

# Employer Guide

## to posting a job to BeeCareers

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- 01** Go to <https://sau-csm.symplicity.com/employers>
- 02** Click on "Sign Up" and complete the information. Your registration will be approved by the Career Center within 1-2 business days, and you'll be sent a username and password. You only need to create an account once. In the future, you'll just be able to login and post your position.
- 03** Once approved, log in and under Shortcuts on the home page, click on "Create Job/Internship Posting".
- 04** Fill out the form and submit it (all areas marked with a red asterisk are required). Please allow 1-2 business days for your position to appear online.
- 05** You can set the posting date range for up to 30 days. After 30 days, it will expire, and you will receive an email notification to renew it.
- 06** You can view your active/archived postings and applicant resumes by clicking "View Job/Internship Postings" under Shortcuts.
- 07** Have a little extra time on your hands? Consider registering to serve as a volunteer career advisor to St. Ambrose students through the BeeConnection.
- 08** To sign up for the BeeConnection, click on "The BeeConnection" tab on the left side menu. You'll create a profile and then students will be able to contact you with their career-related questions. Please note: By registering, it is not guaranteed that a student will contact you.
- 09** Questions? Contact the Career Center at (563) 333-6339 or email us at [careercenter@sau.edu](mailto:careercenter@sau.edu).

