



# Off-Campus Employer Registration

## To Register, please follow the steps below:

- Go to [millsaps-csm.symplicity.com/employers](https://millsaps-csm.symplicity.com/employers)
- Click Employer
- Click Register
- Type and select your organization's name from the drop-down menu
  - *If your organization is not listed, please type and continue to Industry*
- Complete each section with as much information as possible
- Complete Security Screen (CAPTCHA) and click Next
- Please note, you will receive an email once your account has been approved.

## To Register and Post a Job, please follow the steps below:

### Step 1: Enter Contact Information

- Go to [millsaps-csm.symplicity.com/employers](https://millsaps-csm.symplicity.com/employers)
- Click Employer
- Click Register and Post a Job
- Type and select your organization's name from the drop-down menu
  - *If your organization is not listed, please type and continue to Industry*
- Complete each section with as much information as possible
- Complete Security Screen (CAPTCHA) and click Next

### Step 2: Enter Job Information

- Select **Position Type**
  - **Restrict Applicants**
    - Select **Yes or No** depending on your desire to restrict applicants based on a particular set of criteria.
    - *Recommendation: If you are unsure, please contact the Center for Career Education for further discussion.*
- Enter **Position Title, Description, Location, Salary Level, Hours Per Week, Posting Date, Expiration Date**
- Complete **Application Instructions**
- Please note, you will receive an email once your account and job posting has been approved.



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