JOB POSTING GUIDE

STEP 1 - Create an Account

1. Visit https://myexperience.sfu.ca/employers/registration.htm to access the organization registration form

→ Note: If you have worked with SFU Career & Volunteer Services in the past, you may already have an account with us. In that case, please go to the ‘Employers’ drop down button at the top of the page and select ‘Forgot Password’. Follow instructions to reset your password.

2. Fill in all fields including mandatory fields (indicated with a *) under the Organization, Division, and User Information categories.

→ Division Name is mandatory – If you do not work in a specific division/department (ex: Career Services) please retype your organization’s name as the Division.

STEP 2 - Post Opportunity

1. Select the Career Tab and click the “Post a Job” button. (for paid or volunteer opportunities)

→ If you are posting a Co-op opportunity please post under the “Experiential Learning” tab

2. Your Company Info from your registration will automatically fill in the “company Info” section of the Job Posting

→ If you do not want your contact information to be displayed select “Clear Contact Info” button at the top of the Company Info section. Then you may fill in only the contact info you would like to be displayed.

Posting Information

Fill out the details of the position in this section. Mandatory Fields are indicated with a *

Position Type *:

Career Employment: Paid Jobs
Volunteer Opportunity: Unpaid Jobs with community organization/non-profit
Educational Opportunity: (Exchange, Internship, etc)
<table>
<thead>
<tr>
<th><strong>Job Posting Type</strong>*:</th>
<th>Whether It is a Full or Part Time opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong>*:</td>
<td>Short Term (Under 3 month/special event) or Long Term (over 3 months)</td>
</tr>
<tr>
<td><strong>Job Title</strong>*:</td>
<td>Do not include program info (ARTS, KINES etc)</td>
</tr>
<tr>
<td><strong>Description</strong>*:</td>
<td>Paste job description. Be sure to include the application instructions such as website or email addresses where the application/supporting documents can be sent to. Select the “Link” button in the description tool bar to add a link.</td>
</tr>
<tr>
<td><strong>Solely Commission Based?</strong>*:</td>
<td>Are the employees sole earnings based on sales commission?</td>
</tr>
</tbody>
</table>

### Application Information

Fill out the details on how to apply including the Application Deadline*

| **Application Procedure**: | Indicate whether candidates are required to apply online or by submitting application to an email (Please check off the documents required to complete application) |

### Step 3 - Submit Posting

- Postings will be reviewed within 2 business days for approval
- You will receive an email once posting is approved
FAQ - Account Management & Postings

To manage your account, visit [My Experience](#) to Log In with your Email Address and Password

1. **WHAT IF I ALREADY HAD AN ACCOUNT ON THE OLD JOB POSTING SYSTEM?**

   If you had an account on Symplicity in the past and have not received an email from us, please follow the steps outlined in the Organization Posting Guide in order to create a new account on My Experience to start posting new opportunities.

2. **WHAT IF I FORGOT MY PASSWORD?**

   To reset your password, go to the [My Experience Home Page](#) and select the “Forgot Password” button under the SFU Employers login column. Follow the steps outlined on the reset page, to enter your login ID (email address used to create account), and press the “Email Reset Code” button. Once you have received the code in your email, enter it into the form on the second column of the reset page. Fill in the rest of the form with:
   - Email used to receive the code
   - The Login ID used to create the account (could be the same email used above)
   - Your new Password/confirm new password

3. **HOW DO I CHANGE PASSWORDS?**

   Login to [My Experience](#) and select the ‘my account” tab on your user dashboard. View the Login Information Section at the top of the form, and type in your new password. Re-type your new password in the “Password Check” section to confirm. Scroll down to the bottom of the page and click the “Save” button before leaving the page. Your new password has now been set.

4. **HOW DO I VIEW MY POSTING AFTER IT HAS BEEN APPROVED?**

   When your posting is approved, you will receive an email notification. To view your posting, login to My Experience and select the "Job Postings" tab on your dashboard. Select the "View" button on the posting that you wish to review. To edit your posting, select the "posting Options" button, and select "Edit Posting Details" from the drop down list.

   *Changes made to active postings will cause the posting status back to pending until posting is re-approved*

5. **HOW CAN I SEE HOW MANY STUDENTS VIEW MY POSTING?**

   Visit the “Job Postings” tab to see an overview of your current job postings. Under each posting you will see a “# of Views” column which shows the number of students have viewed your post.

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**STILL NEED HELP?**
Contact Career & Volunteer Services
778.782.3106
Email: career_services@sfu.ca