



MOHAMED BIN ZAYED
UNIVERSITY OF
ARTIFICIAL INTELLIGENCE

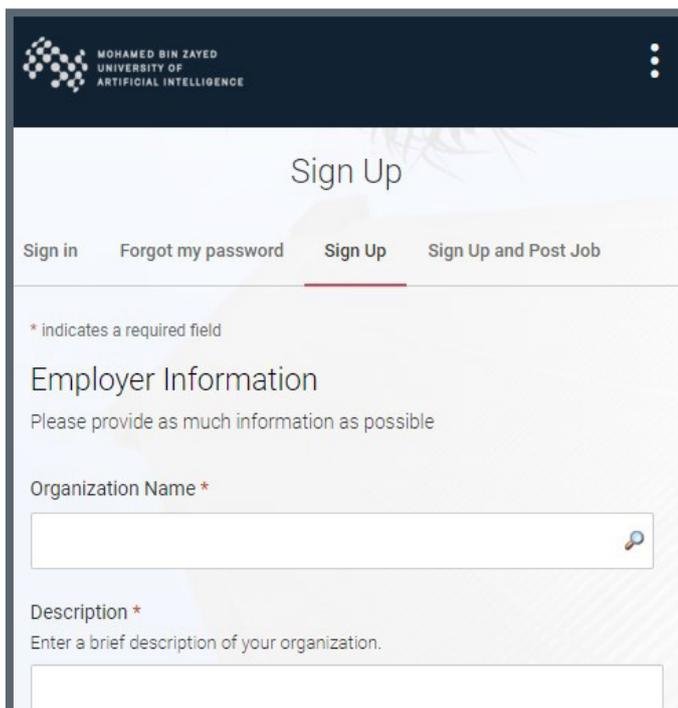
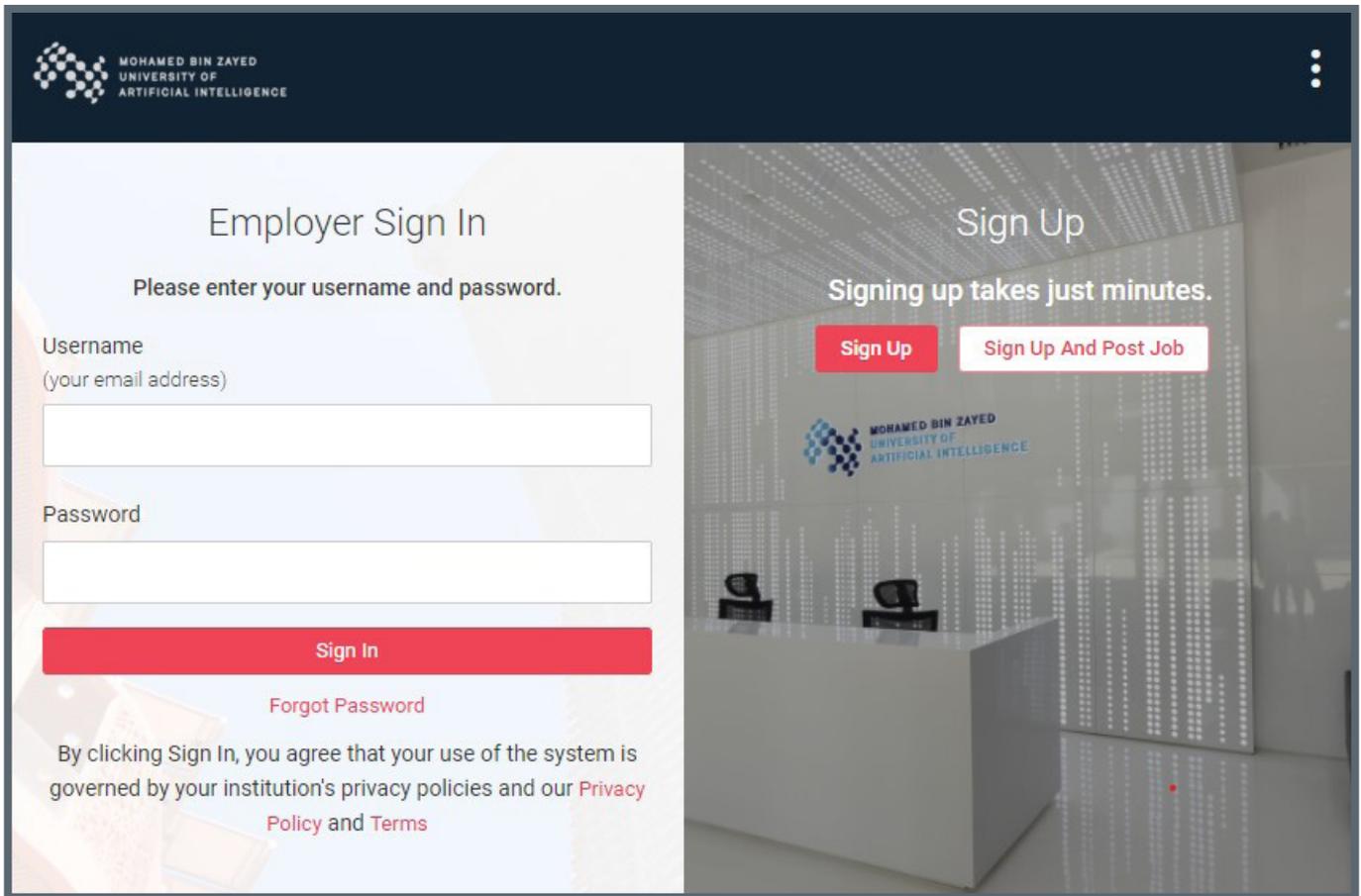
Mohamed bin Zayed University
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Employer Portal Log-in Manual

MBZUAI 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



MBZUAI Employer Portal Log-in Manual

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.

No file chosen

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.

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.

Home
Employer Profile
Jobs
OCR
Events
Resume Books
Internship
Career Outcomes
Surveys
Networking
Calendar
My Account
Personal Info
Password/Preferences
Document Library

Personal Profile Password/Preferences Document Library

* indicates a required field

Please provide as much information as possible

Salutation

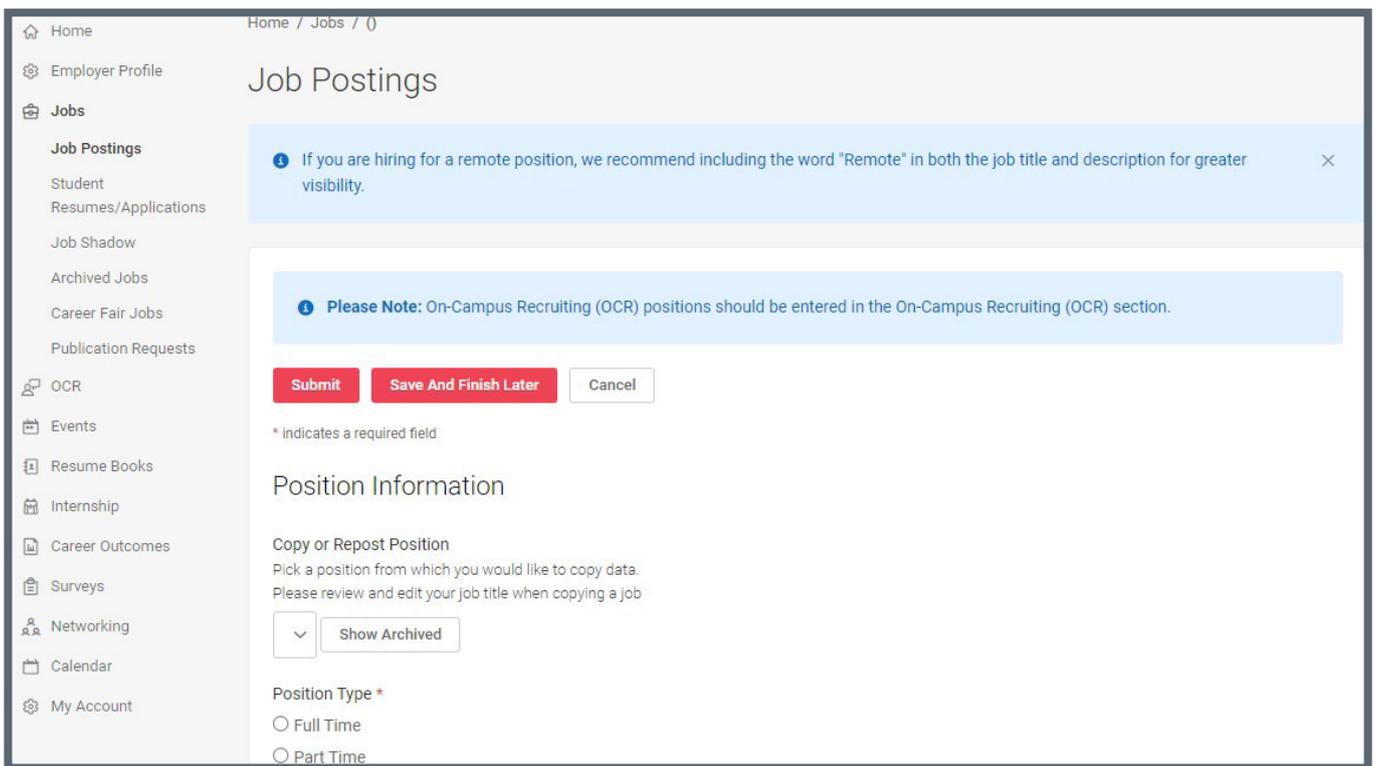
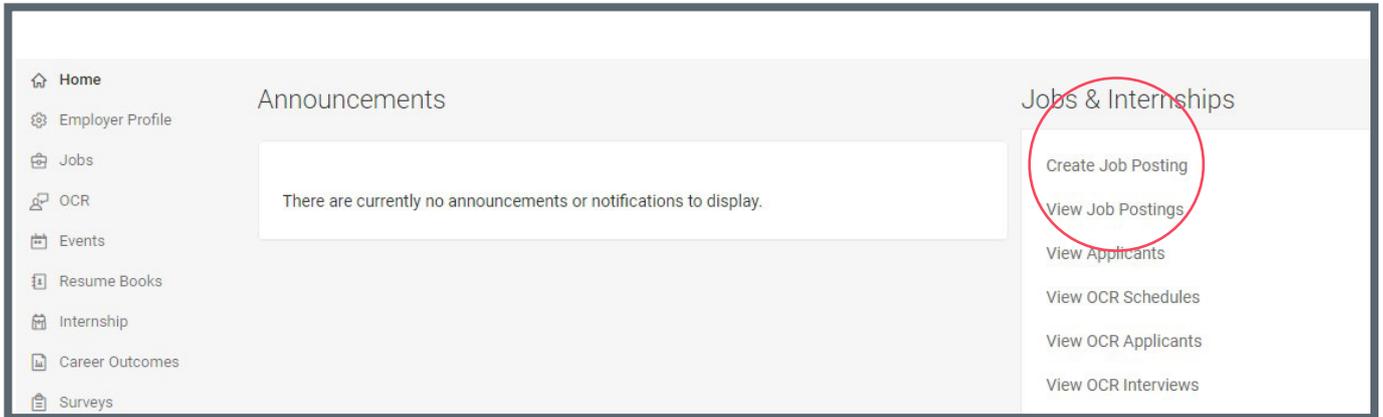
Picture

Full Name *
Enter the contacts full name (first middle last)

First

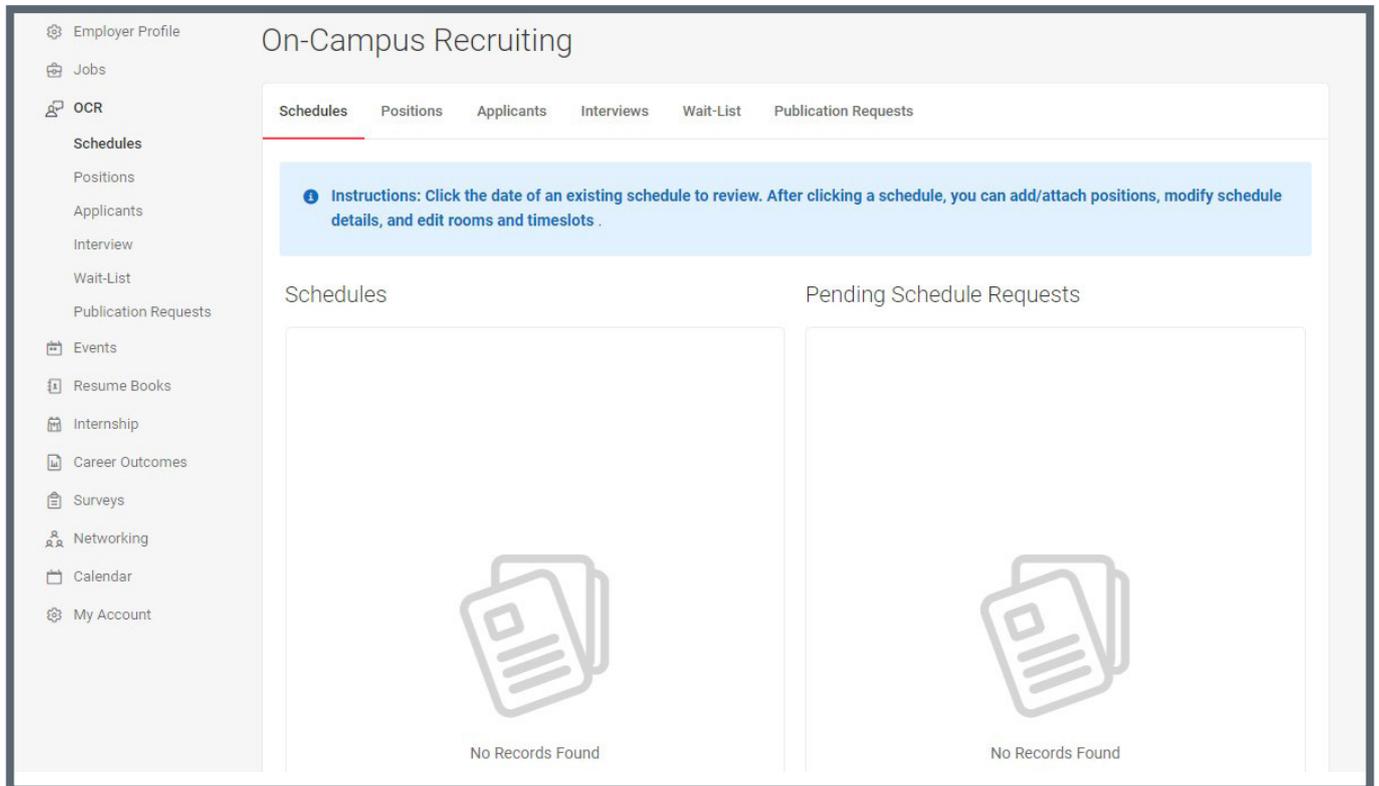
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Via the Jobs & Internships tab, advertise a range of opportunities including internship, full-time jobs, research and job shadowing opportunities. In addition to this, check students resumes/applications and link opportunities to events such as Internship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



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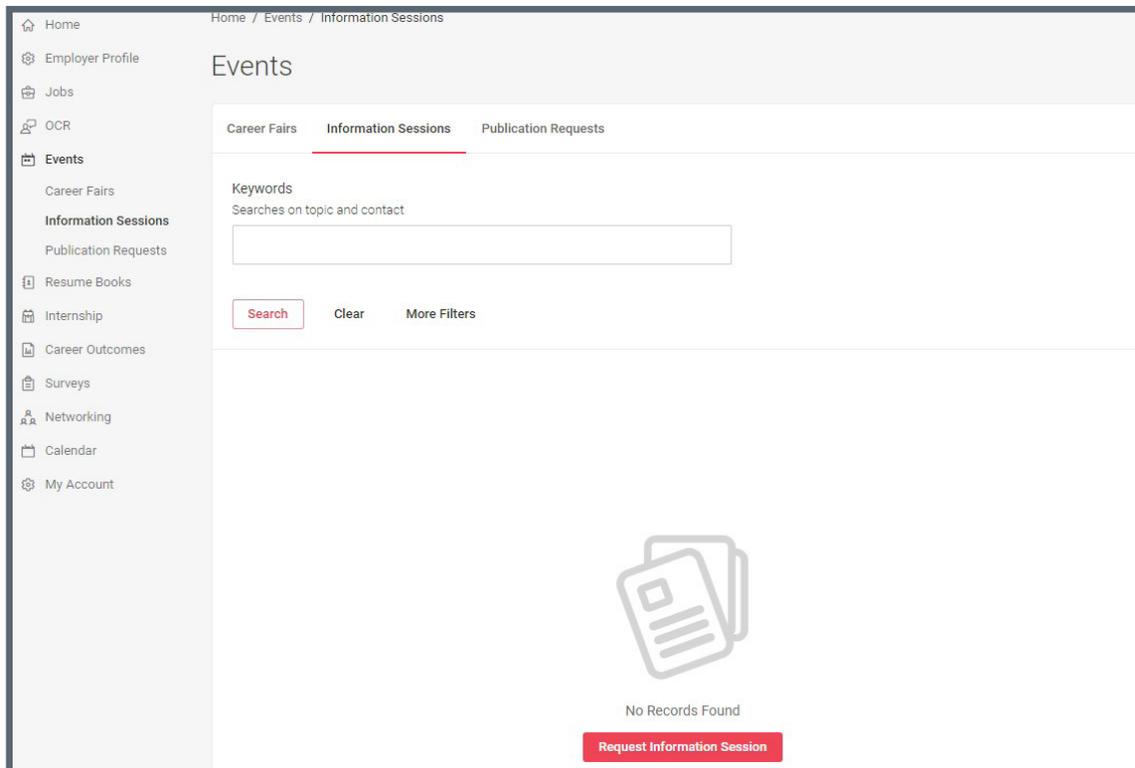
On Campus Recruiting (OCR) is available to check schedules, positions, applications, interviews, waiting lists, etc.



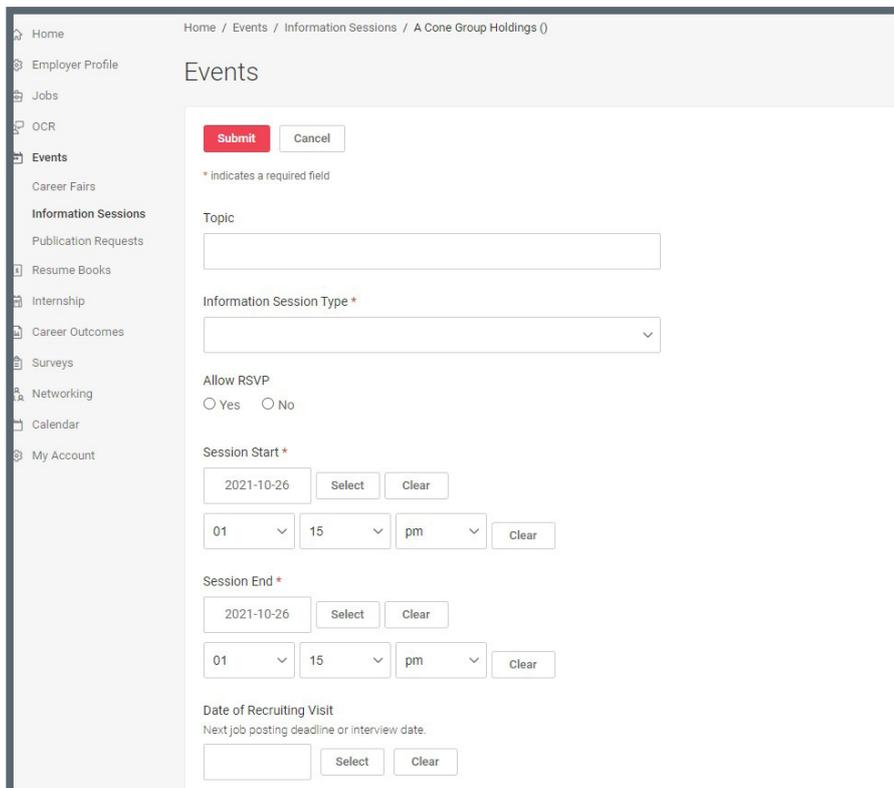
By clicking Events you can register and follow up with career fairs, request publications and request to host an information session.

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

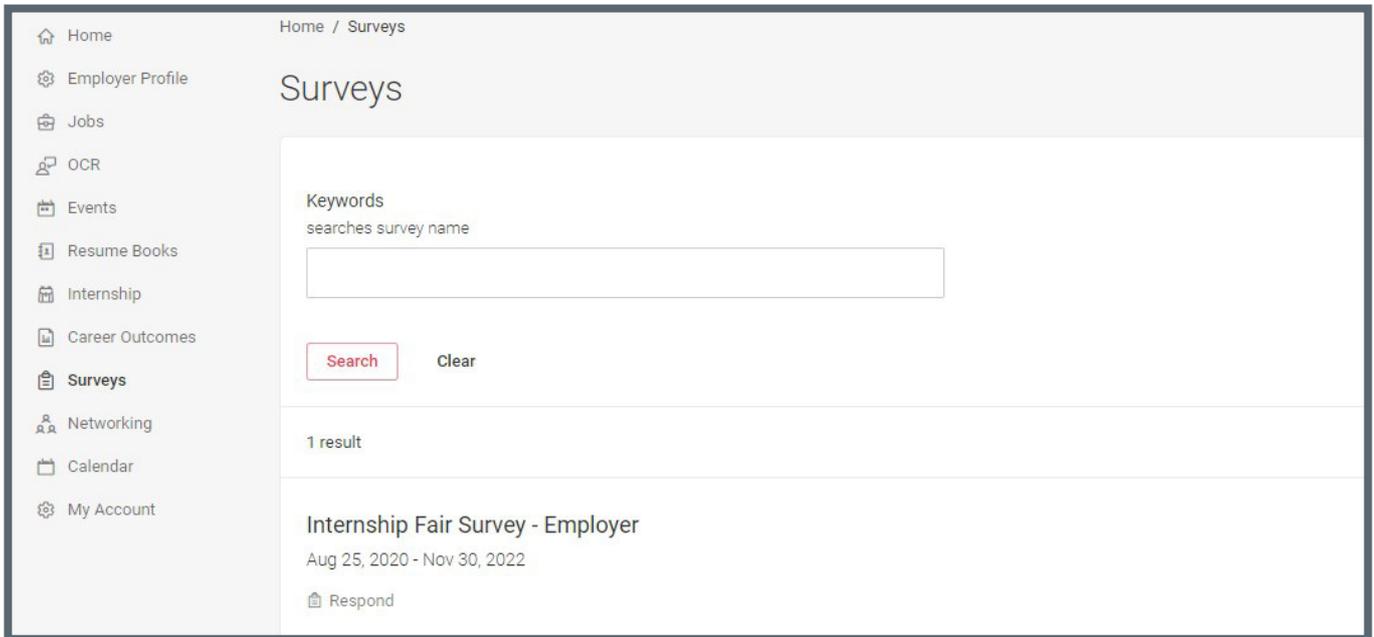


Fill in the information and submit the request.

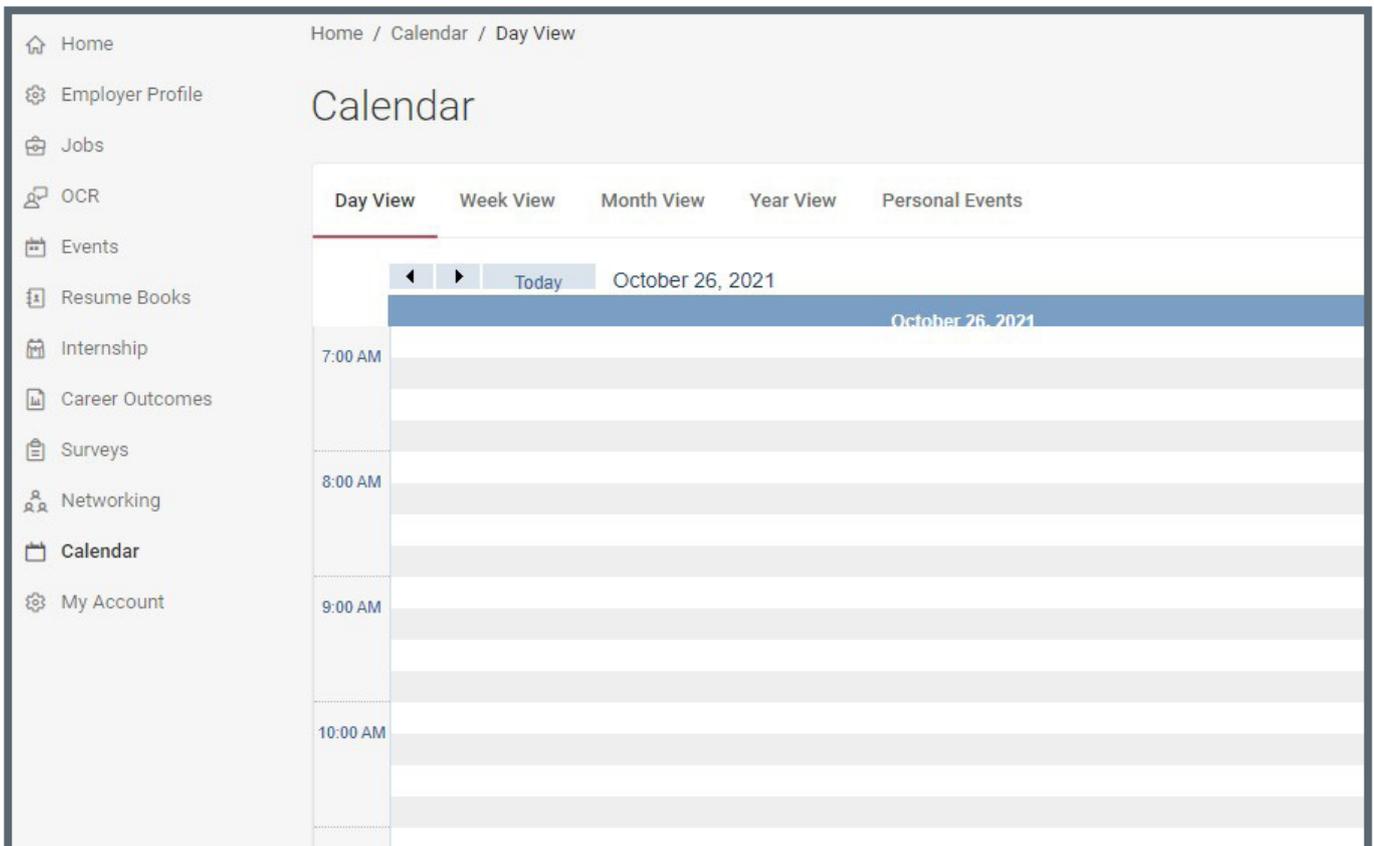


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MBZUAI Employer Portal enables you as an employer to participate in future survey's, for which your input shall be appreciated to help us improve our service.



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



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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.

The screenshot displays the 'Calendar' page in the MBZUAI Employer Portal. The breadcrumb trail at the top reads 'Home / Calendar / Personal Events /'. The left sidebar contains navigation links: Home, Employer Profile, Jobs, OCR, Events, Resume Books, Internship, Career Outcomes, Surveys, Networking, **Calendar**, and My Account. The main content area is titled 'Calendar' and features tabs for 'Day View', 'Week View', 'Month View', 'Year View', and 'Personal Events'. Below the tabs are three buttons: 'Submit' (red), 'Save' (red), and 'Cancel' (white). A note states '* indicates a required field'. The form includes a 'Title *' field with the text 'Internship Fair', a 'Description' text area, a 'Date *' field with dropdowns for 'March', '15', and '2022', 'Start Time' fields for '10', '00', and 'am' with a 'Clear' button, 'End Time' fields for '04', '00', and 'pm' with a 'Clear' button, and a 'Location' field.

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