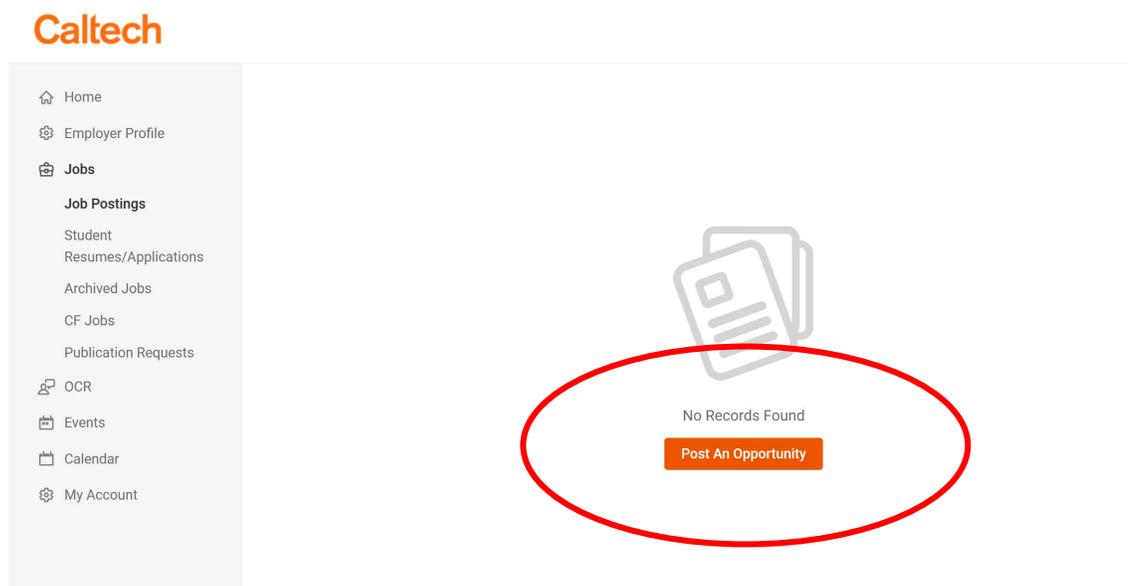


Welcome to **Next Steps Caltech!**

Career Advising and Experiential Learning (CAEL) is launching a new recruiting platform called **Next Steps Caltech**. This will replace Handshake, our previous platform. We encourage all Caltech staff and faculty to use this new system to post student or permanent job opportunities on campus.

Please visit <https://caltech-csm.symlicity.com/employers/> and sign up for a **Next Steps Caltech** account. After you click the "Sign Up" button, type "California Institute of Technology" in the first field (Organization Name). That will auto-fill the employer information (please do not change any of the employer info.) Skip down to the Contact Information section to fill in your information. Once the account is approved by CAEL staff, you will have access to post jobs, events, and request an interview schedule.

To post a job once you have an account, all you need to do is log in, click on Jobs > Job Postings > then scroll down until you see the button to "Post an Opportunity" and fill out the position details:



FAQs

Can students from other universities view postings on **Next Steps Caltech?**

No, the platform is exclusive to Caltech students, postdocs, and alumni.

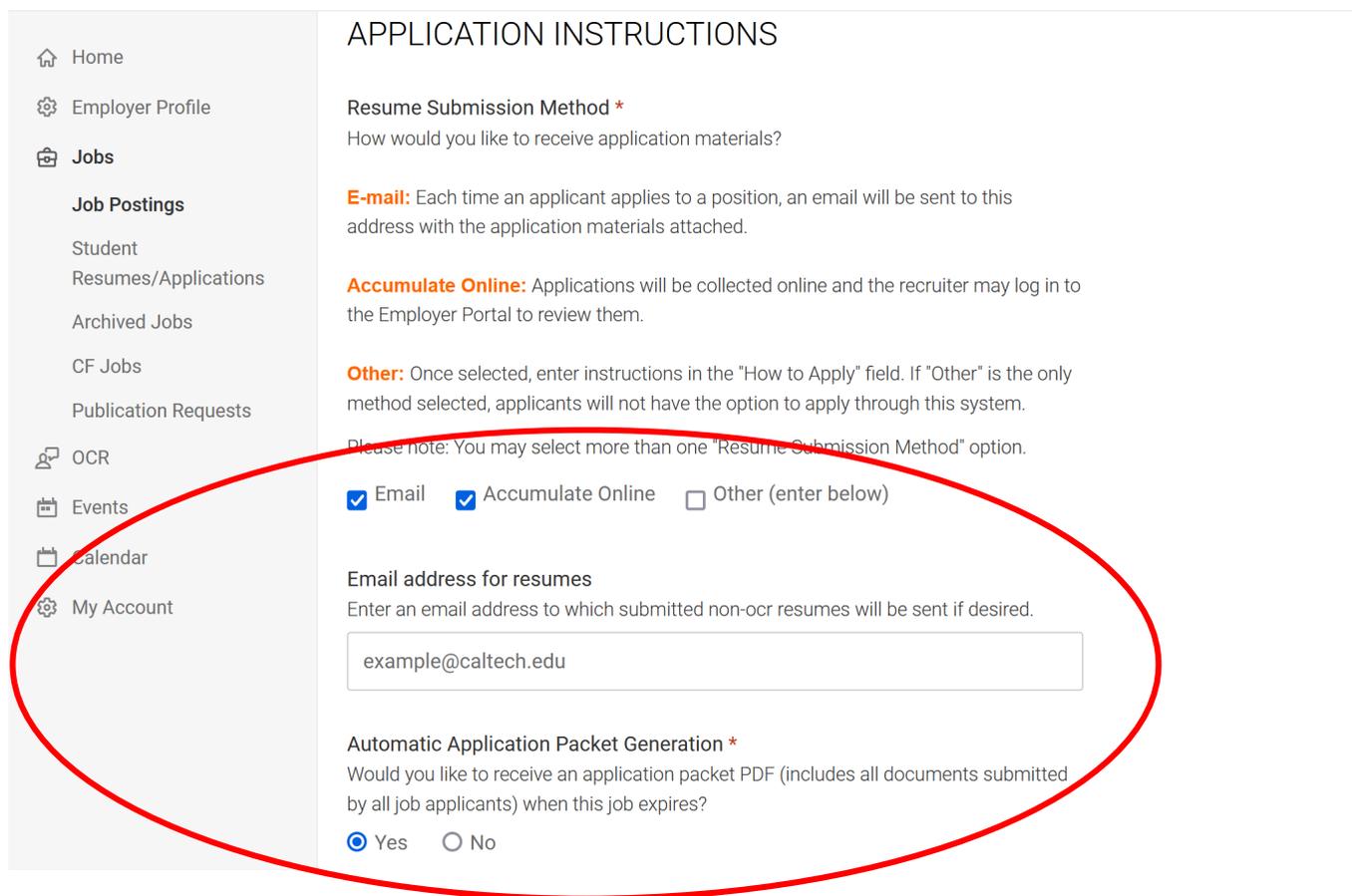
Can I still use Handshake to reach students at other universities?

Yes! Caltech will retain the employer account on Handshake, so campus users may continue to recruit students from other universities through Handshake!

If I post a job through my account on behalf of a professor, how can they access the applicants?

Our new system will allow you to select different ways to collect resumes/applications. In addition to collecting them through the platform, you can have the resumes emailed to a specified address. Please note that you can select multiple options, so you can collect/view resumes on-line through the platform, *and* add the professor's email address, so they can receive applicant resumes via email (sent every time a student applies for the position.)

If you prefer to send the professor applicant resumes all at once, you can download the resumes manually from the platform. You can also select "Yes" under the "Automatic Application Packet Generation" field. Once the post expires, you will receive a pdf via email with all resumes from applicants in one document, then you can forward that to the professor.



The screenshot shows a web interface for 'APPLICATION INSTRUCTIONS'. On the left is a navigation menu with items: Home, Employer Profile, Jobs, Job Postings, Student, Resumes/Applications, Archived Jobs, CF Jobs, Publication Requests, OCR, Events, Calendar, and My Account. The main content area is titled 'APPLICATION INSTRUCTIONS' and contains the following sections:

- Resume Submission Method ***
How would you like to receive application materials?
 - E-mail:** Each time an applicant applies to a position, an email will be sent to this address with the application materials attached.
 - Accumulate Online:** Applications will be collected online and the recruiter may log in to the Employer Portal to review them.
 - Other:** Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, applicants will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

Email Accumulate Online Other (enter below)
- Email address for resumes**
Enter an email address to which submitted non-ocr resumes will be sent if desired.
- Automatic Application Packet Generation ***
Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?
 Yes No

How long can I keep a job posting active?

The maximum time-period for a job posting to remain active is 120 days. However, you can create a new posting and select the option to copy over information from an expired posting to the new one if you wish to have the posting viewable by students longer than 120 days.

I filled the position before the posting end date, how do I deactivate it early?

You can easily expire your posting by logging into your **Next Steps Caltech** account, then click on Jobs > Job Postings, and select the posting you wish to deactivate. Scroll down to the application end date and select the new date you wish to expire the post, then click Submit.

I still have questions, where can I get additional help?

CAEL staff will be happy to answer any questions you may have, please email us at career@caltech.edu