GMIX Sponsor Posting Instructions

GMIX 2016 Sponsor Posting Deadlines // Click here to post a GMIX opportunity.

Round I: February 8, 2016
Round II: March 30, 2016

*Important Note: All student applications will go directly into the GSB Career Dashboard. Once the students have submitted their CVs and cover letters, you will receive an email from the GMIX team letting you know you can log in to access your applications. Please note that all GMIX opportunities posted prior to February 8, 2016 will not be visible to students on the GSB Career Dashboard until February 9, 2016.

Step One: Create an Account/Log in to your Account

New Users
Create a new account with your organization and contact information. The process of establishing an account should take approximately 5-10 minutes.

Look for 1st Time Users and select "Create a New Account".
- Create Your Account: Create a username and password and enter your email address
- Organization Information: You can search for your organization:
  > If you find it, select the organization by clicking "Select" next to it and click Save
  > If you do NOT find it, click "Add Organization" at the bottom of the page
  > Fill out all the required organization details in Organization Profile and click "Save"
- Edit Contact Profile: Fill out or edit all the required contact details and click "Save"

Returning Users
Log into your account with your username and password.
If you have forgotten your password, go to the bottom of the login page to Forgot Password? and enter your email address. Your password will be emailed to you.

Step Two: Post a New Job

Once you reach the Recruiter Dashboard after creating your new account, you will need to add the GMIX opportunity. The process of adding a GMIX opportunity should take approximately 5-10 minutes.

From the Recruiter Dashboard page, make sure you are on the Home tab.
Go to the Job Postings tab and click "Post a New Job/Manage Jobs" link.
Click "No" in the "OCR Confirmation" pop up box that asks, "Is this job description for an On Campus Recruiting interview date? If so, please post in the "On Campus Interviews" tab." (Click "No".)

Job Posting Form: fill in all the required fields (further suggestions for GMIX postings are below):
- Organization Information: this section should be pre-populated. Please edit any fields necessary.
- Job Information: The following information must be filled out for a GMIX posting:
  > For "Job Title" please enter it in this format:
  > “GMIX: [Your organization’s name]: [Job Title]”. For example. “GMIX: Bank Royale: Marketing Analyst”.
  > For “Job Audience” select “1st Year” only. This field is required for GMIX.
  > For “Job Type” select “Summer Internship” only. This field is required for GMIX.
  > For "Job Start Date" enter "08/21/15"(or the alternate start date you have chosen).
  > For "Job Function" select the most appropriate category.
  > For "Job Region" select the region where the opportunity is located.
  > For "Job Location City" please enter the city where the opportunity is located.
> For “Job Location Country” select the country where your organization will host the opportunity (cannot be in the United States). **This field is required for GMIX.**
> > For “Is this a rotational role?” select “No”.
> > Please be specific in your requirements for “Job Description” and “Qualifications”. You will receive more relevant applicants by including specifics on skills, responsibilities, and the amount of experience you are seeking.
> > For “Work Authorization Requirement,” please select “All may apply.” Any documentation needed by your organization and/or country should be facilitated by you on behalf of the student.
> > For “Salary Notes” you may put “No salary.” Please note that for-profit organizations are required to provide a living allowance (which will be noted in the next section of the job posting form).
> > For “Stanford GSB Connections” please select any relevant boxes.
> > For “Is this a rotational role?” please select “No”. Please be specific in your requirements for “Job Description” and “Qualifications”. You will receive more relevant applicants by including specifics on skills, responsibilities, and the amount of experience you are seeking.
> > For “Is this a rotational role?” please select “No”.
> > The Global Management Immersion Experience (GMIX): **this section of the form will only appear if you have followed all of the instructions above.**
> > > For “GMIX Opportunity” select “Yes”.
> > > For “Number of Students” please write the number of GMIX students you would like to host.
> > > For “Desired Start Date” please select 08/24/2015 (recommended start date for the 2015 program).
> > > For “Desired End Date” please select 09/18/2015 (recommended end date for the 2015 program).
> > > For “Housing Provided” please be descriptive and read the FAQ to confirm that you are providing appropriate housing.
> > > For “Living Allowance” please be descriptive. You must provide an amount in either U.S. dollars or your local currency. Read the FAQ to confirm that you are providing an appropriate living allowance. The living allowance amount is separate from the payment you provide for housing.
> > > For “Airfare Allowance” please provide airfare if you are able; this helps to make GMIX opportunities more attractive to GSB students. For “Airfare Allowance Details” please explain if the student should purchase the airfare directly or work with your office to do so.
> > > If you would like to have interaction with your GSB student prior to the beginning of the GMIX (e.g. reading material, conference call, etc.), we ask that you include this information and the number of hours required for interaction in the “Other / Special Requirements” section.
> > **How to Apply:**
> > > For “Preferred Application Method” select “Apply via System”. **Please Note:** You will receive an email after the student application deadlines that advises you when to log into the GSB Career Dashboard system to retrieve students’ applications.
> > > For “Delivery of Job Application Postings” please select “Do Not send via email.” (All applications are held in the system until the student application deadline.)
> > > Please leave the “Application email address” and “Application Web Site” fields blank as students need to apply through the GSB Career Dashboard system rather than to your organization directly.
> > > For “Application Deadline Date” please enter the following:
> > > Round I: 2/25/2015
> > > Round II: 4/13/2015
> > > For “Application Procedure,” please say “Address cover letter to [CONTACT PERSON AT YOUR ORGANIZATION]. Submit your resume and cover letter via this system.”
> > > **SUBMIT** the job posting. You will then be able to view the entire posting and make any edits necessary.