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 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.