

Requesting an Account and Posting a Job to TribeCareers

1. Go to https://wm-csm.symphlicity.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 Job.” If this is/also a research opportunity select “On-Campus Research.”
 - b. Title
 - c. Job Description
 - d. 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 TribeCareers.
 - 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.
 - e. Additional Documents: Select if there are additional documents you would like the student to provide.
 - f. Display Contact Information to Students: Check this box if you want students to see who to contact about the position.
 - g. Anticipated State Date
 - h. Posting Date
 - i. Expiration Date *note that the preset expiration date is 90 days from the posting date. You may not exceed 90 days.
 - j. Work Period
 - k. Class Level: Mark the desired class level. Our system services predominantly, all Undergrads, A&S Grads, The School of Education, and VIMS.
 - l. Desired Skills: You can select from the populated options or create a new skill.
 - m. Desired Majors
 - n. Hours Per Week
 - o. Hourly Wage
 - p. Duration: How long will the student work in the position.
 - q. Federal Work-Study
 - r. Required Work Schedule
5. When you are finished, click “Submit.” Your posting will be submitted to our office for approval. Most postings are approved within 24-48 hours.
6. For any questions, you can email Taylor Eljaua at taeljaua@wm.edu or HiretheTribe at hirethetribe@wm.edu.