Managing Your KU Career Connections (Symplicity) Account

KU Career Services leverages a shared recruiting management system, powered by Symplicity. This document will assist you in navigating through our recruiting management system.

**LOGGING INTO YOUR ACCOUNT**

1. **GO TO**
   https://ku-csm.symplicity.com/employers/

2. **IF YOU ARE A NEW EMPLOYER**
   Click on the “Register” tab to create a new registration. Once it has been reviewed and approved by Career Services, you will receive an email containing your username and password for future logins.

3. **IF YOU ARE A RETURNING EMPLOYER**
   Enter your e-mail address as your Username. If you have forgotten your password, please select the “Forgot my Password” tab at the bottom. Within a few minutes, you will be sent an email with your new password.

Once you login, you will be directed to the employer “home” page. This page offers “quicklinks” to several recruiting activities and we recommend using this page as the starting point for all of your needs. You may also click on any of the options (account, calendar, on-campus recruiting (OCR), etc.) in the top navigation bar to direct you to the appropriate recruiting activities.

**POSTING A JOB**

1. From “home”, click on “Create Job Posting” quicklink.

2. You will be directed to the job postings page.

3. Enter the job details (title, description, etc.)

   A. For multiple pick select menus (work authorization, majors, etc.) hold the control key to make multiple selections.

4. Select the Submit button

5. The job will be forwarded to Career Services for approval.

6. When the position is approved you will receive notification via email.