

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 **Register** 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 set your password. The email will be sent to your username email address.

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