

# SPARTAN CAREER PATH

## EMPLOYER/CONTACT REFERENCE SHEET

### 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 click on **Register for an Account** if you are new to the system.

**NOTE:** If you need a new password, use the 'Forgot Password' button to generate an email with a link to reset your password. The email will be sent to your username email address.

### Complete Your Profile:

1. Click on the **My Account** tab on the left hand side of the screen. Click on the **Personal Info** tab and update your information. Make sure to click **Submit** to save your information at the bottom of each page.
2. Click on **Employer Profile** on the left hand side of the screen to complete your branding information. *This information is visible to students. It provides additional details and helps to brand your organization.*

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

### To Post a Job or an Internship: (non-OCR) jobs that are not being posted for on campus interviewing schedules

1. Under 'Job Postings' on the right side of the screen, click on **Post a New Job/Internship**.
2. Complete the form and click **Submit**.

### To Manage Your Job Postings

1. Under 'Job Postings' on the right side of the screen, click on **View Job/Internship Postings**.
2. Click on the green **Post a Job** button. Select **This School Only**.
3. Under 'Copy Existing' click on the drop down menu to select the job you would like to edit. Make the appropriate changes to your posting. Click **Submit**.
4. Locate the position that is no longer accurate and click **Withdraw**. This will deactivate that submission.

To review submitted resumes- Under 'Job Postings' on the right side of the home screen, click **View Applicants**.

### Schedule On Campus Recruiting (OCR): On campus information tables and interviewing on campus

1. Under 'On-Campus Recruiting' on the right side of the home screen, click on **Request a New OCR Schedule/Recruitment Table**.
2. Complete the form and click **Submit**. Your schedule request will be sent to the Career Development Center for review. You will receive an email upon approval.