

CSU CareerConnection Employer Quick Start Guide

To create an account, go to <http://csuohio-csm.symplicity.com> and click on “Employer”. From there you may log in or if you do not have an account click on “Register”. If you haven’t found the answer to your question(s) through our Quick Start Guide, please feel free to contact the Career Services at 216.687.2233 or email careers@csuohio.edu for assistance.

Update Your Profile

- Log into your **CSU CareerConnection** account by going to <http://csuohio-csm.symplicity.com>.
- Select under the **Account** tab on the navigation bar
- Select the desired view: Personal, Password/Preferences, Activity Summary, Document Library
- Update your profile information and click **Submit** to edit another tab.

Posting Job Position

- Log into your **CSU CareerConnection** account by going to <http://csuohio-csm.symplicity.com>
- Select the **Jobs** tab on the navigation bar
- Click **Add New** at the bottom of the page
- Complete all required fields along additional information (as needed)
- Click **Submit** and wait for approval (approval time 1-2 business days)

View Applicants

- Log into your **CSU CareerConnection** account by going to <http://csuohio-csm.symplicity.com>
- Select **Student Resumes** under the **Jobs** tab on the navigation bar
- List of applicants resumes will appear