



## POSTINGS GUIDE for Returning Employers

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

#### 1. Login to SYMPPLICITY:

Visit [www.sfu.ca/wil/employers/simplicity/](http://www.sfu.ca/wil/employers/simplicity/) and click "Log In". To create an account, follow our "Posting Guide For New Employers" for instructions.

#### 2. Posting Your OPPORTUNITY:

To post a job, go to the "Jobs & Opportunities" tab and click on the "Add New" button at the bottom. Complete the information about the position and click the "Submit" button.

After submission, your 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 "JOB POSTINGS" FORM:

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

<b>COPY EXISTING</b>	If the position is based on another current or archived position, select from the drop down menu.
<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.

