Cal Poly faculty/staff have access to two different account types on Symplicity: Faculty and Employer Contact.

A. Faculty: accessed through MustangJobs on your Cal Poly Portal. This account is used to view student jobs, employers, and career fair information (including what employers are attending career fairs). This account is available for all staff/faculty with access to a Cal Poly portal.

B. Employer Contact: accessed through https://calpoly-csm.symplicity.com/employers/. Used for employer services such as posting jobs, registering for career fairs, and requesting on-campus interviews. This is not connected to your portal or SSO. Please save this link in your browser if you would like to conduct recruitment activities for your department.

Note: You may encounter a time when the system logs you into the wrong account (i.e. you are trying to access your employer account, but it sends you to your faculty account instead). If this happens, open Symplicity using the correct URL (either MustangJobs through your portal or https://calpoly-csm.symplicity.com/employers/) in an incognito window or different browser.

Create your employer account


2. Sign up. You can choose to sign up with or without posting a job first. If you choose not to post a job during sign-up, you can post your jobs once your account is approved.

3. Enter your Employer Information
a. Organization Name: Format as “Cal Poly – [Department]” (ex: Cal Poly – College of Engineering or Cal Poly – Campus Health and Wellbeing)
b. Description: Enter “This on-campus employer account is used for hiring student employees through MustangJobs.”
c. Industry: Educational Instruction and Administration
d. Type of Organization: Educational institution

e. Number of Employees: Estimate the number of employees in your department.
f. Website: optional
g. Company Logo: Optional. You can use a square logo from your department, or use this Cal Poly logo:

![Cal Poly Logo]

4. Enter Contact Information
   a. Salutation (optional)
   b. Full Name: enter full name (middle initial not required
   c. Title: Optional but recommended
   d. Division: Please select your division at Cal Poly (listed here: https://www.calpoly.edu/university-divisions)
   e. Email: enter your @calpoly.edu email address
   f. Phone: departmental phone
   g. Cell Phone (optional)
   h. Fax (optional)
   i. Enter Address:
      1 Grand Avenue
      San Luis Obispo, CA 93407
   j. Hit Submit. You will receive an email letting you know that we have approved your account with instructions for setting up your password.

**Navigating the Symplicity Website**

For detailed information regarding your Symplicity homepage and features, please refer to our MustangJobs Employer Contacts Intro Guide.
Post a Job

1. Login to your account using this page: https://calpoly-csm.symplicity.com/employers/

2. Upon sign in you will see this page. Click on Post a Job.

3. Scroll down, then click on the Post a Job button.

4. Complete the job form. Include as much info as possible.
   a. Position Type: please select On-Campus Job, Part Time, and any other types that are applicable.
Please ensure your job postings adhere to these guidelines:

- Positions can be posted for a maximum of 6 months
- Positions must pay at least minimum wage ($16/hr as of 1/1/24)
- View our student recruiting guidelines for more information.

Have more questions? Reach out to us at careerservices@calpoly.edu or call us at 805-756-2501.