

SH Sam Houston State University
Career Success Center
Academic Affairs

<https://shsu-csm.symplicity.com/>



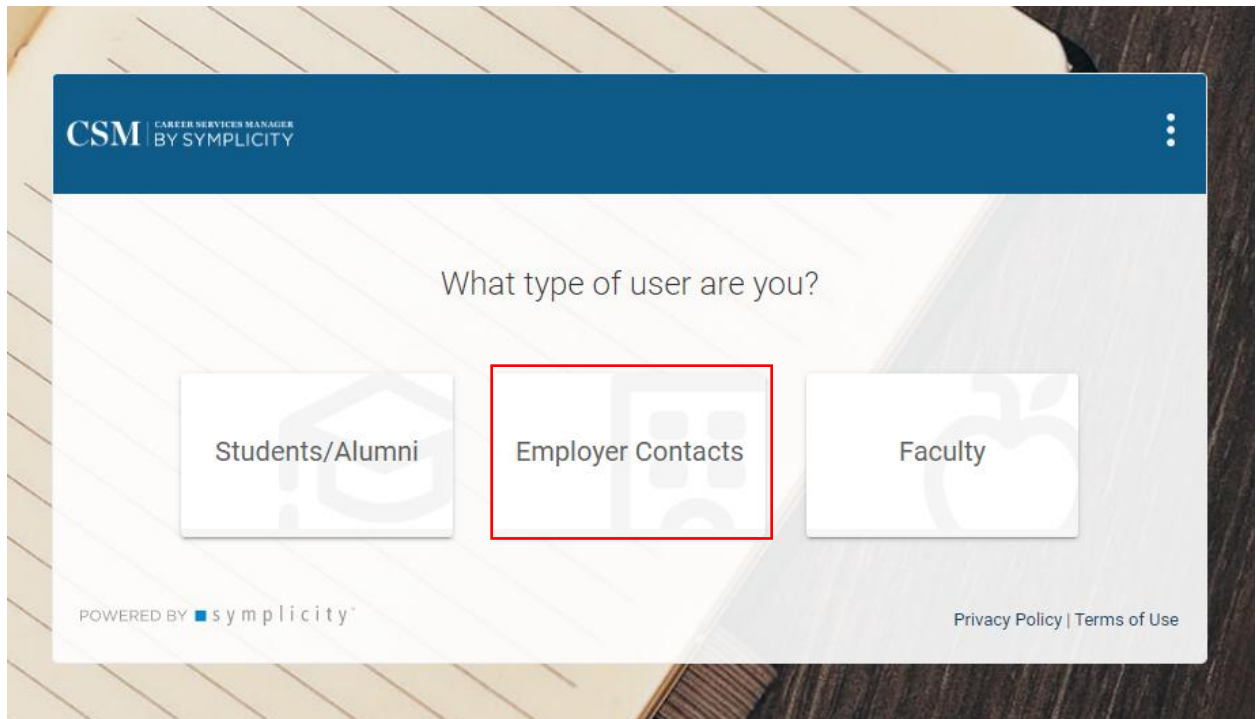
Employer Contacts Intro
Guide

Login and navigation on the Employer Contacts Interface

Step 1: Login to the Platform

- Open your favorite web browser and navigate to:

<https://shsu-csm.symplicity.com/>

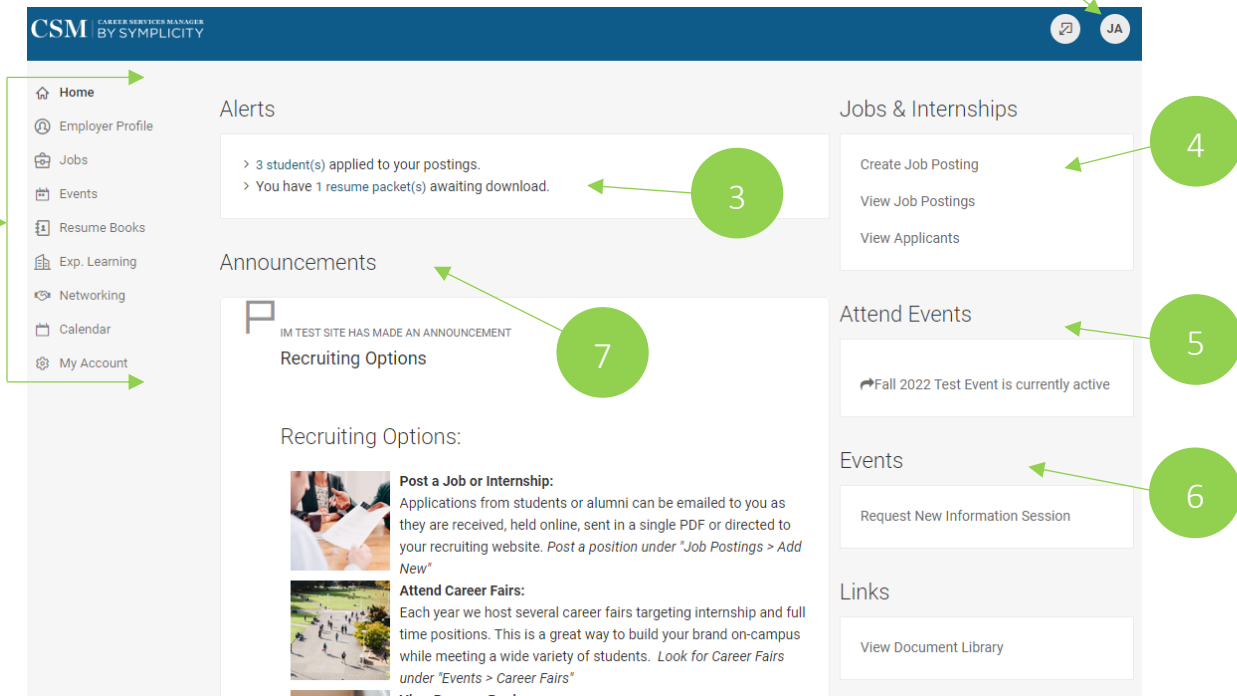


Step 2: You will be prompted to login. Enter your username and password.

The screenshot shows the CSM Career Services Manager interface. On the left, the 'Employer Contact Sign In' section is highlighted with a red box. It contains a 'Username' field (with the subtext '(your email address)') and a 'Password' field, both with input boxes. Below these fields is a blue 'Sign In' button. To the right of the 'Sign In' button is a link for 'Forgot Password'. Below the 'Sign In' button, there is a disclaimer: 'By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy and Terms](#)'. At the bottom left of the interface, it says 'POWERED BY ■ sym plicity®'. On the right side of the interface, there is a 'Sign Up' section with the text 'Signing up takes just minutes.' and a blue 'Sign Up' button. The background of the interface features a blurred image of two people sitting at a desk in a modern office setting.

Note: If you have not created a Contact Account, please use the “Sign Up” button to register.

Step 3: Navigate to the Homepage



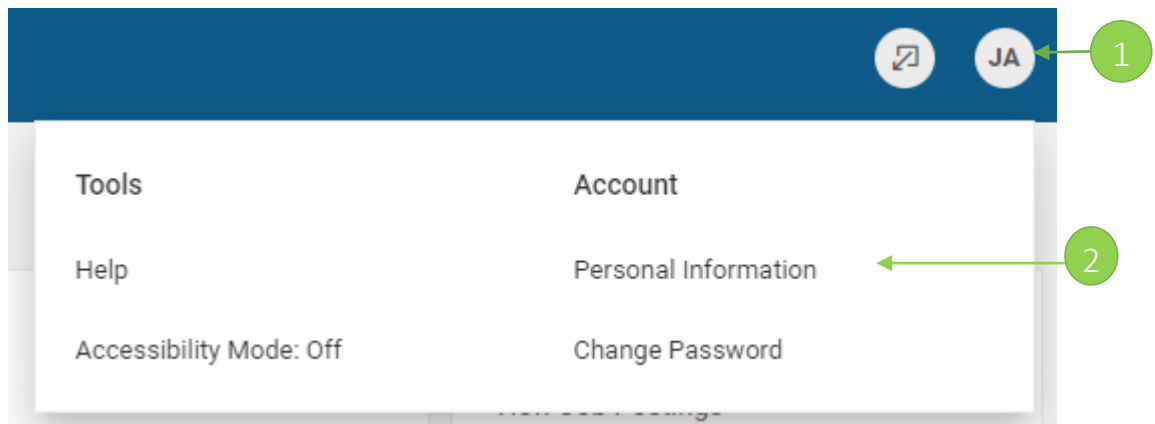
- Account & Settings Menu
- Navigation Menu
- Alerts & Updates
- Jobs & Internship
- Upcoming Career Fairs
- Request a New Information Session
- Announcements

Step 4: Update your Info

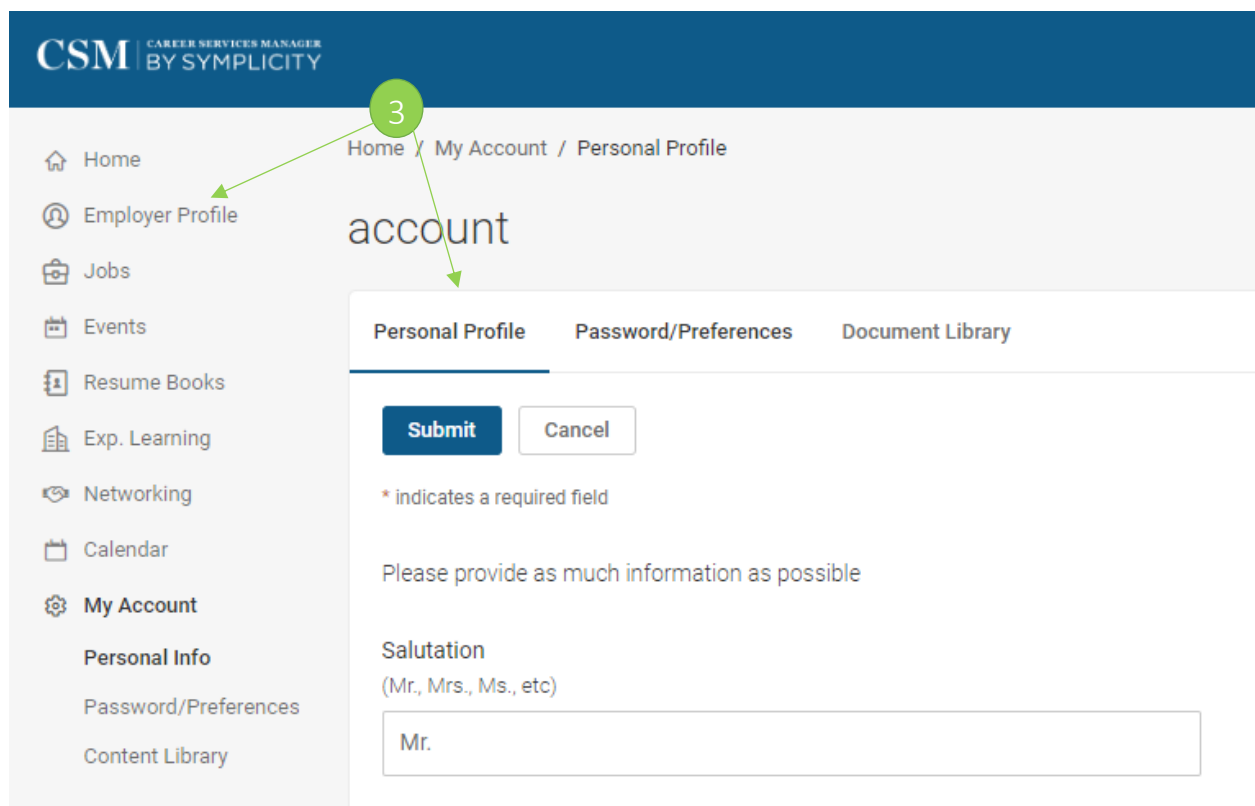
Now is a good time to review your information and make updates if necessary.

○ Open **Account & Settings Menu**

○ Select **Personal Information**



○ Edit your information in **Personal Profile** and **Employer Profile**



Step 5: Post a Job

The screenshot shows the CSM (Career Services Manager) interface. The top navigation bar includes the CSM logo and user initials 'JA'. The left sidebar contains a navigation menu with options: Home, Employer Profile, **Jobs** (highlighted with a red box), Job Postings (highlighted with a red box), Student Resumes/Applications, Archived Jobs, Career Fair Jobs, Publication Requests, Events, Resume Books, Exp. Learning, Networking, Calendar, and My Account. The main content area is titled 'Job Postings' and features tabs for 'Job Postings (non-OCR)', 'Student Resumes/Applications (non-OCR)', 'Archived Jobs', 'Career Fair Jobs', and 'Publication Requests'. Below the tabs are input fields for 'Keywords' (with a note: '(searches job title, ID, description, and organization name: min. 3 characters)') and 'Contact Name'. There are 'Search', 'Clear', and 'More Filters' buttons. At the bottom, a 'Post A Job' button is highlighted with a red box, next to '3 results' and a sort dropdown set to 'Expiration Date'.

○ Click on “Jobs” > “Job Postings” in the Navigation Menu

○ Click on “Post a Job” button

The screenshot shows the 'Position Information' form within the 'Job Postings' section. At the top, there is a blue notification box stating: 'Please Note: On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section.' Below this are three buttons: 'Submit', 'Save And Finish Later', and 'Cancel'. A note indicates that an asterisk (*) denotes a required field. The form is titled 'Position Information' and includes a section for 'Copy or Repost Position' with instructions to 'Pick a position from which you would like to copy data. Please review and edit your job title when copying a job.' This section contains a dropdown menu and a 'Show Archived' button. Below this is the 'Position Type' section with radio button options: Full Time, Part Time, Internship, Co-Op, Student Employment, and Temporary/Seasonal. At the bottom, there is a link for 'Restrict Applications / Activate Screening'.

- Complete the job posting form
- Click on “Submit” button located at the top or bottom of the form

The screenshot shows the 'Job Postings' page in the SYMPPLICITY CSM interface. On the left is a sidebar with navigation links: Home, Employer Profile, Jobs (selected), Job Postings, Student Resumes/Applications, Archived Jobs, Career Fair Jobs, Publication Requests, Events, Resume Books, Exp. Learning, Networking, Calendar, and My Account. The main content area is titled 'Job Postings' and has tabs for 'Job Postings (non-OCR)', 'Student Resumes/Applications (non-OCR)', 'Archived Jobs', 'Career Fair Jobs', and 'Publication Requests'. Below the tabs is a search form with fields for 'Keywords' and 'Contact Name', and buttons for 'Search', 'Clear', and 'More Filters'. Below the search form is a 'Post A Job' button and a '3 results' indicator. A table of job postings follows, with columns for job title, location, and number of applicants. The first job is 'CSM Super Test Job' (DRAFT) with 0 applicants. The second job is 'Awesome Job Title' with 3 applicants, which is highlighted with a red box.

Job Title	Location	Applicants
CSM Super Test Job DRAFT	Full Time	0 Applicants
Awesome Job Title	Miami, Florida, United States - Full Time	3 Applicants

- By clicking on the “Applicants” button, you can:
 - View students’ Resumes
 - Rank the Applicants
 - Generate a Resume Book
 - Set Status Updates