



Employer Contacts Intro Guide

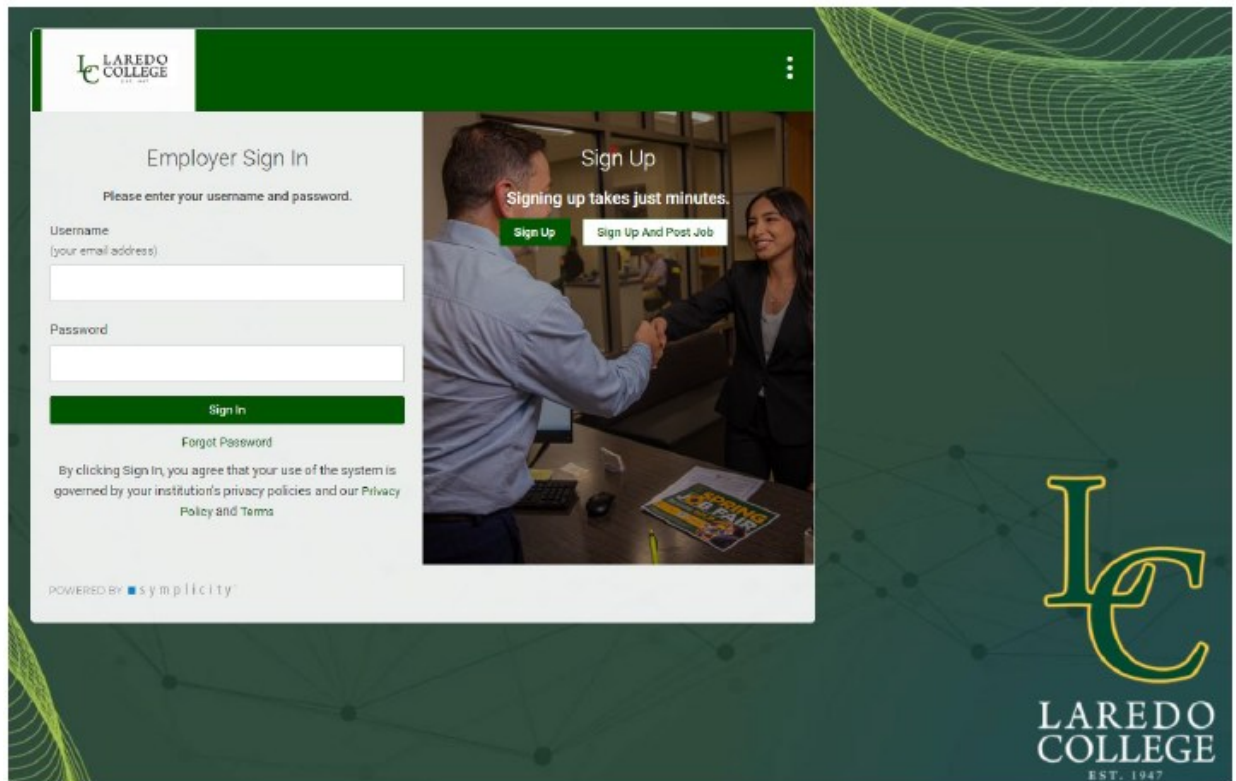
Login and navigation on the Employer Contacts Interface

Step 1: Login to the Platform

- Open your favorite web browser and navigate to:

[Sign in \(symplicity.com\)](https://laredo-csm.symplicity.com/employers)

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



Step 2: Post a Job

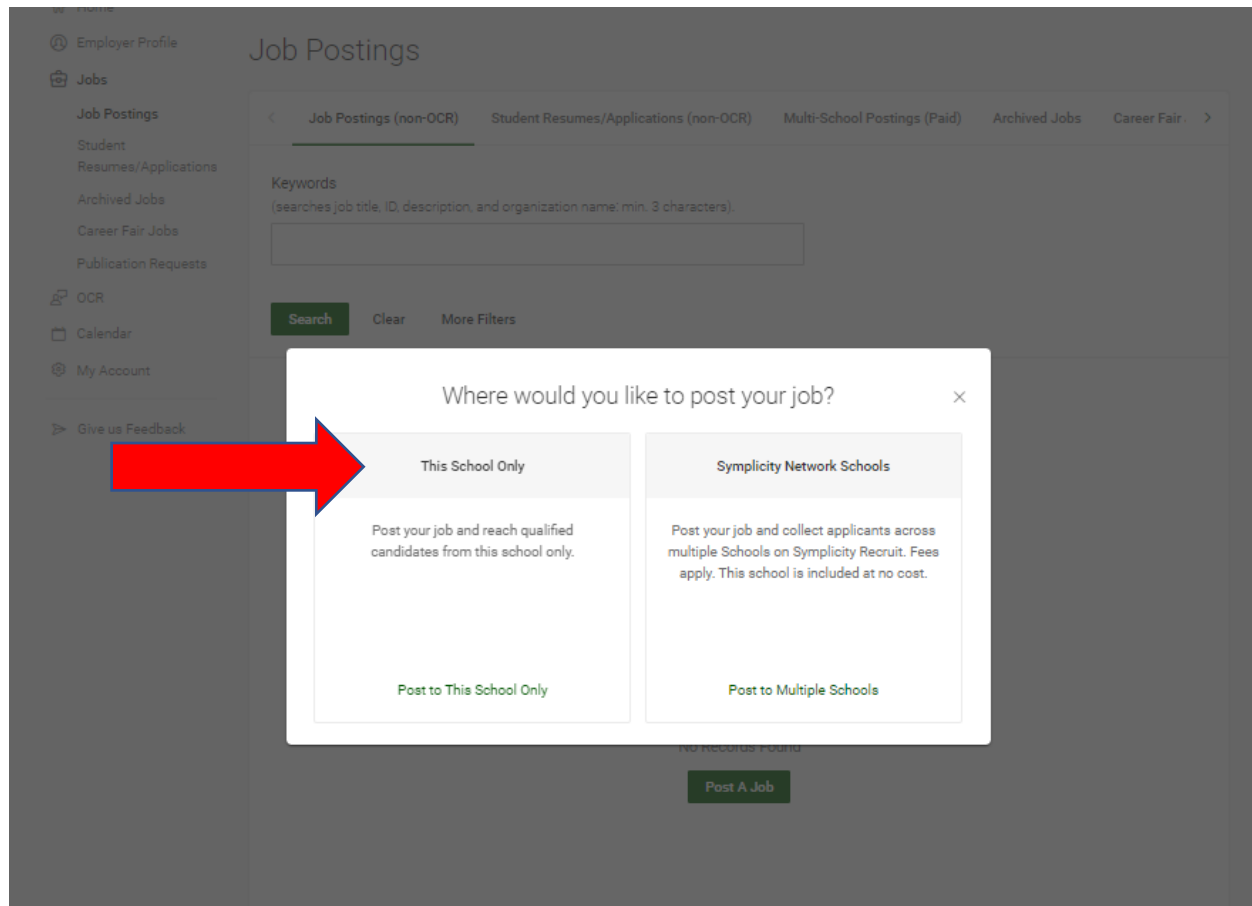
- Click on “Jobs” > “Job Postings” in the Navigation Menu
- Click on “Post a Job” button

The screenshot shows the 'Job Postings' page in the SYMPPLICITY CSM interface. On the left, a navigation menu lists various options: Home, Employer Profile, Jobs, Job Postings, Student Resumes/Applications, Archived Jobs, Career Fair Jobs, Publication Requests, Events, Resume Books, Exp. Learning, Networking, Calendar, and My Account. The 'Jobs' and 'Job Postings' items are highlighted with red boxes. The main content area is titled 'Job Postings' and includes tabs for 'Job Postings (non-OCR)', 'Student Resumes/Applications (non-OCR)', 'Archived Jobs', 'Career Fair Jobs', and 'Publication Requests'. The 'Job Postings (non-OCR)' tab is active. Below the tabs, there is a search section with a 'Keywords' input field (with a hint: '(searches job title, ID, description, and organization name: min. 3 characters)'), a 'Contact Name' input field, and buttons for 'Search', 'Clear', and 'More Filters'. At the bottom of the search section, a 'Post A Job' button is highlighted with a red box, followed by the text '3 results'. On the far right, there is a sorting icon and a dropdown menu labeled 'Expiration Date'.

Step 6: Create Job Posting

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

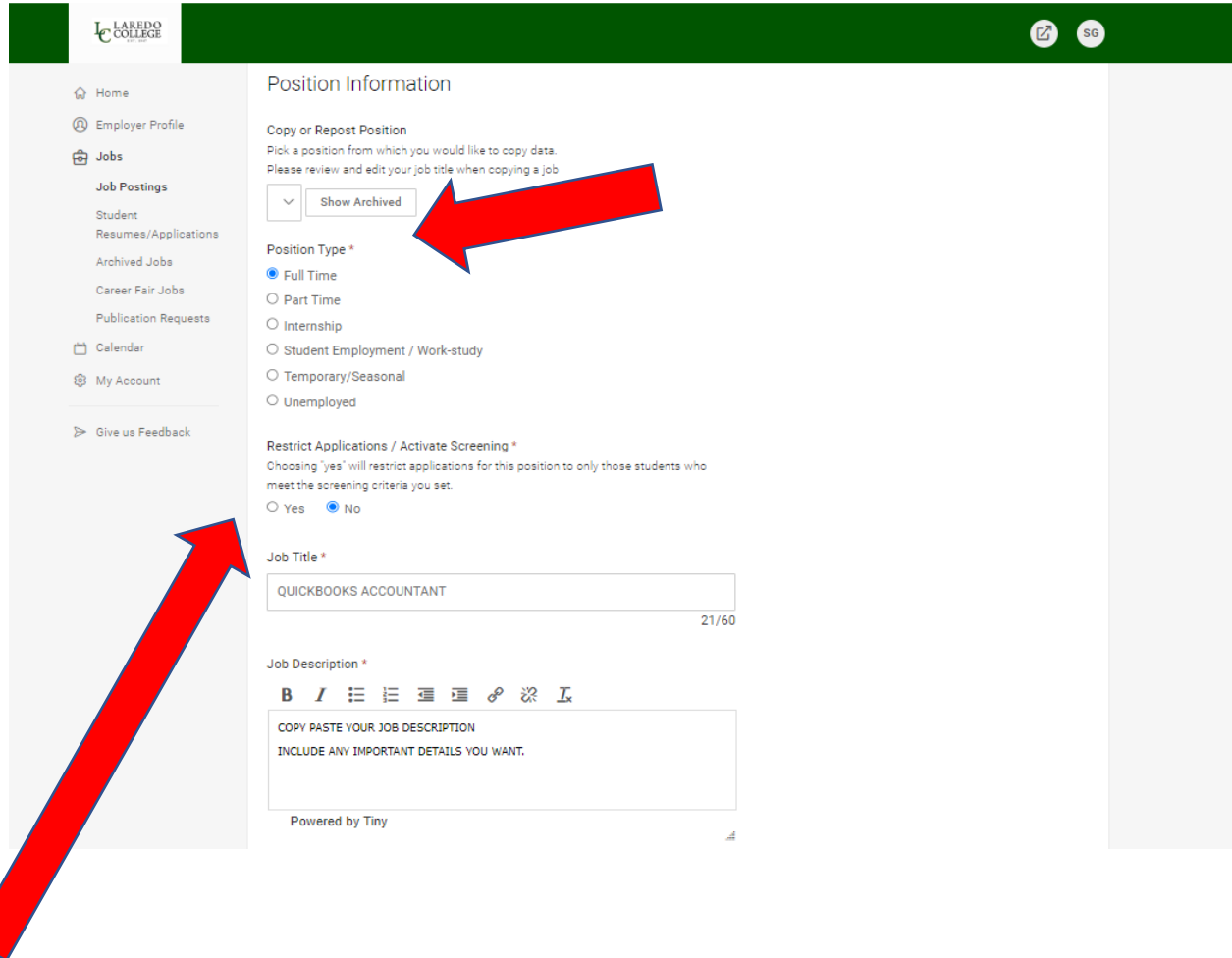
- Select **THIS SCHOOL ONLY**



Step 6: Cont'd.

- Complete the job posting form

Note: Make sure you select the correct position type.



The screenshot shows the 'Position Information' form in the Laredo College system. A sidebar on the left contains navigation links: Home, Employer Profile, Jobs, Job Postings, Student, Resumes/Applications, Archived Jobs, Career Fair Jobs, Publication Requests, Calendar, My Account, and Give us Feedback. The main form area is titled 'Position Information' and includes the following sections:

- Copy or Repost Position:** A dropdown menu and a 'Show Archived' button. A red arrow points to this section.
- Position Type *:** Radio buttons for Full Time (selected), Part Time, Internship, Student Employment / Work-study, Temporary/Seasonal, and Unemployed.
- Restrict Applications / Activate Screening *:** Radio buttons for Yes and No (selected). A note states: 'Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set.'
- Job Title *:** A text input field containing 'QUICKBOOKS ACCOUNTANT' with a character count of 21/60.
- Job Description *:** A rich text editor with formatting tools (Bold, Italic, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color) and a text area containing the placeholder text: 'COPY PASTE YOUR JOB DESCRIPTION INCLUDE ANY IMPORTANT DETAILS YOU WANT.'

A large red arrow points from the bottom left towards the 'Job Title' field.

RECOMMENDATION: DO NOT RESTRICT APPLICATIONS OTHERWISE SOME CANDIDATES MAY NOT SEE YOUR POST.

Step 3: Cont'd.

○ Add your Title,

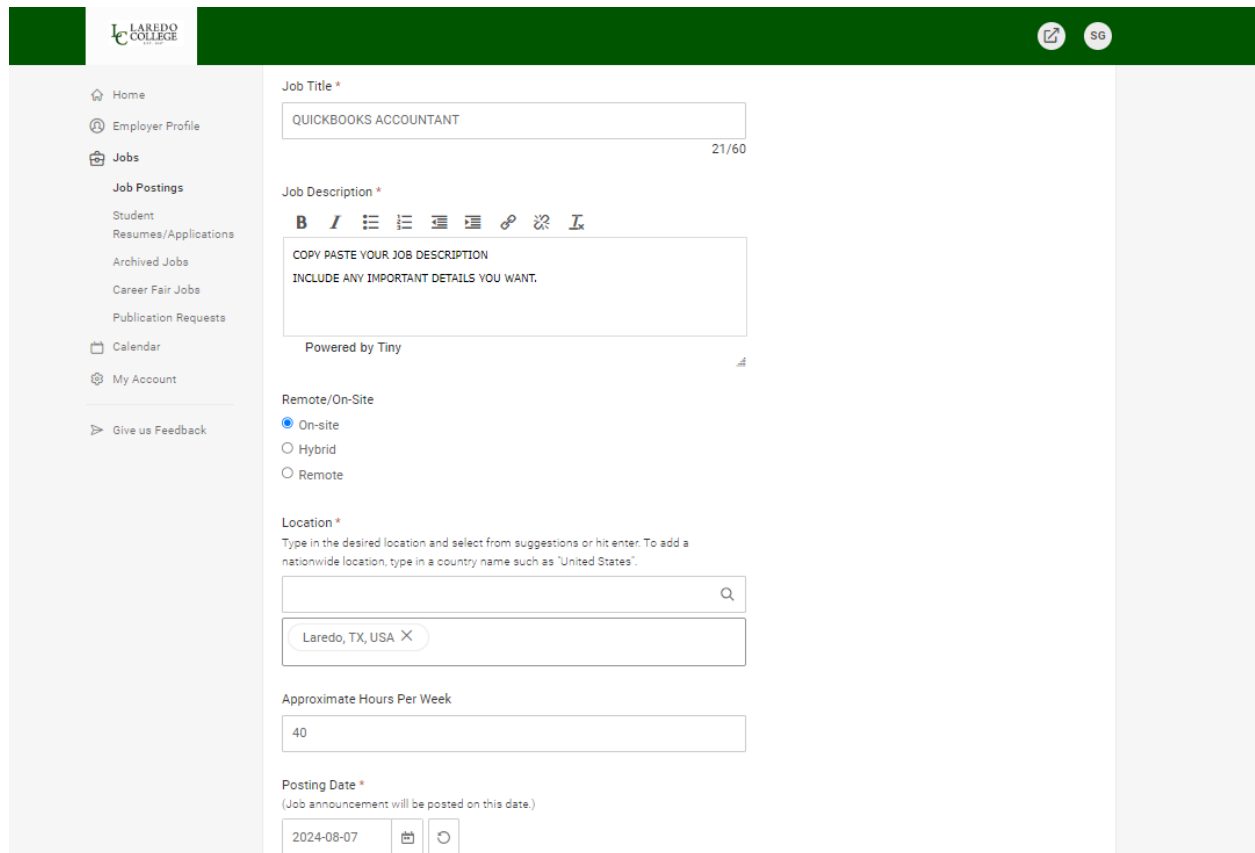
Ex: QuickBooks Accountant

○ 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.



The screenshot shows the Laredo College job posting interface. The header is green with the Laredo College logo and a user profile icon. A sidebar on the left contains navigation links: Home, Employer Profile, Jobs, Job Postings, Student Resumes/Applications, Archived Jobs, Career Fair Jobs, Publication Requests, Calendar, My Account, and Give us Feedback. The main content area is a form for creating a job posting. It includes a 'Job Title' field with the text 'QUICKBOOKS ACCOUNTANT' and a character count of 21/60. Below is a 'Job Description' field with a TinyMCE editor, containing the text 'COPY PASTE YOUR JOB DESCRIPTION' and 'INCLUDE ANY IMPORTANT DETAILS YOU WANT.' The 'Remote/On-Site' section has three radio buttons: 'On-site' (selected), 'Hybrid', and 'Remote'. The 'Location' section has a search bar with the text 'Laredo, TX, USA' and a magnifying glass icon. The 'Approximate Hours Per Week' field contains the number '40'. The 'Posting Date' section shows the date '2024-08-07' and a calendar icon.

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)

The screenshot shows the Laredo College CSM interface. The top navigation bar is green with the Laredo College logo on the left and a user profile icon labeled 'SG' on the right. A left sidebar contains a menu with options: Home, Employer Profile, Jobs (with a sub-menu: Job Postings, Student Resumes/Applications, Archived Jobs, Career Fair Jobs, Publication Requests), Calendar, My Account, and Give us Feedback. The main content area is white and contains three sections: 'Posting Date *' with a date picker set to 2024-08-07, 'Expiration Date *' with a date picker set to 2024-09-30, and 'Attachment(s)' with an 'Add Item' button. Below these is a 'Compensation' section with a descriptive paragraph and a form for 'Compensation *' with fields for 'From' (\$ 10), 'To' (\$ 12), and 'Frequency' (per hour).

Step 2: Cont'd.

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

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

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

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

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

The screenshot displays the 'Application Instructions' form within the Symplicity Student Interface. The interface features a green header with the Laredo College logo and a navigation sidebar on the left. The main content area contains the following sections:

- Resume Submission Method ***: A section asking how the user wants to receive application materials. It includes three options: 'Email' (checked), 'Accumulate Online' (checked), and 'Other (enter below)' (unchecked). Explanatory text for each option is provided.
- Default email address for resumes ***: A text input field labeled 'YOUR EMAIL ADDRESS' for entering an email address for non-OCR resumes.
- Automatic Application Packet Generation ***: A section asking if the user wants to receive an application packet PDF. It includes 'Yes' (unchecked) and 'No' (checked) radio button options.
- Optional Documents**: A section asking which additional documents the user wants to receive. It includes checkboxes for 'Cover Letter', 'Unofficial Transcript', 'Writing Sample', and 'Other Documents'.
- Requested Document Notes**: A section for special instructions regarding requested documents, with a text input field.

Step 2: Cont'd.

- Display Contact Info: This is up to you, this is the information candidates will see if they apply for the job.
- **SKIP** GPA/GRADUATION RANGE unless you require it.

The screenshot shows the Laredo College CSM interface. The header is green with the Laredo College logo on the left and user icons on the right. A left sidebar contains navigation links: Home, Employer Profile, Jobs, Job Postings, Student, Resumes/Applications, Archived Jobs, Career Fair Jobs, Publication Requests, Calendar, My Account, and Give us Feedback. The main content area is titled 'Display Contact Information To Students' and includes a checkbox for 'If checked, please provide information in 'Contact Information' field' which is checked. Below this is a 'Contact Information *' section with a text box containing: 'Laredo College- Fort McIntosh Workforce Development Center', 'workforcedevctr@laredo.edu', 'Phone: 956-794-7610', 'west end washington street', 'laredo, Texas 78045', and 'United States'. The 'Qualifications' section follows, with fields for 'GPA' (a text input), 'Graduation Date - Range Start' (two dropdown menus), 'Graduation Date - Range End' (two dropdown menus), and 'Work Authorization' (a text input).

Step 2: Cont'd

○ Work Authorization:

-Select: AUTHORIZED TO WORK IN THE US if **REQUIRED**.

○ **SUBMIT POSITION; Wait for approval.**

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

The screenshot displays the Laredo College job posting interface. On the left is a navigation menu with options: Home, Employer Profile, Jobs (with a sub-menu for Job Postings), Student Resumes/Applications, Archived Jobs, Career Fair Jobs, Publication Requests, Calendar, My Account, and Give us Feedback. The main content area is titled 'Graduation Date - Range Start' and 'Graduation Date - Range End', each with a dropdown menu. Below these is the 'Work Authorization' section with a dropdown menu showing 'Authorized to work in the U.S.' and 'Not authorized to work in the U.S.'. The 'Class Level' section has a dropdown menu with 'Freshman', 'Sophomore', and 'Junior'. The 'Desired Skills' section includes a text input field and a search icon. The 'Desired Major(s)' section has an 'Add...' button. The 'Degree Level' section has a dropdown menu with 'Certificate', 'Associates', 'Bachelors', 'License or Certification', and 'Undergraduate'. At the bottom are three buttons: 'Submit', 'Save And Finish Later', and 'Cancel'. The footer indicates 'POWERED BY SYMPPLICITY' and provides links for 'Privacy Policy' and 'Terms of Use'.

STEP 3: ONCE APPROVED

- By clicking on the “Applicants” button, you can:
- View students’ Applications
 - Rank the Applicants