

Mohamed bin Zayed University of Artificial Intelligence

Employer Portal Log-in Manual

Welcome to the MBZUAI Employer Portal. Kindly get started by completing your employer profile. Click on Sign Up and fill in your information:

https://mbzuai-csm.symplicity.com/employers/index.php?s=home&signin_tab=0

MOHAMED BIN ZAYED UNIVERSITY OF ARTIFICIAL INTELLIGENCE	:
Employer Sign In Please enter your username and password. Username (your email address)	Sign Up Signing up takes just minutes. Sign Up Sign Up And Post Job
Password <u>Sign In</u> 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	
WOHAMED BIN ZAVED Sign WOHAMED BIN ZAVED Sign Up Sign Up Sign in Forgot my password Sign Up Sign Up and Post Job * indicates a required field Employer Information Please provide as much information as possible Organization Name *	

Enter a brief description of your organization.

Description *

You can create an exceptional profile through filling in the fields with the appropriate content such as services, products, achievements, awards, address, alongside uploading the company logo, photos, and videos. Some fields have additional options.

Brand and Culture
Company Logo Your logo will display on your employer profile, job posting, and some events
rodi logo nili displaj en your employer prome, jos poeting, and come erente.
Choose File To Upload No file chosen
Clear
Header Image Add an image to the header of your employer profile. Your image must be 945-1024 pixels in width and 125-240 pixels in height. Use the crop tool to preview and adjust the display.
Choose Image
Videos
Add up to 5 videos that your organization has shared on YouTube.
Video
YouTube Share Link

By logging in to your account you can post internship and job opportunities, review student resumes, and participate in a range of employer engagement initiatives at our university. You can edit your profile through My Account tab.

슈 Home	Personal Profile Password/Preferences Document Library
Employer Profile	
壺 Jobs	Submit Cancel
e ocr ∨	* indicates a required field
Events	
🗐 Resume Books	Please provide as much information as possible
🛱 Internship	Salutation
Career Outcomes	~
🖹 Surveys	
R Networking	Picture
🛗 Calendar	Choose Image
Ø My Account	Full Name *
Personal Info	Enter the contacts full name (first middle last)
Password/Preferences	Emma Blakemore
Document Library	
	First

Via the Jobs & Internships tab, advertise a range of opportunities including internship, full-time jobs, research and job shadowing opportunities. In addition to this, check students resumes/applications and link opportunities to events such as Internship and Careers Fairs.

☆ Home	Announcements	lobs & Internships
🕄 Employer Profile	Amouncements	
율 Jobs		Create Job Posting
g₽ OCR	There are currently no announcements or notifications to display.	View Job Postings
Events		View Applicants
🔝 Resume Books		View OCR Schedules
🛗 Internship		View COR Applicants
Career Outcomes		View OCR Applicants
🖹 Surveys		View OCR Interviews
A Home	Home / Jobs / ()	
Employer Profile		
ch John	Job Postings	
Iob Postings		
Student	If you are hiring for a remote position, we recommend including the word "Remote" in bo visibility	oth the job title and description for greater $ imes$
Resumes/Applications	тыышу.	
Job Shadow		
Archived Jobs	Places Nate: On Compute Description (COD) assistant about the external in the On Co	mous Deerviting (COD) conting
Career Fair Jobs	Please Note: On-Campus Recruiting (OCR) positions should be entered in the On-Cal	mpus Recruiting (OCR) section.
Publication Requests		
ge OCR	Submit Save And Finish Later Cancel	
Events	* indicates a required field	
🔝 Resume Books	Position Information	
🖻 Internship		
Career Outcomes	Copy or Repost Position Pick a position from which you would like to copy data	
🖺 Surveys	Please review and edit your job title when copying a job	
Retworking	✓ Show Archived	
🛗 Calendar		
18 My Account		
	O Part Time	

On Campus Recruiting (OCR) is available to check schedules, positions, applications, interviews, waiting lists, etc.

8	Employer Profile	On-Campus Recruiting						
ලි	Jobs							
æ	OCR	Schedules	Positions	Applicants	Interviews	Wait-List	Publication Requests	
	Schedules							
	Positions	O Inct	uctions: Click	the data of an	ovicting cohor	tulo to roviow	After elicking a cohodule ve	au can add/attach positions, modify schedulo
	Applicants	deta	ils, and edit ro	oms and time	slots .	Jule to review.	After clicking a schedule, yo	u can adu/attach positions, mouny schedule
	Interview							
	Wait-List	Schedul	AS				Pending Schedu	e Requests
	Publication Requests	ochedul	0				T chung ochedu	
È	Events							
1	Resume Books							
E	Internship							
	Career Outcomes							
Ê	Surveys							
<u>е</u>	Networking							
	Calendar			5				
63	My Account			G				6
				12	.MI			
				No Records F	Found			No Records Found

By clicking Events you can register and follow up with career fairs, request publications and request to host an information session.

To request an information session, click the red tab in the bottom of the page as shown in the next picture:

슈 Home	Home / Events / Information Sessions
Employer Profile	Events
률 Jobs	Evento
윤 OCR	Career Fairs Information Sessions Publication Requests
🖶 Events	
Career Fairs	Keywords
Information Sessions	Searches on topic and contact
Publication Requests	
E Resume Books	
🖻 Internship	Search Clear More Filters
Career Outcomes	
🖹 Surveys	
R.R. Networking	
📛 Calendar	
My Account	
	(a)
	No Records Found
	Request Information Session

Fill in the information and submit the request.

्रि	Home	Home / Events / Information Sessions / A Cone Group Holdings ()
3	Employer Profile	Events
9	Jobs	
2	OCR	Submit
Ð	Events	
L	Career Fairs	* indicates a required field
L	Information Sessions	Торіс
L	Publication Requests	
X	Resume Books	
a	Internship	Information Session Type *
	Career Outcomes	~
Ì	Surveys	
2	Networking	
ь	Calendar	
3	My Account	Session Start *
L		2021-10-26 Select Clear
L		01 ~ 15 ~ pm ~ Clear
L		Session End *
L		2021-10-26 Select Clear
L		01 ~ 15 ~ pm ~ Clear
		Date of Recruiting Visit Next Job posting deadline or interview date.
		Select Clear

MBZUAI Employer Portal enables you as an employer to participate in future survey's, for which your input shall be appreciated to help us improve our service.

🟠 Home	Home / Surveys
Employer Profile	Surveys
ලි Jobs	
₽ OCR	
🖶 Events	Keywords
🗈 Resume Books	searches survey name
🖻 Internship	
Career Outcomes	
🖺 Surveys	Search Clear
R Networking	1 result
📛 Calendar	
钧 My Account	Internship Fair Survey - Employer
	Aug 25, 2020 - Nov 30, 2022
	Respond

The Calendar tab allows you to keep track of upcoming activities.

슈 Home	Home / Calendar / Day View		
3 Employer Profile	Calendar		
뤈 Jobs			
P OCR	Day View Week View Month View Year View Personal Events		
Events			
😰 Resume Books	Today October 26, 2021		
🗑 Internship	October 26, 2021 7:00 AM		
🔊 Career Outcomes			
🖹 Surveys			
A Networking	8:00 AM		
📛 Calendar			
My Account	9:00 AM		
	10:00 AM		

Remember to click submit so the event will appear in your personal calendar. You have the option to submit the event without submission, edit the details of the event, cancel the editing, or delete the event.

슈 Home	Home / Calendar / Personal Events /				
Employer Profile	Calendar				
嵒 Jobs					
₽ OCR	Day View Week View Month View Year View Personal Events				
Events					
Resume Books	Submit Save Cancel				
🖻 Internship	* indicates a required field				
Career Outcomes	Title *				
🗐 Surveys	Internshin Fair				
Retworking					
📋 Calendar	Description				
😫 My Account					
	h h				
	Date *				
	March ~ 15 ~ 2022 ~				
	start ime				
	10 ~ 00 ~ am ~ Clear				
	End Time				
	04 ~ 00 ~ pm ~ Clear				
	Location				

For any further assistance or inquiry, kindly contact: careerservices@mbzuai.ac.ae