

The "Announcements" column shows two entries from Purchase College, SUNY:

- Welcome**
Welcome to Purchase JobScore! If you need assistance, please let us know.
- Enhance Your Profile**
Select "**Enhance Your Profile**" under Shortcuts, to brand your organization and attract more applicants.

A "View All Announcements" link is located at the bottom of the announcements column.

The "Shortcuts" column lists several actions:

- Create a Job/Internship Posting (highlighted with a green oval)
- View Job/Internship Postings
- Confirm/Evaluate Your Intern
- Enhance Your Profile
- View Applicants
- Request New Information Session
- Employer Recruiting Policy
- View Participating Symplicity Schools
- Symplicity Recruit Pricing

Select the **Create a Job/Internship Posting** link to post your job.

- Home
- Employer Profile
- Jobs & Internships
 - Job Postings
 - Student Resumes
 - Archived Jobs
 - Publication Requests
- Visit Campus
- Confirm/Evaluate Your Intern
- My Account

Position Information

Copy Existing

Pick a position from which you would like to copy data. If you would like to re-post an expired position, select "Show Archived" and pick which expired position you would like to copy.

Please review and edit your job title when copying a job.

Show Archived

Position Type *

Please choose all appropriate position types.

- Full Time Job
- Part Time Job
- Freelance (arts only)
- Gig (arts/performance only)
- Summer Job
- Temporary/Project
- On-Campus Non Work Study
- On-Campus Work Study
- Internship
- Internship - Paid (credit optional)
- Internship - Unpaid/For Credit
- Internship - On-Campus
- Fall Internship
- Spring Internship
- Summer Internship
- Fellowship/Scholarship/Grant
- Volunteer/Service Learning

Complete all the required fields marked with a red asterisk. It is important to be as detailed as possible in order to let the students know if they are qualified for the position.

Please be sure to select **On-Campus Work Study** under **Position Type** for *Work Study* positions. Select **On-Campus Non Work Study** for *Temp Services* positions.

Hit the **Submit** button once you are finished or **Save and Finish Later** if you wish to continue filling out the form at a later time.

- Home
- Employer Profile
- Jobs & Internships**
- Job Postings
- Student Resumes
- Archived Jobs
- Publication Requests
- Visit Campus
- Confirm/Evaluate Your Intern
- My Account

Home / Jobs & Internships

job & internship postings

Posting an Expired/Archived Position:
If you would like to re-post an expired position, select **Show Archived** on the job form, select the arrow dropdown menu and pick which archived position you would like to copy.
You can also copy a current posting by selecting **Show Current** and picking a position from the dropdown menu.
When copying an expired position, **be sure to remove "copy" from the job title & choose the correct resume receipt.**

- Job & Internship Postings**
- Student Resumes
- Archived Jobs and Internships
- Publication Requests

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

Search Clear More Filters

Post A Job 3 results Expiration Date ▾

Interactive Media Marketing Internship: Video 0 Applicants
Purchase, New York United States - Internship - Unpaid/For Credit, Internship - On-Campus
ID: 745229
Expiring on Sep 06, 2019 Posted On Jul 24, 2019

[⊗ Deactivate Posting](#)

Peer Career Liaison Internship Program 0 Applicants
Purchase, New York United States - Internship - Unpaid/For Credit, Internship - On-Campus
ID: 745227
Expiring on Sep 06, 2019 Posted On Jul 24, 2019

[⊗ Deactivate Posting](#)

You will see your posting once you have completed the process and receive an email confirmation

If you need to deactivate a position, you may do so by selecting "Deactivate Posting"

Questions?

Purchase JobScore Questions or Training

Career Development Center

jessica.mazzia@purchase.edu

6375 or 6370

Work-Study Questions

Student Financial Services

financialservices@purchase.edu

7000 x2