



## Student Financial Services

3307 Third Avenue West, Suite 114 Seattle, WA 98119  
T 206.281.2061 / 800.737.8826 | F 206.281.2835 | [www.spu.edu/depts/sfs](http://www.spu.edu/depts/sfs)



# Employer Quick Start Guide

*JobLink is SPU's FREE resource for employers to post job opportunities. Post your job opening and receive applications directly through the site.*

## **First Time Users: How to Register and Post a Job**

- Go to <https://spu-csm.symplcity.com/employers/>.
- In the "Register" column, select the second box down- "Register And Post Local Job."
- Enter your company and contact information. NOTE: For private household positions such as childcare or yard work, include your first and last name for the Organization Name.
- Click "Next."
- Enter the position information.
- Click "Done."
- You will receive an email once your registration as an employer has been approved.
- You will also receive an email confirmation once your job has been approved and posted (within 2 business days).

## **Returning Users: How to Post a Job**

- Go to <https://spu-csm.symplcity.com/employers/>.
- Log In (enter your email address and password).
- On the right-hand shortcuts menu, click "Create Job Posting."
- Enter and submit position information.
- You will receive an email confirmation once your job has been approved and posted (within 2 business days).

 **OFFICE OF**  
STUDENT EMPLOYMENT  
[www.spu.edu/studentjobs](http://www.spu.edu/studentjobs)  
[ose@spu.edu](mailto:ose@spu.edu)  
(206) 281-2047