



## POSTINGS GUIDE for New Employers

### POSTING AN OPPORTUNITY - CAREER SERVICES AND VOLUNTEER SERVICES:

#### 1. Create an account on SYMPPLICITY:

Visit [www.sfu.ca/wil/employers/symplicity/](http://www.sfu.ca/wil/employers/symplicity/) and click "Log In". Proceed to the "Register and Post a Position" tab and complete your profile information. Click "Next" upon completion. Fields with a \* are mandatory

#### 2. Posting Your OPPORTUNITY:

To post your opportunity, complete the "Job Info" form and click "Done" upon completion.

After submission, your employer profile and posting will be reviewed by a WIL staff member within 2 business days for approval.

Please be advised of our invoicing notice stated at the top of the Job Postings form.

### DESCRIPTION OF "REGISTER" FORM:

Please note fields in forms with a \* are mandatory.

<b>ORGANIZATION NAME *</b>	For private individuals, please use your full name as your organization name.
<b>INDUSTRY *</b>	If none of the industries listed represents your organization, please select "Other" at the bottom of the list
<b>WEBSITE</b>	Please remember to add "http://" before your website URL. e.g. <a href="http://www.sfu.ca">http://www.sfu.ca</a>

### DESCRIPTION OF "JOB INFO" FORM:

Please note fields in forms with a \* are mandatory.

<b>POSITION TYPE? *</b>	Career Employment: paid jobs Volunteer Opportunity: unpaid jobs with community organization/non-profit Also select one or more of full/part-time, short/long-term
<b>JOB TITLE *</b>	Do not include program info (ARTS, KINES etc)
<b>JOB FUNCTION *</b>	What type of activities will the successful student be doing? Select more than one if applicable by holding down the CTRL key.
<b>ATTACHMENT(S)</b>	Attach a formatted document of your job posting. Optional.
<b>JOB DESCRIPTION *</b>	Paste job description. Be sure to include contact information to where inquiries and application can be sent.
<b>POSTING DATE *</b>	When the posting becomes visible to students. For your convenience, you may click "Select" to choose date on a popup calendar.
<b>EXPIRATION DATE *</b>	When the posting closes. For your convenience, you may click "Select" to choose date on a popup calendar.
<b>LOCATION *</b>	For city, enter complete name. Eg. West Vancouver, not West Van or W.
<b>NUMBER OF OPENINGS *</b>	Number of positions available.
<b>APPROXIMATE HOURS PER WEEK *</b>	Give best estimate.

