Employer Guide

Submit your Jobs Online
Access the Employer Job Listing Website: https://spokanefallscc-csm.symplicity.com/

Logging In
Click on the “Employer” Icon

New Users: If you are not a current user, register from the Register button.
1. Complete all sections. Required Fields are marked with an asterisk (*).
2. Click on the Submit button.
3. NOTE: Once you have registered, your account will be in pending status. An administrator from the Student Employment Center will review your account within 24-48 hours. When your registration is approved, you will receive an email notification containing your username and a link to create a password.
4. Once you are able to log in, navigate to the ACCOUNT tab to update or complete your contact information, as well as your password.

Existing Users:
1. Enter your Username and Password.
2. Click on the Go button.
3. If you have forgotten your password, click on the Forgot Password link.

Update My Profile
1. Navigate to the PROFILE tab to update or complete the Employer Profile with the most up to date information.

To Create a New Job
1. Navigate to the JOBS tab.
2. Click on the ADD NEW button.
3. Complete the job posting form. Fields with an asterisk (*) are required information. Fill out as much information as possible to make the job posting complete.
4. Click on SUBMIT.
5. NOTE: Once you have created a new job, the job will be in pending status. An administrator from the Student Employment Center will review your job posting within 24-48 hours. When your position is approved, the job will be visible to our students and they may begin applying.