EMPLOYER: HOW TO CREATE **AN ACCOUNT** and **POST A JOB** ON **TRU SYMPLICITY**

We recommend using <u>GOOGLE CHROME</u> instead of other search engines.

- To access Symplicity, go to https://tru-csm.symplicity.com/employers/index.php OR go to http://www.tru.ca/careereducation.html and click **on Symplicity for Employers** button as shown on the screen shot above. You can see more about Symplicity by navigating the left menu to Employers → Symplicity for Employers

- Click REGISTER if you just want to create an account. Click REGISTER AND POST JOB if you would like to also post a job at this time. Once you finish the registration process, our office will manually approve your registration – you will then be emailed a password link.
- When registering, you will be asked to fill out the basic information about your company including your contact information. Your e-mail address will become your username in the future. The fields with the red star (*) are mandatory.
- If you clicked on REGISTER AND POST JOB when you registered, the screen will move into the "job posting" screen once the Registration is finished.
- On "posting the job" screen the following question will be asked: "Where would you like to post your job?" Post for **this school only** or **post to multiple schools**. Most of our employers are posting for TRU students and alumni only which is FREE. *** *If you want to expand your candidate pool and save time by posting this job to additional career centers, select the option to post to multiple schools. Please note that <u>fees apply to post to more than one school</u> and <u>a credit card is required.</u>* ***
- Now you have to complete the job posting fields. You will be notified as your job approaches expiration and will be provided with the opportunity to extend the posting.
- Each job receives <u>a unique job number</u> (reference) from TRU Symplicity. When creating a new job posting that was based on the old one or has a similar job description, you can "copy" the old job posted on Symplicity before and update it accordingly.
- <u>Type of job</u> could be both, permanent and full-time or full-time and part-time, so you can indicate as many types as applicable to the same job posting.
- If you have <u>multiple locations</u> for the same job (description) you can click the button "add item" adding as many locations as applicable. Please do not post the same job over and over with a different location each time as it will confuse our students.
- For "<u>Resume Receipt</u>" choose how you would like to receive student applications. We recommend choosing "Other" and enter your "how to apply" information. It allows you to explain how you want students to apply, by e-mail, in-person, etc. Include any directions you may wish to give the student.

Resume Receipt: Choose how you would like to receive student resumes.

☐ E-mail   ☐ Accumulate Online   ☑ Other (enter below)"

- Check <u>any boxes that indicate a required document to complete the application</u> (cover letter, unofficial transcript, writing sample or other documents). If you have specific instructions for any of these, please add these in your "how to apply" – "Other" field.

Additional Documents: Which additional documents do you request.

☑ Cover Letter   ☐ Unofficial Transcript   ☐ Writing Sample   ☐ Other Documents

If you have any registration or log in problems, please phone our office: **250-371-5627** or e-mail: **careereducation@tru.ca**