

EMPLOYER GUIDE TO USING SYMPPLICITY

This guide will walk you through the basics of listing an opportunity in Symplicity. You are able to post with Seton Hall University free of charge.

Employers who DO NOT have a Seton Hall University Account

To create an account:

1. Click on the link <https://shu-csm.symplicity.com/employers>
2. Click **"Register"** Please note, posting local jobs is a free service.
3. Follow the prompts to enter your contact and company information. Be sure to click "Submit."
4. Your information will be reviewed by The Career Center within two business days.
5. Once your access is approved, you will receive an email from Symplicity with your username and a link to create your password.
6. This link will expire in 24 hours. (This is a one-time step. If more than 24 hours has passed, please click on "forgot my password" and the system will generate a new link for you.)
7. Now you may use your account to post a job and use other career services

Employers who DO have a Seton Hall University Symplicity Account

To **POST** a job for **FREE** at Seton Hall University you must follow these instructions.

1. Go to <https://shu-csm.symplicity.com/employers>
2. Enter your username (email) & password on (Login screen page)
3. You are now on your HOME PAGE
4. Click "jobs" on the top menu bar
5. Click on ADD NEW button on the next screen page
6. Enter your job and or internship and click SUBMIT!

*If you wish to customize your password, login to your account and select the "Account" tab.
All professional positions and internships will be posted for 60 days. If you wish to change this time period or if your position is filled prior to the end of the 60 day period, please contact The Career Center.

Searching for Candidates

Your account with Seton Hall University also gives you access to students through electronic Resume Books.

Please Contact us with Questions

Phone: 973-761-9355 • Email: careers@shu.edu • Website: <http://www.shu.edu/go/careers>

Hire Pirates!

