How To Post a Position with Career Hub

Scribe

1   Navigate to **https://csum-csm.symplicity.com/employers/app/home**

2   Click "Jobs"

3   Expand the jobs menu and select "Job Postings"
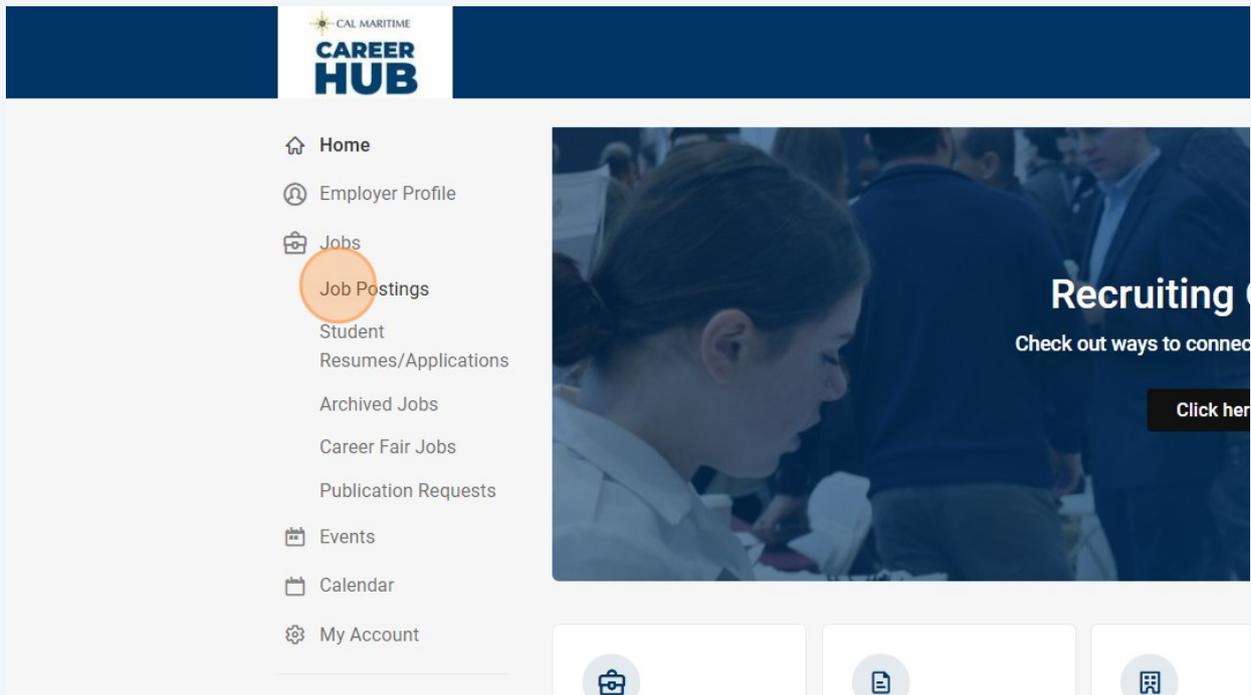
4   Click Post a Job
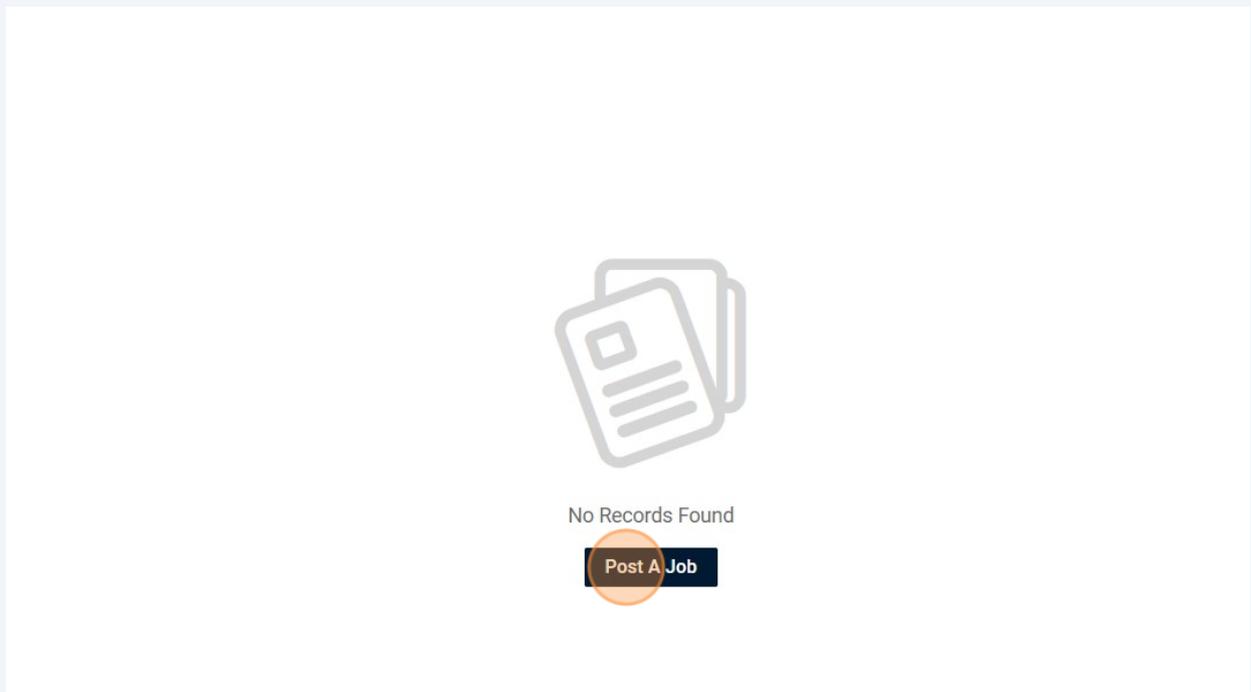
5 Select the appropriate position type for your opportunity.

Archived Jobs
Career Fair Jobs
Publication Requests
📅 Events
📅 Calendar
⚙ My Account

➤ Give us Feedback

Position Information

Copy or Repost Position
Pick a position from which you would like to copy data.
Please review and edit your job title when copying a job

[∨]   [Show Archived]

Position Type *
○ Full Time
○ Part Time
○ Internship
○ Co-Op
○ Student Employment
○ Temporary/Seasonal
○ Volunteer
○ Externship

6 Insert Job Title

Job Postings
Student
Resumes/Applications
Archived Jobs
Career Fair Jobs
Publication Requests
📅 Events
📅 Calendar
⚙ My Account

➤ Give us Feedback

○ Internship
○ Co-Op
○ Student Employment
○ Temporary/Seasonal
○ Volunteer
○ Externship

Job Title *

[   ]
                                                              0/60

Job Description *

B *I* ☰ ☰ ☲ ☲ 🔗 ✂ _I_ₓ

[   ]

Powered by Tiny

7 Select position location

Career Fair Jobs
Publication Requests
📅 Events
📅 Calendar
⚙ My Account

➤ Give us Feedback

Job Description *

B *I* ☰ ☰ ☰ ☰ 🔗 ✂ 𝐼ₓ

Insert job description here

Powered by Tiny

Remote/On-Site
○ On-site
○ Hybrid
○ Remote

Location *
Type in the desired location and select from suggestions or hit enter. To add a
nationwide location, type in a country name such as "United States".

---

8 Input physical location or main office location

Career Fair Jobs
Publication Requests
📅 Events
📅 Calendar
⚙ My Account

➤ Give us Feedback

Powered by Tiny

Remote/On-Site
◉ On-site
○ Hybrid
○ Remote

Location *
Type in the desired location and select from suggestions or hit enter. To add a
nationwide location, type in a country name such as "United States".

| | 🔍 |

Approximate Hours Per Week

Posting Date *

9 Select the value you inputted from the drop down menu

Career Fair Jobs
Publication Requests
📅 Events
📅 Calendar
⚙ My Account

➢ Give us Feedback

Powered by Tiny

Remote/On-Site
◉ On-site
○ Hybrid
○ Remote

Location *
Type in the desired location and select from suggestions or hit enter. To add a nationwide location, type in a country name such as "United States".

| san fran | ✕ 🔍 |

San Francisco, CA, USA
San Jose, CA, USA
San Diego, CA, USA
San Antonio, TX, USA
S. Luis Potosi, SLP, Mexico

10 Input the "Approximate Hours Per Week" field.

Archived Jobs
Career Fair Jobs
Publication Requests
📅 Events
📅 Calendar
⚙ My Account

➢ Give us Feedback

Location *
Type in the desired location and select from suggestions or hit enter. To add a nationwide location, type in a country name such as "United States".

| | 🔍 |

San Francisco, CA, USA ✕

Approximate Hours Per Week

| | |

Posting Date *
(Job announcement will be posted on this date.)

2024-06-21   📅   ↺

Expiration Date *
(Job announcement will be removed on this date.)

📅   ↺

11 Click on the calendar icon to insert your posting end date. Although the position will be removed from student views and applications. You will still be able to login and view your candidate information.

Archived Jobs

Career Fair Jobs

Publication Requests

🗓 Events

🗂 Calendar

⚙ My Account

➢ Give us Feedback

40

Posting Date *
(Job announcement will be posted on this date.)

2024-06-21 🗓 ↺

Expiration Date *
(Job announcement will be removed on this date.)

🗓 ↺

Attachment(s)

Add Item

Compensation

Early talent values pay transparency and providing compensation is required in some states views of your job and for legal compliance.

---

12 Select the end date, the position will no longer be available to candidates.

sting Date *
o announcement will b

024-06-21 🗓

iration Date *
o announcement will b

🗓

achment(s)

dd Item

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Fri, Jun 28

ompensation

ly talent values pay transparency and providing compensation is required in some states by law. Add compensation information to increase ws of your job and for legal compliance.

npensation *

13 Input Compensation Information

Career Fair Jobs
Publication Requests
📅 Events
🗓 Calendar
⚙ My Account

➢ Give us Feedback

Attachment(s)

[Add Item]

Compensation

Early talent values pay transparency and providing compensation is required in some stat
views of your job and for legal compliance.

Compensation *
Enter the compensation range and frequency. For an exact amount, enter the same
number in both fields.

From:	To:	Frequency:
$ [	] - $ [	]	[⌄]

Application Instructions

Resume Submission Method *
How would you like to receive students' application materials?

14 Select the option for how you would like to receive jobs.

🏷 Jobs
Job Postings
Student
Resumes/Applications
Archived Jobs
Career Fair Jobs
Publication Requests
📅 Events
🗓 Calendar
⚙ My Account

➢ Give us Feedback

E-mail: Each time a student applies to a position, an email will be sent to this addr
with the application materials attached.

Accumulate Online: Students' application materials will be collected online and
contacts may log in to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the
method selected, students will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

☐ Email   ☐ Accumulate Online   ☐ Other (enter below)

Automatic Application Packet Generation *
Would you like to receive an application packet PDF (includes all documents subm
by all job applicants) when this job expires?

○ Yes   ○ No

Optional Documents
Which additional documents would you like to receive?

☐ Cover Letter   ☐ Unofficial Transcript   ☐ Writing Sample
☐ Other Documents

15 Do you want the posting to send all resumes to you in a resume book at the conclusion of your posting? Select yes or no.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

☑ Email   ☐ Accumulate Online   ☐ Other (enter below)

Default email address for resumes *
Enter an email address to which submitted non-ocr resumes will be sent if desired.

jsummers@symplicity.com

Automatic Application Packet Generation *
Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

○ Yes   ○ No

Optional Documents
Which additional documents would you like to receive?

☐ Cover Letter   ☐ Unofficial Transcript   ☐ Writing Sample
☐ Other Documents

---

16 If you require any additional documents select them here. You can make them optional or required.

CAL MARITIME
CAREER HUB

- ⌂ Home
- ⓐ Employer Profile
- 🗄 Jobs
  - **Job Postings**
  - Student Resumes/Applications
  - Archived Jobs
  - Career Fair Jobs
  - Publication Requests
- 🗓 Events
- 🗓 Calendar
- ⚙ My Account

Automatic Application Packet Generation
Would you like to receive an application packet PDF (includes all documents subm by all job applicants) when this job expires?

○ Yes   ⦿ No

Optional Documents
Which additional documents would you like to receive?

☐ Cover Letter   ☐ Unofficial Transcript   ☐ Writing Sample
☐ Other Documents

Requested Document Notes
Special instructions regarding requested documents.

Display Contact Information To Students

17 Select any and all desired criteria for the ideal candidate you are seeking.

Career Fair Jobs
Publication Requests
📅 Events
📅 Calendar
⚙ My Account

➤ Give us Feedback

Graduation Date - Range Start
Please enter the desired graduation range start date.

Graduation Date - Range End
Please enter the desired graduation range end date.

Class Level *
Please enter the desired class levels.

Senior
Masters Student
Alum

Desired Skills
Get your job in front of the right candidates by adding skills to your job posting. If yo
don't see a skill, press enter to create a new one. Add up to 10.

18 Select any appropriate programs of study that are applicable to your posting.

Career Fair Jobs
Publication Requests
📅 Events
📅 Calendar
⚙ My Account

➤ Give us Feedback

Masters Student
Alum

Desired Skills
Get your job in front of the right candidates by adding skills to your job posting. If yo
don't see a skill, press enter to create a new one. Add up to 10.

Desired Major(s) *
Use the menu below to select major(s).
Add...

Desired Concentration
Add...

Degree Level
Bachelors
Masters
Bachelors of Arts
Bachelors of Science

19 Select all that apply or if any major can apply - select all majors.

⌂ Home	☐ Business Administration
ⓐ Employer Profile	☐ Facilities Engineering Tech
🗄 **Jobs**	☐ Global Studies & Maritime Aff
Job Postings	☐ Marine Engineering Technology
Student Resumes/Applications	☐ Marine Transportation
Archived Jobs	☐ Mechanical Engineering
Career Fair Jobs	☐ Oceanography
Publication Requests	☐ **All Majors**
🗓 Events	
🗓 Calendar	don't see a skill, press enter to create a new one. Add up to 10.
⚙ My Account	
⇢ Give us Feedback	Desired Major(s) * Use the menu below to select major(s). Add...

20 Click "DONE"

DONE

21 Once your job posting form is completed click submit. It will be reviewed by our Career Center staff and you will receive notification of approval or rejection.

Career Fair Jobs

Publication Requests

📅 Events

🗓 Calendar

⚙️ My Account

➤ Give us Feedback

Desired Major(s) *
Use the menu below to select major(s).

All Majors ✕   Add...

Desired Concentration

Add...

Degree Level

Bachelors
Masters
Bachelors of Arts
Bachelors of Science

Submit   Save And Finish Later   Cancel

Welcome to CAREER HUB, Cal Maritime's portal to student and alumni jobs, inte

POWERED BY ■ symplicity