New Users: Requesting an Account and Posting a Position on TribeCareers

1. Go to https://wm-csm.symplicity.com/employers
2. Click "Sign Up and Post Job" on the right-hand side of the page.
3. Once you do so you will be brought to a form for your employer profile. Fields with an * are required:
    a. Industry*: Please choose all that apply by holding the Control key.
    b. Organization Name*: Full company or organization name
    c. Description: The more complete and detailed information, the better.
    d. Type of Organization*
    e. Number of Employees
    f. Website*
    g. Company Logo*
    h. Services Requested: These will default to all be checked
    i. Contact Info
        i. Full Name*
        ii. Email* (This cannot be a personal email. It needs to have a company/organization domain!)
        iii. Company/Organization Address*
4. Click "I am not a robot" and then "Next." This will bring you to the 2nd half of the form to post an opportunity. (See required fields under "Posting a Job" below)

Already Have a TribeCareers Account?

1. Log in to your TribeCareers account here: https://wm-csm.symplicity.com/employers
    If you forgot your password, click on "forgot password." Your username is your company/organizational email.
2. Once you are logged in, click the "Jobs" tab on the left navigation menu, then click "Job Postings."
3. Click on the "Post a Job" button located in the middle of the page, then "Post to This School Only."

Posting a Position

If you have previously posted a position in TribeCareers, you can copy that posting rather than creating a new post. To do so, click on the arrow under "Copy Existing." You will need to click on "Show Archived" if you want to copy an older posting. Be sure to review all content for anything that needs to be updated.

1. The fields with an * are required.
    a. *Position type*: Select one of the following below
        i. Full Time Job
        ii. Internship
        iii. Externship/Shadow
        iv. Part Time Job
        v. Fellowship
        vi. Research
    b. *Title*: If your position is an internship, please include that in the title.
    c. *Position Description*: The more complete and detailed information, the better.
    d. *Job Function*: This should reflect the position, not the industry of the company. Utilize the Control key to select multiple options.
    e. *Resume Receipt*: You can select more than one method.
        i. *Email*: You will be notified via email every time a student applies to your opportunity.
            1. If you select email, a field titled "Default email address for resumes" will appear and autofill with the email address of the contact posting the position. If you would like applications to go to a different email address you can edit this in this field.

      ii. *Accumulate Online:* You can log in at any time to view applicants in the system.

      iii. *Other:* A new field will pop up titled "How to Apply," where you can add any additional links or application instructions.

           1. If you select "Other," a field titled "How to Apply" will appear. In here you will place an external link to which students must apply. If you select "Other," we ask that you also select accumulate online so that we can keep track of applicants to each posting as well.

f. *Additional Documents:* A resume will automatically be required, but you can identify any additional documents you would like the student to provide.

      i. If "Writing Sample" or "Other Documents" is selected please provide more details about this in the field titled "Requested Document Notes"

      ii. If you choose any additional documents, another field will populate titled Documents Required. You have the option to make them required or not.

g. *Display Contact Information to Students:* Click this box to display your contact info to students. You can edit this information if you would prefer only certain contact information be shared.

h. *Posting Date*:* This is the date that the position will be visible to students, pending approval by the Office of Career Development and Professional Engagement. The default is the present date you are entering the posting. It can be set for a future date if you would like and will not be visible to students until that date.

i. *Expiration Date*:* The preset expiration date is 90 days from the posting date. You may not exceed 90 days.

j. *Work Authorization:* This is helpful information to provide for our international students as they search for opportunities in TribeCareers.

k. *Desired Start Date:* This field helps students know when the position will begin. If you're posting an internship, it can be helpful to include the internship term (i.e., Summer, Fall, Spring) in the position title.

l. *Duration:* This should reflect the number of weeks or specific duration of the position (i.e., 13 weeks or May – August).

m. *Approximate Hours Per Week:* How many hours you are able to offer the student a week. This can be entered as a range.

n. Class Level: If you are recruiting undergraduate students, please include JP, which is our Joint Degree Program with St. Andrews University. You can select multiple options by holding down the Control key.

o. *Desired Skills:* You can enter your own or choose from suggestions that will populate as you begin to type.

p. *Compensation Status*:* Mark if your opportunity is paid or unpaid

q. *Location**

r. *Modality of Opportunit*y*: Virtual, In-Person, Hybrid, or Not Specified

s. *Automatic Application Packet Generation*:* Y/N If you choose yes, you will receive an application packet PDF when the posting expires.

t. *Attachment(s):* This is not required but if you have any materials or additional apps your office requires for employment you can attach them here and have students submit them as an additional document. Make sure "Other Documents" is selected on the form above in *Section e. Additional Documents*, or students will not be able to submit these attached materials.

2. When you are finished, click "Submit." Your posting will be submitted to our office for approval. Most postings are approved within 24-48 business hours.

3. For any questions, you can email Andy Kandell at akandell@wm.edu or Hire the Tribe at hirethetribe@wm.edu.