

# SymPLICity

Employer's Guide

So you want to post employment opportunities for students/alumni?

Step

1



Step

2

**New User?** Click "Sign Up" button. Complete all fields marked with an asterisk (\*).  
Note: A Career Education Staff member will approve registration within 1-3 days. You will receive an email with your username and a link to create a password.

**Existing User?** Enter username and password. Forgot password? Click the "Forgot Password" link.

Step

3

**New User?** Navigate to the ACCOUNT tab to update or complete your contact information, as well as your password.

**Existing User?** Navigate to the PROFILE tab to update your Employer Profile with the most up to date information.

Step

4

**Create a new job!** Click on JOBS tab. Click ADD NEW. 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. Click SUBMIT.

**NOTE:** Once you have created a new job, the job will be in pending status. A Career Education Staff member will review your job posting within 1-3 days. When your position is approved, the job will be visible to our students and they may begin applying.

Questions? Need assistance? Contact the Office of Career Education!  
509-533-3545 | SFCC.Careers@SFCC.Spokane.EDU | Bldg 2 Rm 001