SYMPLICITY - CAREER SERVICES MANAGEMENT SYSTEM

Employer User Guide

Welcome to Career Services Management System, Stockholm School of Economics' online recruiting system. This guide is designed to introduce you to the system and help you understand how the system can simplify the recruiting process for your organisation. The system is designed to be user-friendly, but if you experience any difficulties while you are using it, we are more than happy to assist you in any way we can. Please do not hesitate to contact us with any questions or concerns.

SSE Career Management & Employer Support
Email: careerservices@hhs.se

Content

I. REGISTRATION / LOGIN

First time users
To use Symplicity, please register by doing the following:
1. Direct your web browser to https://sse-csm.symplicity.com/employers/
2. Click the 'Register' button
3. Complete the fields on the registration form and click 'Submit'
4. You will receive an email with your username and your password.

Returning users
1. Go to https://sse-csm.symplicity.com/employers/
2. Enter your username and password and click 'go'
3. If you have forgotten your password, click on the 'Forgot Password' link and you will then be automatically sent a new password. Once you have logged in with this password you will be able to change it to one of your choosing under the profile tab in your account.

II. HOME

Navigate the Homepage

1. View at glance features of the 'Symplicity' system (Announcements, Shortcuts, Alerts, Create Job Posting etc.) by clicking on 'Home' in the top navigation toolbar.
2. You can access all systems sections with one click by clicking on 'Shortcuts'
3. Send feedback or questions directly to SSE Career Management & Employer Support through the system, using the 'Your feedback is welcome' link
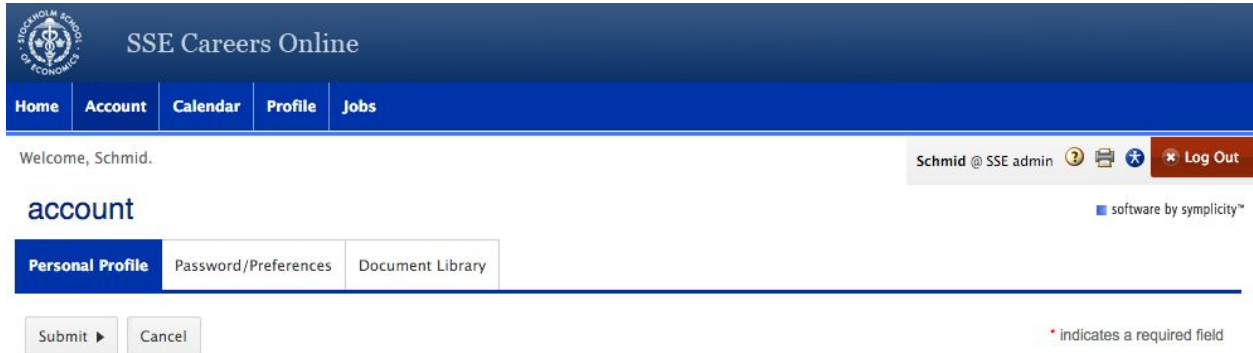
III. ACCOUNT

1. The account section contains information about you and your organisation (name, telephone number, address). Build a personal profile with your contact information by clicking on 'Account' link on the top navigation toolbar.

2. This is also where you will go to change your password. Update system access by clicking on the 'Password/preferences' tab and creating a new password. Enter a new password then re-enter to confirm. Click Save.

IV. PROFILE

Build a Profile

1. Create a comprehensive online profile to describe the organisation by clicking on the 'profile' link in the top navigation bar.

2. Employers are encouraged to populate the profile fields with customised information for SSE students/alumni. Students and alumni use this information to research employers.

3. Click 'Logo' to upload your company logo in order for it to show next to your job posting which makes it look more individual and appealing for students.

V. JOB POSTINGS

1. Create a job posting by clicking on the 'add new' button.
2. Required fields are marked with a red asterisk (*)
3. Please be specific about 'position type' as well as 'desired class level' since students will apply filters based on those information
4. Add your job ad as a PDF/JPG by clicking on 'add item' next to Attachments
5. Click 'Submit'

6. Your post will be approved within 1-5 business days (you can check the status by clicking on 'Publication Requests'
7. If you wish to copy an archived posting, click on the 'Show Archived' button in the 'Copy Existing' field to select from your archived postings. You can now enter or edit information in the fields of the job form.

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