Employer Guide

Submit your Jobs Online

Access the Employer Job Listing Website: https://spokanecc-csm.symplicity.com/

Logging In

Click on the "Employer" Icon

New Users: If you are not a current user, register from the **Register** button.
1. Complete all sections. Required Fields are marked with an asterisk (*).
2. Click on the **Submit** button.
3. NOTE: Once you have registered, your account will be in pending status. An administrator from the Student Employment Center will review your account within 24-48 hours. When your registration is approved, you will receive an email notification containing your username and a link to create a password.
4. Once you are able to log in, navigate to the **ACCOUNT** tab to update or complete your contact information, as well as your password.

Existing Users:
1. Enter your Username and Password.
2. Click on the **Go** button.
3. If you have forgotten your password, click on the **Forgot Password** link.

Update My Profile
1. Navigate to the **PROFILE** tab to update or complete the Employer Profile with the most up to date information.

To Create a New Job
1. Navigate to the **JOBS** tab.
2. Click on the **ADD NEW** button.
3. Complete the job posting form. Fields with an asterisk (*) are required information. Fill out as much information as possible to make the job posting complete.
4. Click on **SUBMIT**.
5. NOTE: Once you have created a new job, the job will be in pending status. An administrator from the Student Employment Center will review your job posting within 24-48 hours. When your position is approved, the job will be visible to our students and they may begin applying.