# Guide to Posting a Local Household Job

Updated 1/2026

Thank you for your interest in hiring Cal Poly students! Please follow the steps in this guide to ensure that your positions adhere to our guidelines and are accessible to our students.

Step 1: Sign up for a Symplicity Account

1. Visit https://calpoly-csm.symplicity.com/employers/

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.
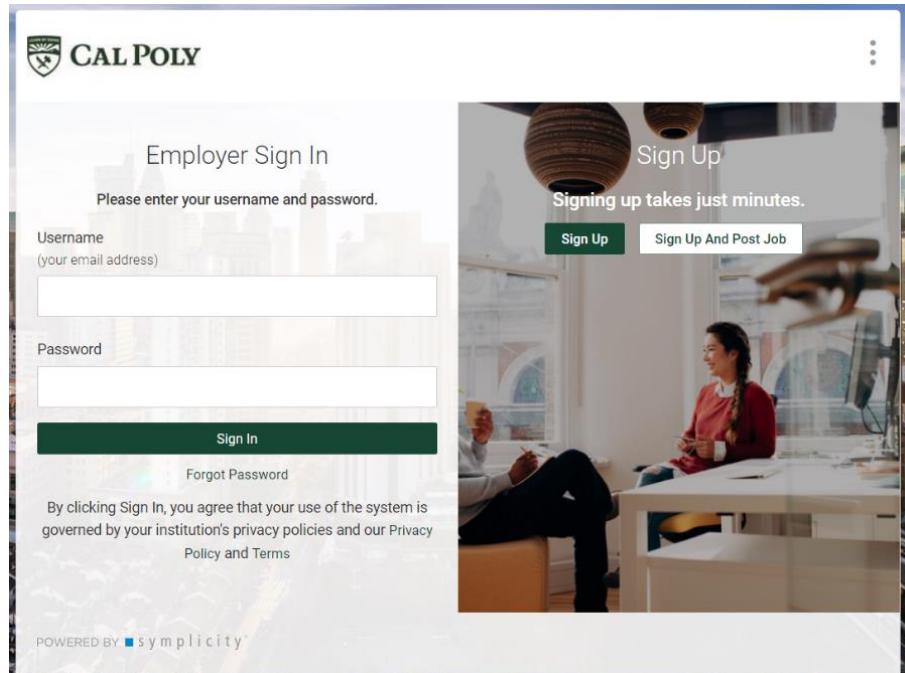
Step 2: Complete registration

Employer Information

Please set Organization Name as first initial, last name, Household (ex: J. Smith Household)

For Description, enter SLO County Local Household Jobs account

For Industry, select Other

For Type of Organization, select Other organization

For Number of Employees, select 1-10 employees

Company Logo: Leave blank.

Contact Information:

Enter Full Name, Email, and Phone Number

Contact Information

Please provide as much information as possible

Salutation
(Mr., Ms., Mrs., etc)

Full Name *
(First Mi Last)

John A Smith

Title

Division

Email *

john@smith.com

Phone *
(###) ###-####

805-756-2501

Address

Enter your address, then click Submit.

You will then receive the message below. Please check your email to verify your email address and set up your password.

Posting a Job

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

Upon sign in, you will see the page below. Click on Post a Job.
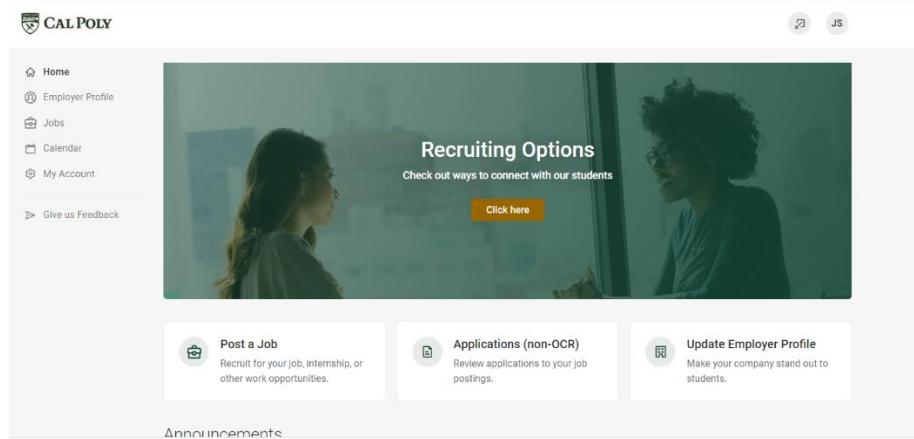
Scroll down, then click on the Post a Job button.
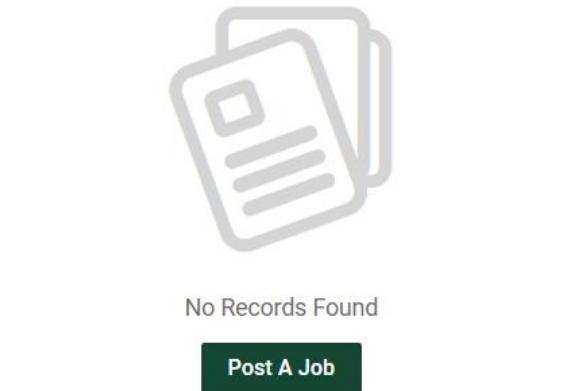
Complete the job form. Include as much info as possible.

All positions on MustangJobs must include a compensation range that is at least California minimum wage.

Many fields on the form are not required. We encourage community members to keep their qualifications as open as possible to increase the potential applicant pool. Unless your position requires highly specialized skills and knowledge, select "All Majors" under Desired Majors.

Reviewing Applicants

When students have applied to your job, a number will appear to the right of your position in your jobs list.
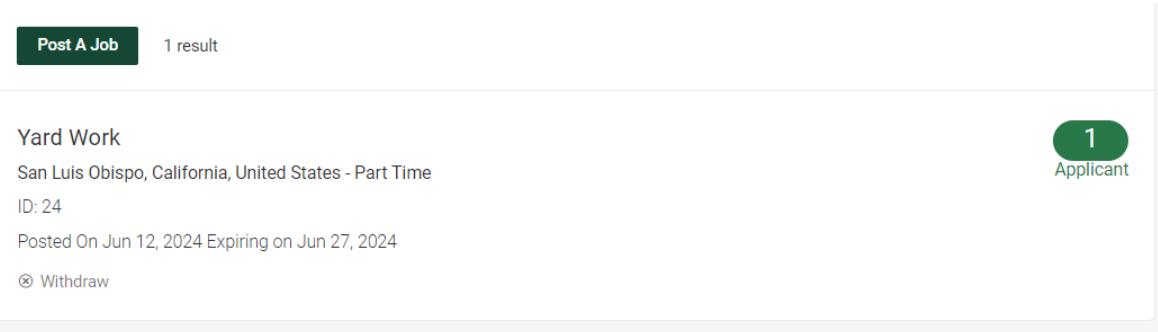
Click on the green circle with the number of applicants. You will now see a list of students who have applied for your job.

To view the student's resume, click on their name, then click View Resume. This will pop up in a separate window.
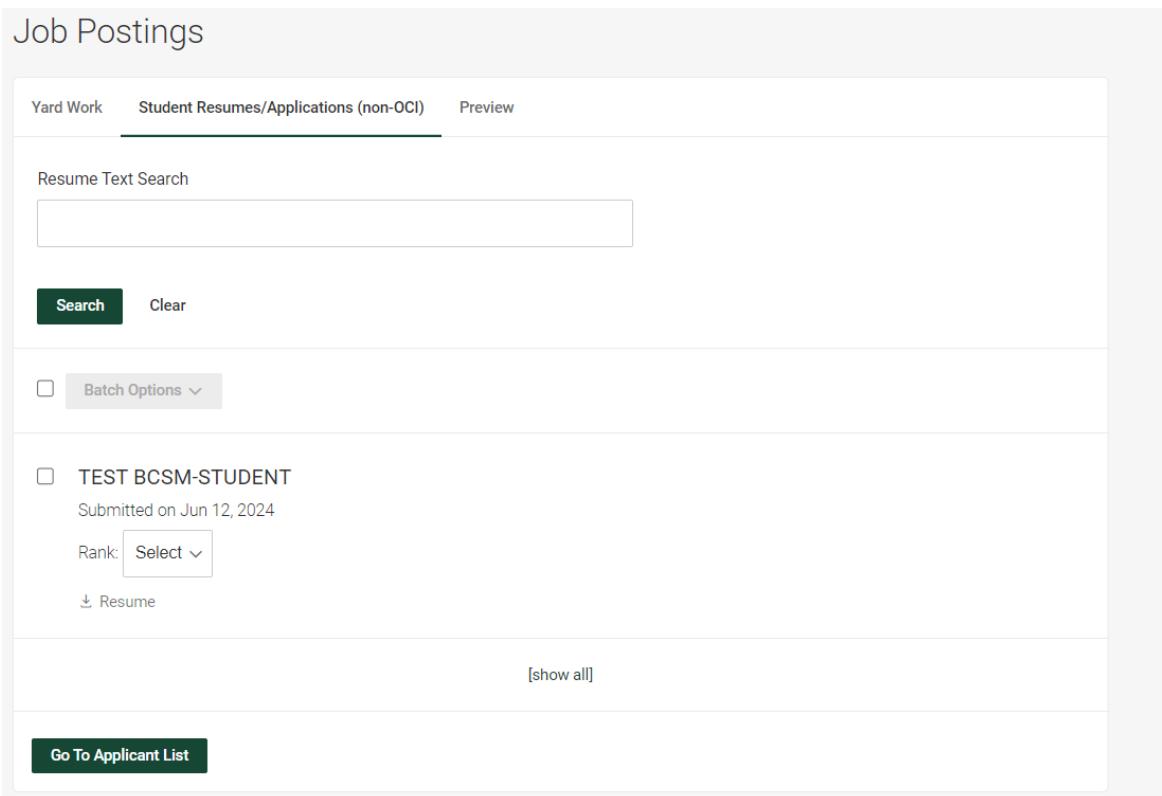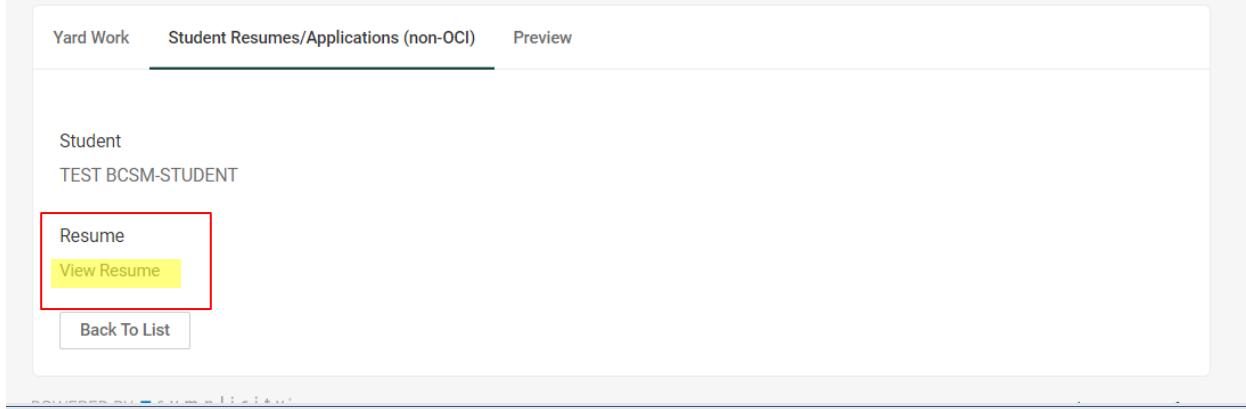
Job Postings

Yard Work **Student Resumes/Applications (non-OCI)** Preview

Student
TEST BCSM-STUDENT

Resume
View Resume

Back To List

You can then review the student's experience and qualifications. To contact the student, call or email them using the contact information on their resume.