LAREDO
COLLEGE
EST. 1947

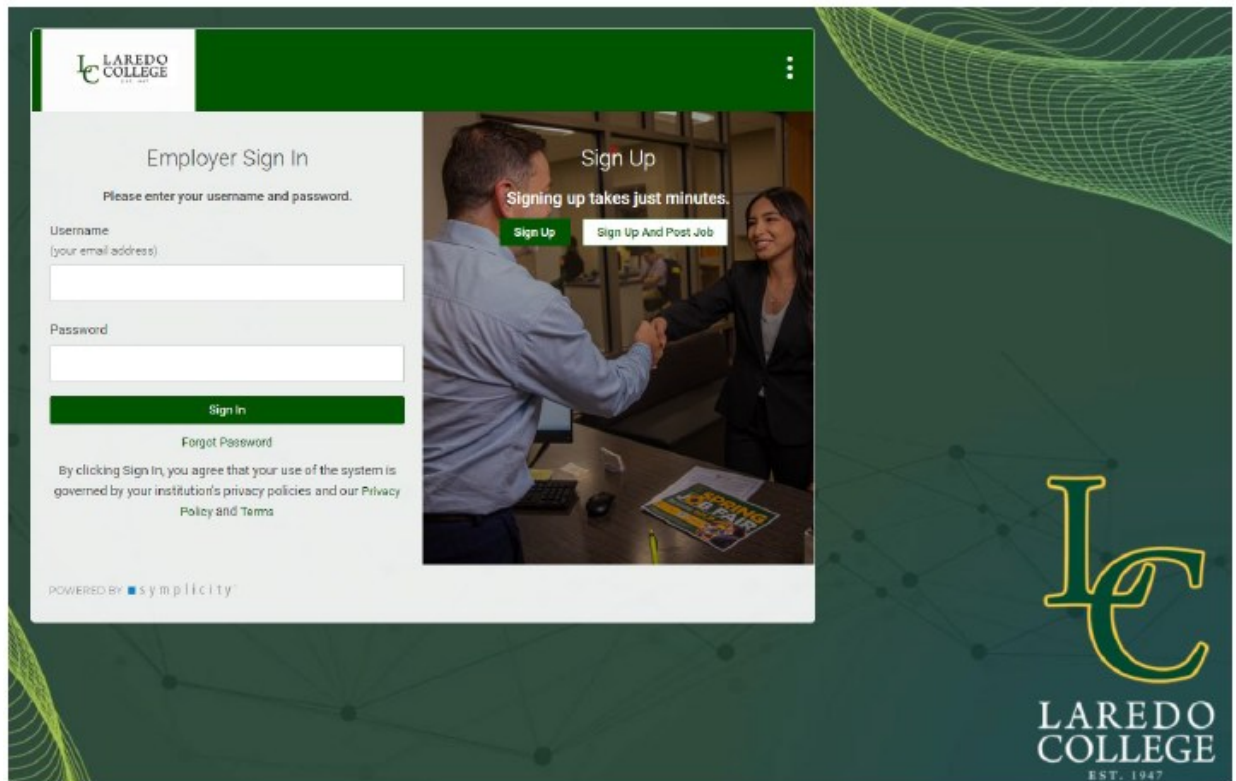Employer Contacts Intro
Guide

Login and navigation on the Employer Contacts Interface

Step 1: Login to the Platform

▪ Open your favorite web browser and navigate to:

Sign in (symplicity.com)

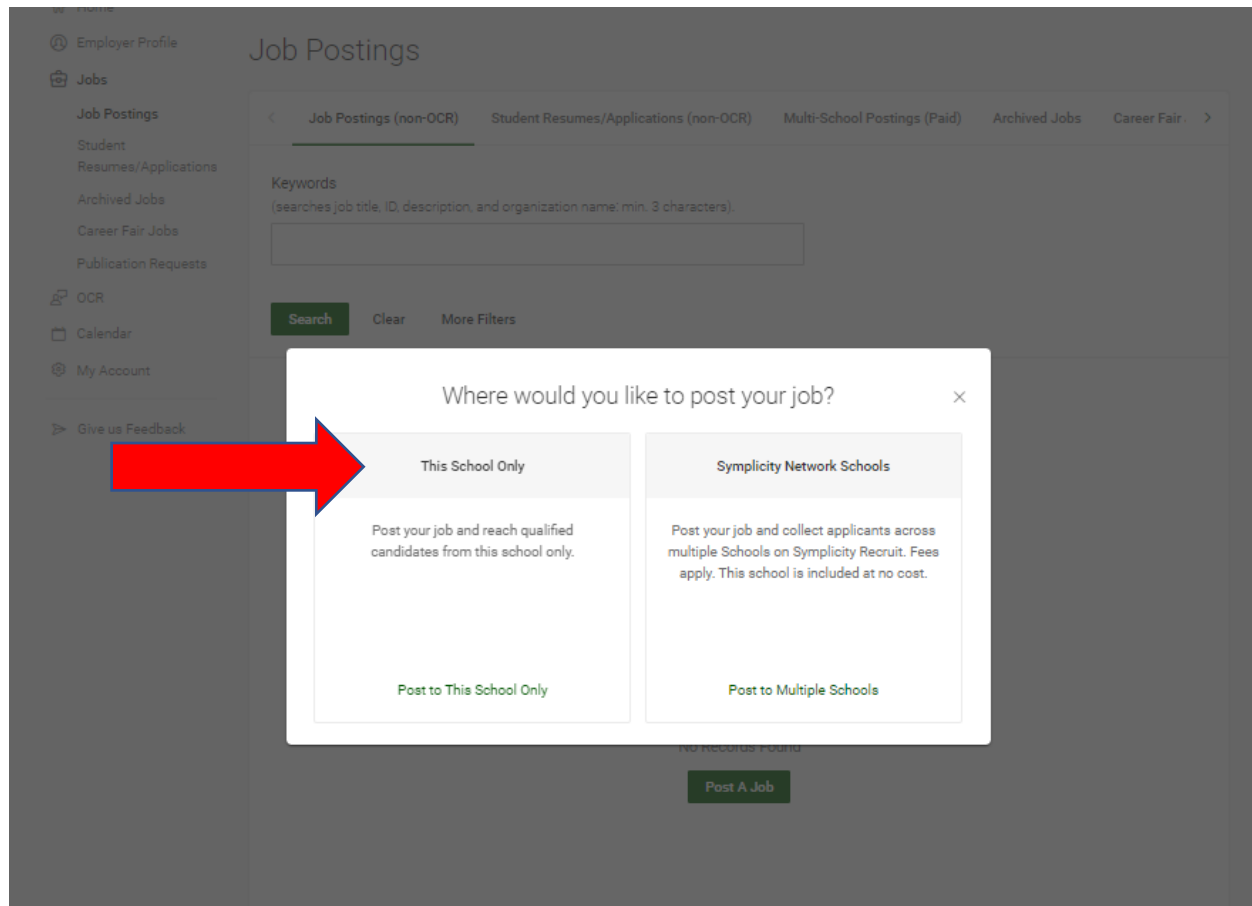https://laredo-csm.symplicity.com/employers

Step 2: Post a Job

O Click on "Jobs" > "Job Postings" in the Navigation Menu

O Click on "Post a Job" button

Step 6: Create Job Posting

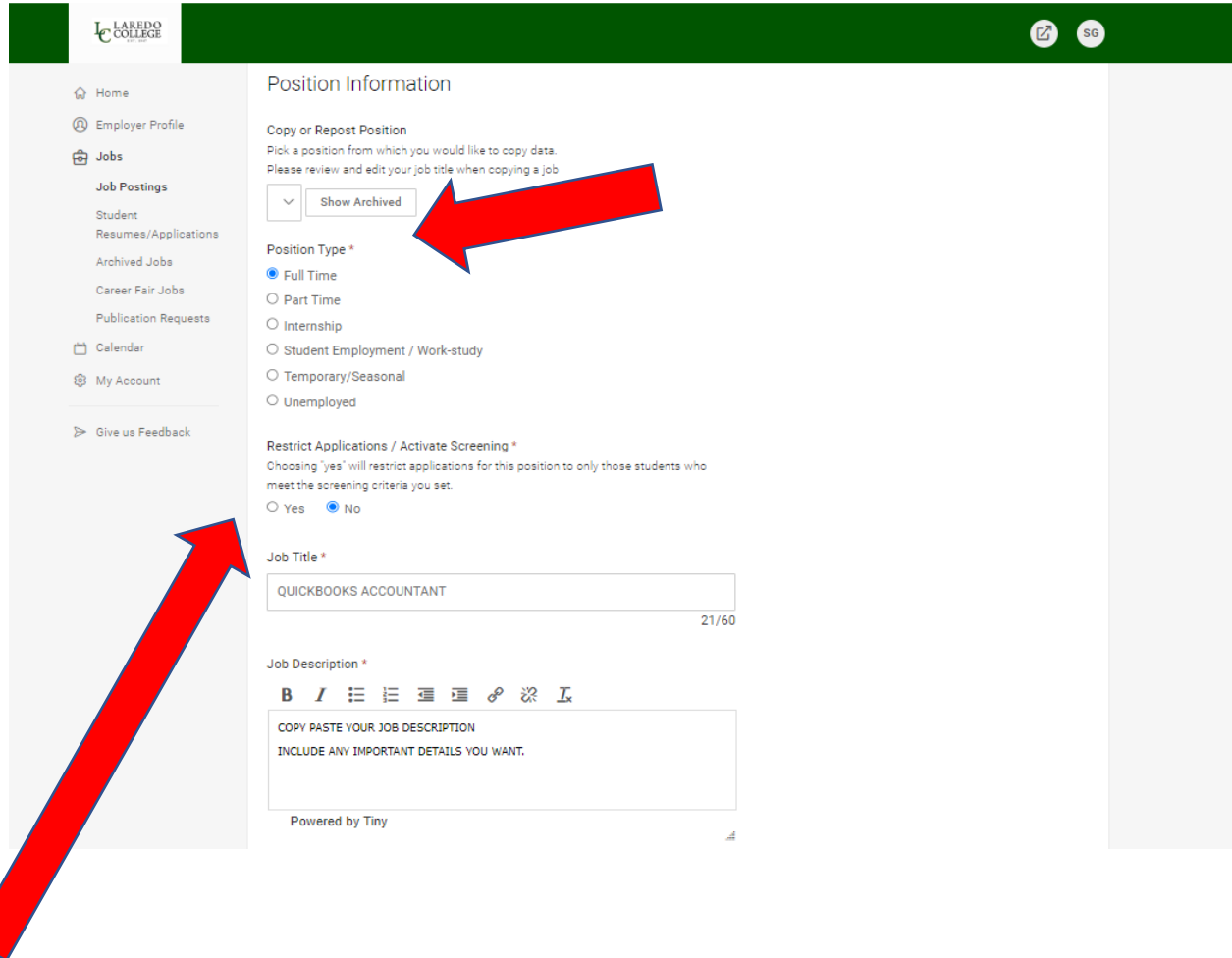A message will pop-up asking *where you would like to post your job?*

- Select <mark>THIS SCHOOL ONLY</mark>

Step 6: Cont'd.

□ Complete the job posting form

==Note: Make sure you select the correct position type.==

==RECOMMENDATION: DO NOT RESTRICT APPLICATIONS OTHERWISE SOME==
==CANDIDATES MAY NOT SEE YOUR POST.==
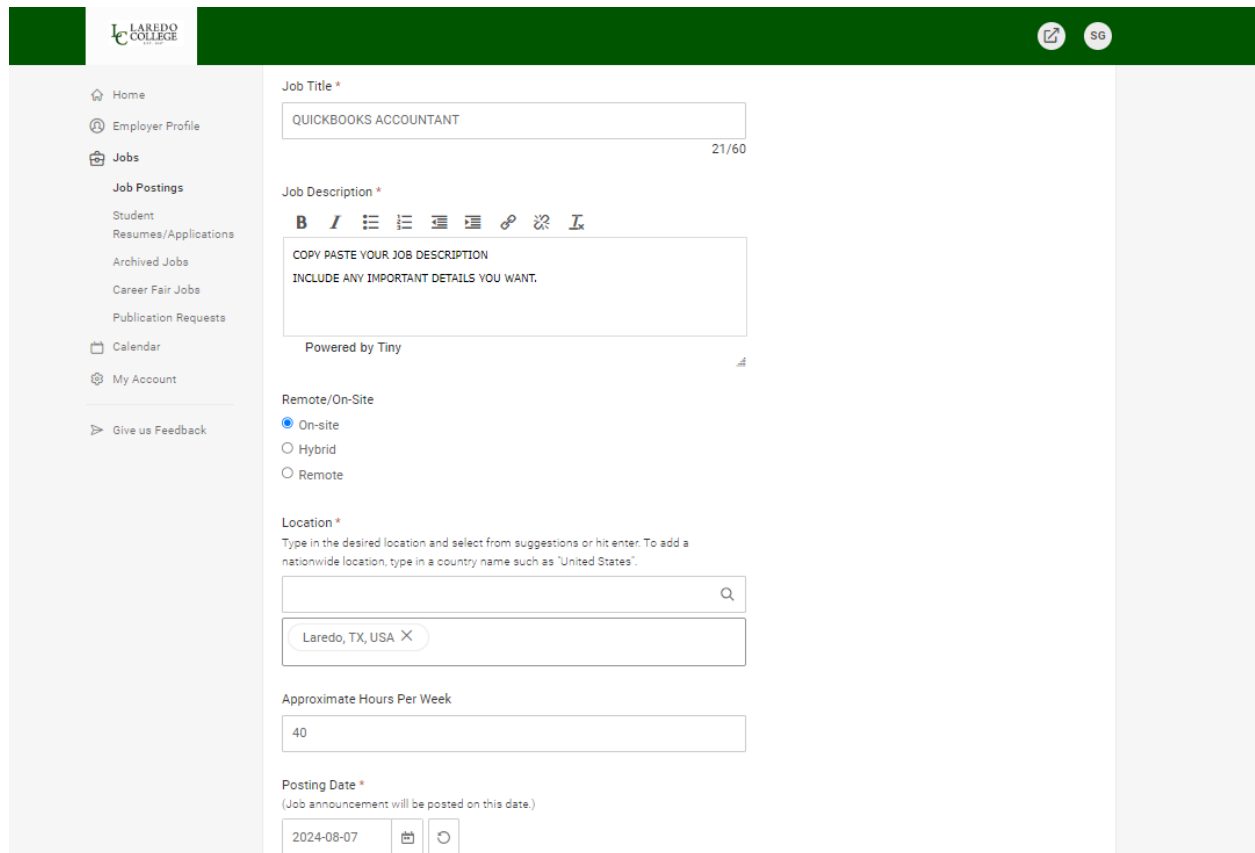
Step 3: Cont'd.

⭕ Add your Title,

Ex: QuickBooks Accountant

⭕Job Description

- Add duties and responsibilities

- Note: Copy & Paste YOUR Job Description

⭕Add your hours 19-Part Time// 40 Full Time.

⭕Add date you want the posting to go LIVE.

Step 2: Cont'd.

○ Expiration Date- What date should the position CLOSE.

NOTE: if the position is there more than 45 days, WDC will contact you to see if we should extend or close it already.

○ OPTIONAL: Attach a Job Description

○ Compensation- What is your hourly/ Weekly/ Monthly/ETC pay? THIS IS A RANGE, if it is a set AMOUNT, please put the amount you need (ex: $12.00-$12.00)

Step 2: Cont'd.

O Check off EMAIL & ACCUMULATE ONLINE to receive Resumes and documents required.

O We recommend for you to use your DEFAULT EMAIL or an EMAIL that will receive all applicants.

OAutomatic Application Packet Generation: Yes, this will send you all applicants information in one packet to review.

O Optional Documents: Only if you require additional documents, check off what is needed.

O Requested Doc Notes: State anything you want candidate to include.

Step 2: Cont'd.

O Display Contact Info: This is up to you, this is the information candidates will see if they apply for the job.

O <mark>SKIP</mark> GPA/GRADUATION RANGE unless you require it.

Step 2: Cont'd

O Work Authorization:

⠀⠀⠀⠀-Select: **AUTHORIZED TO WORK IN THE US <mark>if REQUIRED</mark>**.

O<mark>SUBMIT POSITION; Wait for approval.</mark>

O You can skip Class Level, Desired Skills, Desired Majors, Degree Level Unless you want to minimize and only allow certain candidates to apply.

STEP 3: ONCE APPROVED

○ By clicking on the "Applicants" button, you can:

- View students' Applications

- Rank the Applicants