

Using TribeCareers to Post an On-Campus Opportunity

New Users: Requesting an Account

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. The fields that have an asterisk are required for you to create an account. Use the information below for the proper completion of fields.
 - a. Industry*: Education
 - b. Organization Name*: Please use “William & Mary | [DEPARTMENT/OFFICE NAME]” (i.e. William & Mary | The Office of Career Development & Professional Engagement)
 - c. Type of Organization*: Other Organization
 - d. Company Logo*: Go to [the William & Mary branding page](#). Download the logo named "Secondary Logo (Vertical Stacked)."
 - i. Use the file named “wm_vertical_stacked_full_color.png”
 - e. Services Requested: Leave all options checked.
 4. Click “Next.” This will bring you to the 2nd half of the form (*instructions for part 2 are under Posting a Position*).
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Returning Users: Logging In

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 W&M 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.”
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Posting a Position

1. The fields with an * are required.
 - a. *Position type**: Select “On-Campus Job,” “On-Campus Research,” or “On-Campus Internship” for all on-campus opportunities.
 - b. *Title**: If your position is an internship, include that in the title.
 - c. *Job Description**: Be as detailed as possible so students know what they are applying for.
 - 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.
 - ii. *Accumulate Online*: 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,” where you can add any additional links to outside application pages.
 - e. *Additional Documents**: Select Resume at minimum.
 - f. *Posting Date**: It can be set for a future date where it would not be visible to students until that date.
 - g. *Expiration Date**: The preset expiration date is 90 days from the posting date. You may not exceed 90 days.
 - h. *Class Level**: You can select multiple options by holding down the shift key.
 - i. *Hours Per Week**: This can be a range (i.e. 5-10 hours).
 - j. *Duration**: This should reflect the number of weeks or specific duration of the position (e.g., 13 weeks or May–August).
 - k. *Only Open to Federal Work Study (Y/N) **: Please mark “yes” if this position is ONLY open to FWS students. Selecting “yes” does not screen candidates but it does provide the information to students. If the position is open to all students, regardless of their FWS status, add “Students eligible for Federal Work-Study are encouraged to apply.”
 - l. *Expected Work Schedule*: This is an optional field, but we encourage you to use it if there are specific days/hours you would like or need the candidate to work.
 - m. *Attachment(s)*: If you have any materials your office requires for employment you can attach them here.
2. When you are finished, click “Submit.” Most postings are approved within 24-48 hours.