Access Spartan Career Path:

1. Go to https://ycp-csm.symplicity.com/employers

2. Enter your Username (your full email address) and password to log in or Register if you are new to the system.

**NOTE:** If you have posted positions to us within the past year, please use the 'forgot password' button and enter your work email to receive an access link to Spartan Career Path via email from ycp@csm.symplicity.com

**NOTE:** You will need to complete your Profile before you are able to post positions

Complete Your Profile:

1. Click on the **My Account** tab. Click on and update your **Personal Profile** tab. Make sure to click **Submit** to save your information at the bottom of each page.

2. Click on **Employer Profile** to complete your branding information.

**NOTE:** This information is visible to students. It provides additional details and helps to brand your organization.

To Post a Job or Internship: (jobs that are not for on campus interviewing schedules)

1. Click on the **Job and Internship Postings** tab at the top of the page.

2. Click on **Job Postings (non OCR)** tab and click on **Add New**. Complete the form and click **Submit**.

3. Manage your job postings and review resumes. See the Symplicity user guide in Document Library for more details.

On Campus Recruitment:

1. Click on the **On Campus Recruiting (OCR)** tab at the top of the page. Under the **Schedules** tab, click on **Request a Schedule**.

2. In the **Recruiting Session** drop down menu, you may select what type of recruitment you prefer (i.e., recruitment table vs. on-campus interviewing). Complete the remaining schedule request fields. Please make sure you do not miss the **Positions Recruited** by clicking on **Add Item** and fill in the job description/s and click **Submit**.

3. Your schedule will be sent to the Career Development Center for approval. You will receive an email upon approval.

4. On-campus interviewing provides a full range of service including: posting your positions, setting your screening criteria, reviewing resumes, inviting qualified applicants to interview, allowing students to sign up for your interviews and utilizing a conference room on campus for your interviews.

Mentor a Student:

1. At the top of the page click the **Networking Tab** toward the right. From there, you can update your profile to show your interest in mentoring and create criteria for the types of students who can show interest in becoming your mentee.

2. Make your Professional Network active to allow students to see you are interested in being a mentor.

If you have any questions about Spartan Career Path, or Career Development services for employers, please contact our office and we will assist you.

York College Career Development Center – 717-815-1452

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