

Creating an Employer Profile Using Symplicity

Symplicity (Career Connect) is our new platform for employer relations, student and graduate recruitment, and career events. As an employer, you can register for events and create a public facing profile. This profile will be visible to all users on the platform, including students and other employers.

Job Postings: While we transition, Career Ready is still the preferred platform for employers to share job postings with students.

Announcements

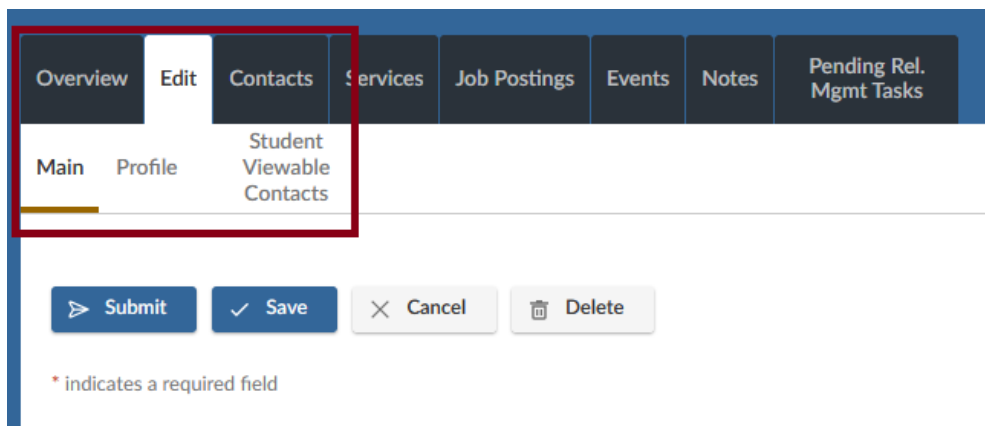
- Announcements are visible on the homepage. As an employer, you will get notifications from the Student and Graduate Employment team about upcoming events such as job fairs and career fairs. You can register for open events using Symplicity.

Setting Up Your Employer Profile

On each of the sections, please fill out the required prompts marked by a red asterisk *****.

Edit Employer Profile

At the top of the employer screen, select the **Edit** tab. Under the Edit tab, three new menus will appear, **Main**, **Profile**, and **Student Viewable Contacts**.



Main Menu

- Fill out your organization, primary contact information, and employer address.

- In addition to the primary contact in your main profile, you can add additional contacts. Any members of your organization who will be using the platform should be added as contacts.
- Optional: If you want to have contact information on your profile that is visible to students, set this separately under the **“Student Viewable Contacts”** menu.
- Click the blue Save button to save your profile information.

Profile Menu

- Overview: Provide a high-level description of your organization.
- Upload a company logo that will display on your profile, job posting, and some events.
- Optional: You can also add a header image and videos to your profile.
- Select the industry, type of organization, and number of employees.
- Add a website URL (mandatory) and social media links (optional).
- You can add up to five Youtube videos and attach documents to your profile.
- Click the blue Save button to save your profile information.

Events

- When the Student and Graduate Employment Team connects your employer profile to an event, this will show on the “Events” tab. Students will be able to see the events you are participating in through the events calendar and directly through your employer profile page.