

# HireMason guide for Faculty

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## Registering for the first time

1. Register for an account at <https://gmu-csm.symlicity.com/faculty/>
2. Click on the **“Register”**
3. Enter the requested information into the online registration form
4. Once you have submitted your information, your account and/or job posting will be reviewed and approved by University Career Services between 1 to 3 business days.
  - a. You will receive an email with instructions on how to confirm your login information once your account has been approved

## If you already have an account

1. Visit <https://gmu-csm.symlicity.com/faculty/> and enter your username (your Mason email address) and password

## To search for jobs and internships

1. Click on the tab **“Jobs”** on the top menu bar
2. Click on the **“Advanced Search”** link
3. Fill in the fields to meet your search criteria
  - a. You do not need to fill out every section; the more you narrow down your search, the fewer results will appear
4. Click on the **“Submit”** button at the bottom of the screen

## To recommend jobs and internships to Mason students/alumni

1. Follow the directions for searching for a job/internship
2. Select the jobs/internships you would like to recommend to your students by clicking on the individual open box on the left side the position.
  - a. If you could like to recommend all the positions listed, simply click on the **+** button directly under the **“Recommend to Students”** button
  - b. A check mark will appear in the box once you have selected the position to recommend
  - c. You can recommend multiple positions at one time
3. Once you have selected the positions you would like to recommend to students, click on the **“Recommend to Students”** button towards the top of the screen
4. Review that the positions you would like to recommend have been selected and then hit **“continue”** on the bottom right corner of the page
5. Use the search criteria to narrow down the list of student recipients who will receive the job announcements and hit the **“search”** button
  - a. You can also eliminate specific students from your list by clicking the **“Remove from List”** button to the right side of the student’s name
  - b. You can manually add students not on the list by clicking on the **“Add Student Not on The List”** button
6. Once your list of recipients is secured, hit the **“Continue”** button at the bottom of the screen
7. Review the recipients and jobs one last time and then click on the **“Send Now”** link

## To create and run a search engine

1. Follow the directions for searching for a job/internship, but BEFORE hitting **“Submit”**, click on the box next to Search Engine at the top of the page and type in a name for your search

2. Click on the **“Search Agents”** link at the top menu bar
3. To schedule your search results to be emailed to you automatically, click on the grey box labeled **“Schedule”**
4. Click on the **“Yes”** button under the question **“Enable”**
5. Choose the parameters for how often you would like to receive an email from HireMason including matches of your search (weekly, daily, etc.)
6. Hit **“Submit”** to ensure you have scheduled your search agent

## Tips

1. Any positions listed in the color **red** are On-Campus Interview (OCI) positions, meaning that students can apply to them if they meet the qualifications and if selected for an interview by the employer, the interview would take place on campus at the University Career Services office
2. Some pages in HireMason do not allow you to use the back internet button; use the **“cancel”** or **“back”** button on the HireMason page itself

## If you need further assistance

Please contact University Career Services at (703) 993-2370.