

EMPLOYER FAQ for Account Management and Postings

FAQs FOR MANAGING YOUR ACCOUNT:

To manage your account, visit www.sfu.ca/wil/employers/simplicity/ to *Log In*.

How do I change **PASSWORDS**?

To change your password, click on the *"Account"* link in the header, then click on the *"Password/Preferences"* tab. Enter your old and new passwords and click the *"Save"* button.

How do I view and edit personal **INFORMATION**?

To access your personal profile, click on the *"Account"* link in the header. Under the *"Personal Profile"* tab, edit the information and click the *"Submit"* button.



Use the menu buttons and tabs located within Simplicity to navigate through the various sections. To return to a previous page, **do NOT use your web browser's "Back" button**, but instead use the internal links within the system.

FAQs FOR POSTING JOBS:

Visit www.sfu.ca/wil/employers/simplicity/

What happens after I post a **JOB**?

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

How do I know which jobs have been **APPROVED**?

There will be a green checkmark beside your job in the *"Jobs & Opportunities"* section.

How can I review information for a **POSTING**?

To review job posting information, click on the *"Jobs & Opportunities"* link in the header. Then, click on the appropriate position in the *"Title"* column.

How do I see my job posting from the **STUDENT VIEW**?

From your home page: Click *"Jobs & Opportunities"* on the top menu bar. Select the position you wish to view and click the *"Preview"* tab. Click the *"Back Button"* at the bottom of page to go back to the previous page.

What options do I have for receiving student's **RESUMES**?

Students will submit their application as you specified in the Job Description. Career Services recommends providing an email address so students may submit their resumes to you electronically.

I Need More **HELP!**

Please email SFU Career Services at career_services@sfu.ca or call **778.782.3106** for any assistance.

