

San Jac Works Employer Account Instructions

GETTING STARTED: CREATING AN ACCOUNT

1. Visit <https://sanjac-csm.symplicity.com/employers/>
2. First time users, select “SIGN UP” and complete the “EMPLOYER REGISTRATION” form.
- 3 Your account will be put in a pending state until activated by Career Services. You will receive an email once your account has been made active (this can take up to two (2) business days).
4. Use the link provided in the email once your account has been activated to create your **San Jac Works** password.

After your account has been approved, you have the option to complete the Employer Profile under the “EMPLOYER PROFILE” tab on the left. Students will be able to search for companies in the “EMPLOYER DIRECTORY” and view the information you have added.

POSTING YOUR POSITIONS:

1. Login to your account using the link above
2. Use the “EMPLOYER QUICKLINKS” menu on the right side of the page to access the “JOB POSTING FORM” or use the drop-down menus on the left-hand side under “JOBS”.
3. Select the appropriate “POSITION TYPE” and complete the form.

PLEASE NOTE: Positions that are only commission based pay, multi-level marketing, and/or require a student to buy into a program will not be posed/activated within our system at any time!

ACCESSING APPLICATIONS:

1. Use the “JOBS & INTERNSHIPS” menu on the right side of the page to select “VIEW APPLICANTS” or use the drop-down menus on the left-hand side under “JOBS”.
2. Review your applicants by downloading applications/resumes or reviewing them through San Jac Works.

REGISTER FOR STUDENT-EMPLOYER MEETUPS:

1. Log in and click on “Events”, then “Career Fairs”
2. Locate the Student-Employer Meetup you would like to attend in the list, then click “Register”
3. Complete registration form and submit – you will receive a confirmation email upon completion.

ON-CAMPUS RECRUITING OPPORTUNITIES:

1. Use the “EVENTS” menu on the right side of the page to select “REQUEST ON-CAMPUS RECRUITING TABLE” or use the drop-down menus on the left-hand side under “EVENTS” and click “INFORMATION SESSIONS”.
2. Complete the “RECRUITING FORM”. Please make sure you read ALL of the guidelines before submitting your request.
3. You will receive an email whether your request has been approved or denied. If your request has been denied, someone from the Career Services Office will contact you to reschedule your date.