Requesting an account and Posting a Job to TribeCareers

1. Go to https://wm-csm.symplicity.com/employers/?signin_tab=0
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. The following fields are required for completing the form:
   a. Industry
   b. Organization Name: YOUR NAME SHOULD BE “W&M – [DEPARTMENT/OFFICE NAME]”
   c. Website
   d. Full Name
   e. Email (Please use your W&M email!)
   f. Campus Address
4. Click “Next.” This will bring you to the 2nd half of the form for the opportunity you are looking to post. The following fields are required.
   a. Position type
      i. If this is a campus job select “On-Campus.” If this is/also a research opportunity select “Research”
   b. Title
   c. Job Description
   d. Job Function
   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 on TC
      ii. Accumulate Online: all applicants will submit materials to TribeCareers and a resume book of applicants will be sent to you the day after the posting expires.
      iii. Other: A new field will pop up titled “How to Apply.” Here you can add any additional links or instructions on how to apply.
   f. Additional Documents: Select if there are additional documents you would like the student to provide
   g. Posting Date
   h. Expiration Date *note that the preset expiration date is 90 days from the posting date. You may not exceed 90 days.
   i. Class Level: Mark the desired class level. Our system services predominantly, all Undergrads, A&S Grads, The School of Education, and VIMS
   j. Internship/job postings: Mark if your opportunity is paid or unpaid
   k. Location
   l. Virtual /Remote
   m. Automatic Application Packet Generation: Y/N
5. You are welcome to add information in any other fields available but the above are required and must be filled out before you post your jobs.
6. When you are finished, click “DONE.” Your posting will be submitted to our office for approval. Most postings are approved within 24-48 hours.
7. For any questions, you can email Andy Kandell at akandell@wm.edu or HiretheTribe at hirethetribe@wm.edu.