STUDENT TIP SHEET

1. Create your new Account

- ✓ Visit https://sobey-smu-csm.symplicity.com/ and click the **Student** icon.
  *Use the buttons along the blue bar at the top of your browser to navigate through the various sections. To return to the previous page, **DO NOT** use the browser's "Back" button. Use the internal buttons and back arrows within the system (located at bottom of page).*
- ✓ Register for a new account. Under the Register tab, complete the **Student Registration** form. *(All * are required fields).*
- ✓ Click **Submit.** An email will be sent to you shortly from HireSMU@smu.ca , asking you to verify their email address.
- ✓ You will then receive a second email saying that we have received your registration and your account will be approved within one working day. HireSMU will review your status; once accepted you will receive details to create a password.
- ✓ Enter your A-Number and HireSMU password; you are now logged on to the HireSMU home page where you can view the **Notifications**, **Announcements** and **Feedback** sections.
- ✓ Click on the **Profile** tab on the top header. Click **Edit** under your Personal and Academic tabs respectively. Complete the required information fields. Click **Save** or **Save Changes and continue** until your profile is complete.

2. Upload your Documents: i.e., Resume, Cover Letter, Transcript

- ✓ Click the **Documents** tab at the top. At the bottom of the page click on **Add New** when you plan to upload your resume, cover letters, unofficial transcript and other documents.
- ✓ Documents can be uploaded as a Word (.doc) or PDF file. HireSMU converts all Word files to PDFs as soon as they are uploaded. Although the system is usually quick to convert the file, it can get hung up. If this happens, simply upload the file as a PDF.
- ✓ Name your documents as follows under the **Label** tag *(i.e., your name_employer name_position title_Resume or Cover Letter).* Note that there is a 60 character restriction on file names.
- ✓ Upload resumes and cover letters for each posting you apply to. Currently, you are limited to 10 files (cover letters/resumes) that can be uploaded at one time.
  Make sure the correct documents are attached under the corresponding label.
- ✓ Only one transcript may be uploaded but it is possible to replace it with a newer version as you wish.
- ✓ You can apply for as many jobs as you wish. If you have reached the limit, just delete the previous cover letters/resumes in order to apply to more jobs.
- ✓ Each uploaded file must be under 500KB or it will not be accepted by the system.

3. Career Resources

- ✓ Click the **Career Resources** tab; then click **Career Resources Library** to locate relevant information on the Co-operative Education program. All co-op related material is identified as "CO-OP" in the file name. Additional resource materials are also provided by The Student Employment Centre, Career Services and more.

4. How to browse jobs on HireSMU

- ✓ Click the **Jobs** tab at the top, or search under the subcategory of **HireSMU Jobs** to search all jobs.
- ✓ Click on **Advanced Search** located to the right of the search bar**.** Then for **Position Type** select **Co-op.** Note that this will only be available for viewing once you are accepted into the co-op program. Then click **Search** to view all the co-op jobs posted at the current time.
- ✓ To add a job to **Favourites** click on the "star button." **Favourites** could be viewed on the homepage on the top left corner.

5. Applying for jobs through HireSMU

- ✓ Clicking on the **Job Title** will provide you with the job description and **details on how you should apply**, so their application may be final (Note: For Co-op jobs the job description will state which faculty or major the position is approved for).
- ✓ Click the **Apply** button on the right side.
- ✓ Upload the corresponding **Resume** and **Cover Letter** to the position (include proper file name). Some jobs will also require a transcript. An unofficial version is acceptable, and can be found on banner.

6. Applying for jobs to an employer's website or email address

- ✓ Provide your cover letter and resume in ONE document (or according to employer's instructions).
- ✓ Ensure to upload your resume on HireSMU for this same position so there will be a record of your application. To do this please click on the hyperlink **"HERE"** to apply on the employer website and also please click the '**Apply'** button and submit on HireSMU.

7. Using a Mac computer

- ✓ Convert the Mac file to PDF. In the "Pages" document on your Mac click 'file' – 'export to' – select PDF – click 'ok'.
- ✓ Upload the **PDF file** directly to HireSMU.

8. View EVENTS

- ✓ Click on the **EVENTS** tab to view employer information sessions and events. Then, click on the event you are interested in viewing. *Note:* the event **RSVP** button will appear if students are **required** to register.
- ✓ As a reminder, HireSMU will automatically send you an email once you have successfully registered for an event. We email reminders 24 hours prior to the event's start time.

9. Viewing a job posting/application after the job has expired

- ✓ HireSMU keeps track of all of the jobs you apply to – the original job posting, as well as the cover letter and resume you submitted.
- ✓ To view the job posting and the documents you submitted for expired jobs, go to "Jobs" and "My Job Applications". You will find a list of all of the jobs you have applied to on HireSMU. Clicking on the job title will bring up the original job posting. The documents you submitted are attached on the left-hand side.

10. Accepting a Job Offer

- ✓ If you have been offered a job you will receive an email. You must then log-into HireSMU to accept or decline the offer.
- ✓ Go to "Jobs" and "My Job Applications" and the offer will be listed next to your application. Click on this link and either **Accept Offer** or **Decline Offer**. (Note: You do not need to make a decision immediately).
- ✓ After Accepting the Job Offer you will be redirected to the **Co-operative Education Job Information** Form. Please complete the required fields. Click **Submit** after completion. (Note: You can go back and review or edit the forms at a later date as you wish). ***Do not save as "draft".***
- ✓ Your form will be reviewed and approved by an EDO within one business day.
- ✓ If you want to view your Co-op documents or edit your Co-operative Education Job information please click the **Profile** menu, then Co-operative Education. Under the **Job Title** there are 3 buttons, click EDIT to add further details that were not completed earlier.

11. Withdrawing a job application

- ✓ If you wish to withdraw your application then click on the **Home** tab and on the right side there is a box with a label **Applications Submitted.** Click on it and it will provide you with the option to withdraw from any application submitted prior to the expiration date of the job posting.
- ✓ Please email your EDO explaining why you withdrew your application.

12. Having problems creating an account or uploading files?

- ✓ **Contact HireSMU@smu.ca** or drop in to the Co-op Office, 4th floor, Student Centre Building
  You can log into HireSMU any time to view Co-op jobs, accept jobs offers or upload relevant documents!
  https://sobey-smu-csm.symplicity.com/students