

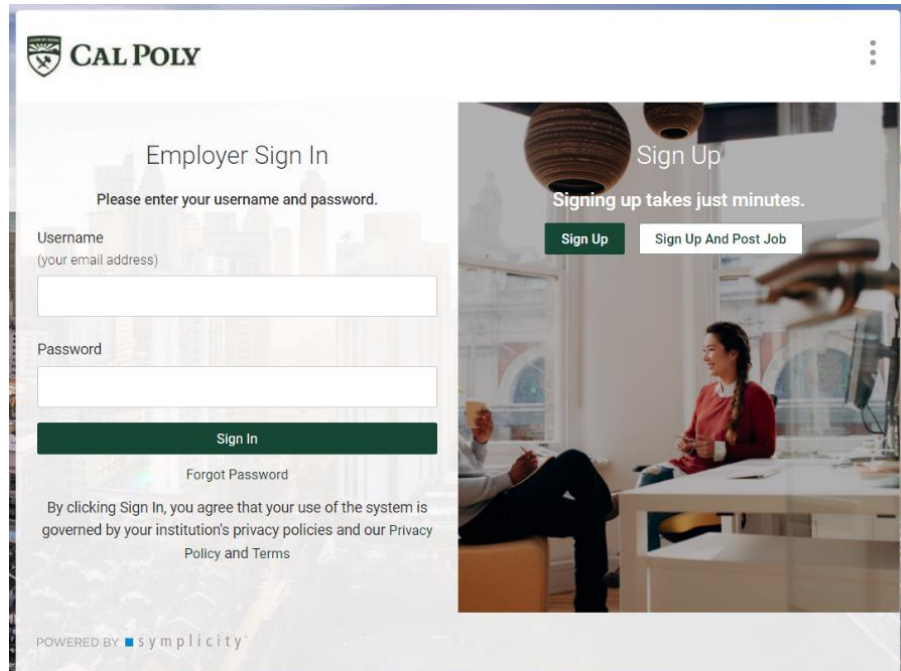
Guide to Posting a Local Household Job

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

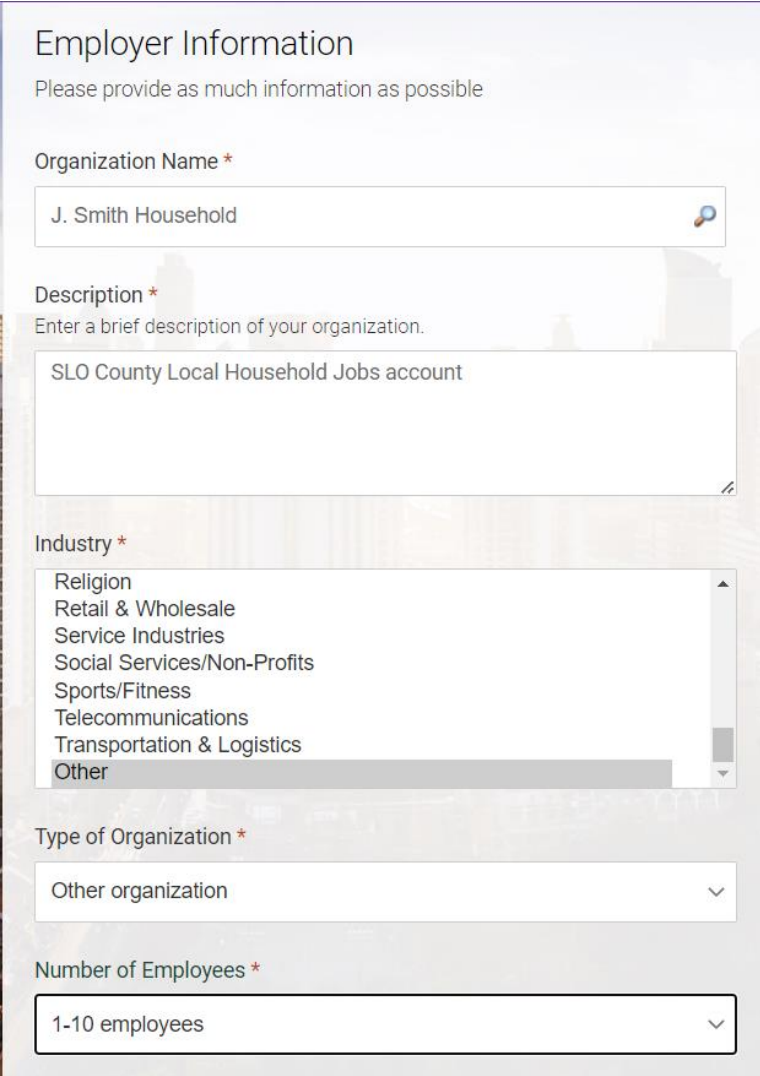
Please set Organization Name as first initial, last name, Household (ex: J. Smith Household)

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



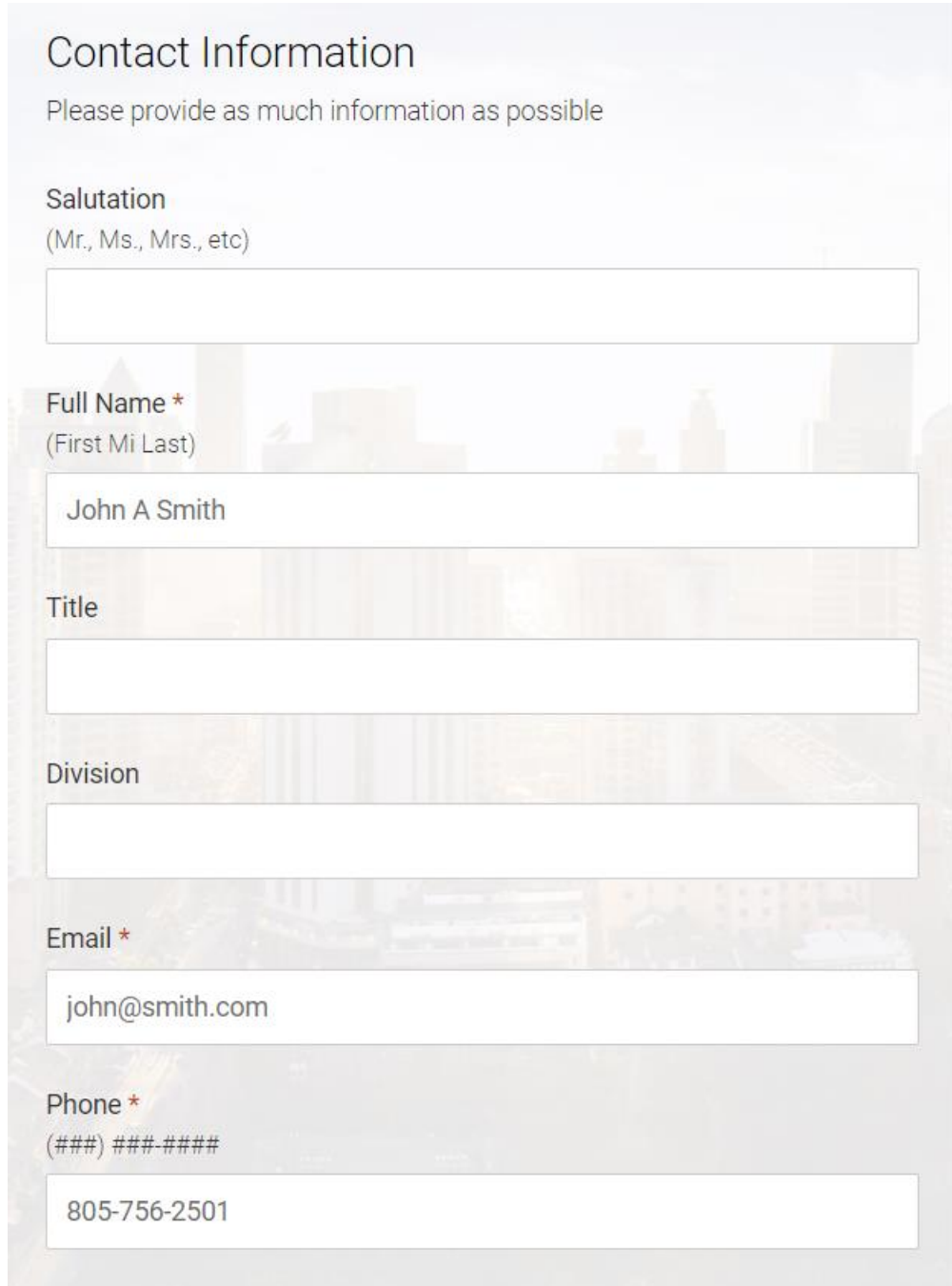
The screenshot shows a web form titled "Employer Information" with a subtitle "Please provide as much information as possible". The form contains several fields:

- Organization Name ***: A text input field containing "J. Smith Household" with a magnifying glass icon on the right.
- Description ***: A text area with the placeholder "Enter a brief description of your organization." and the text "SLO County Local Household Jobs account" entered.
- Industry ***: A dropdown menu with the following options: Religion, Retail & Wholesale, Service Industries, Social Services/Non-Profits, Sports/Fitness, Telecommunications, Transportation & Logistics, and Other (which is selected and highlighted).
- Type of Organization ***: A dropdown menu with the option "Other organization" selected.
- Number of Employees ***: A dropdown menu with the option "1-10 employees" selected.

Company Logo: Leave blank.

Contact Information:

Enter Full Name, Email, and Phone Number

A contact information form with a light gray background and a faint city skyline illustration. The form contains several input fields for personal and professional details.

Contact Information

Please provide as much information as possible

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

Full Name *
(First Mi Last)

Title

Division

Email *

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

Address

Enter your address, then click Submit.

Address

Please provide as much information as possible

Country *

United States

Street *

1 Grand Avenue

City *

San Luis Obispo

State *

California

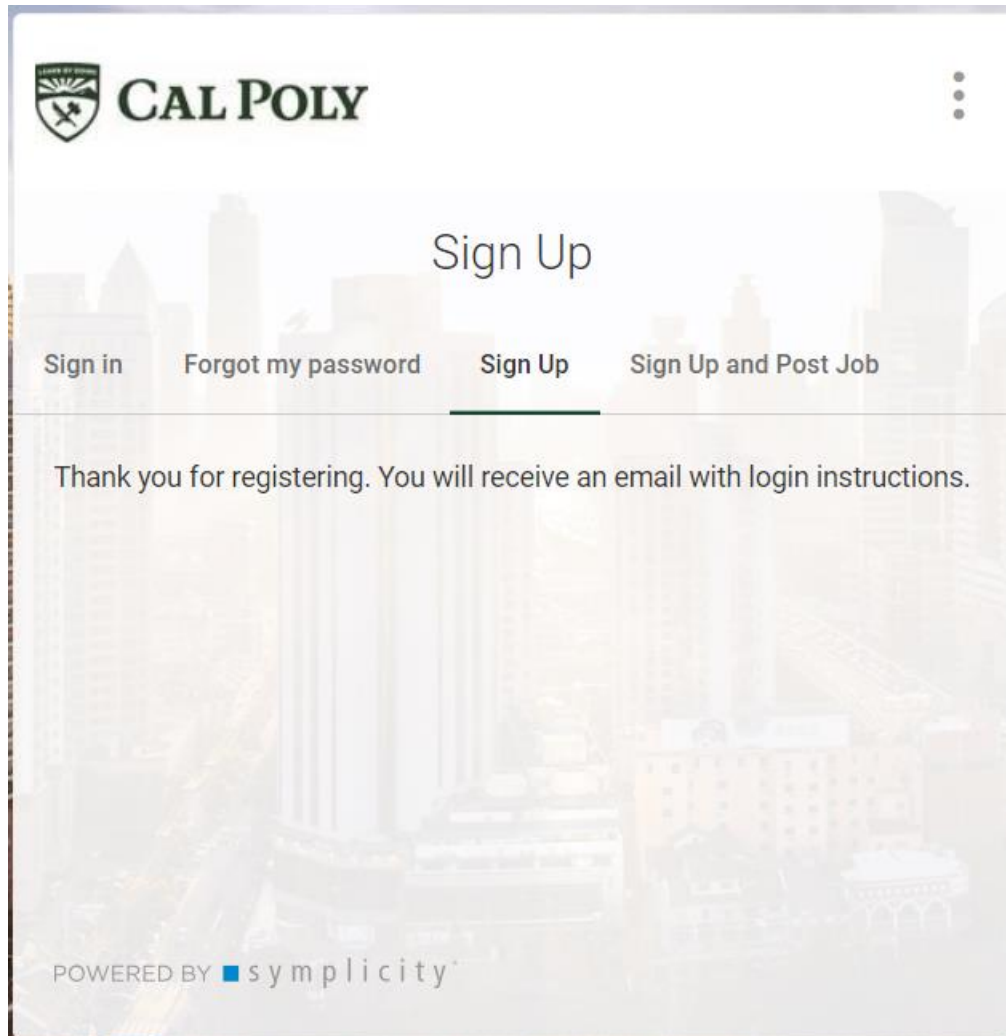
Zip *

93407

Submit

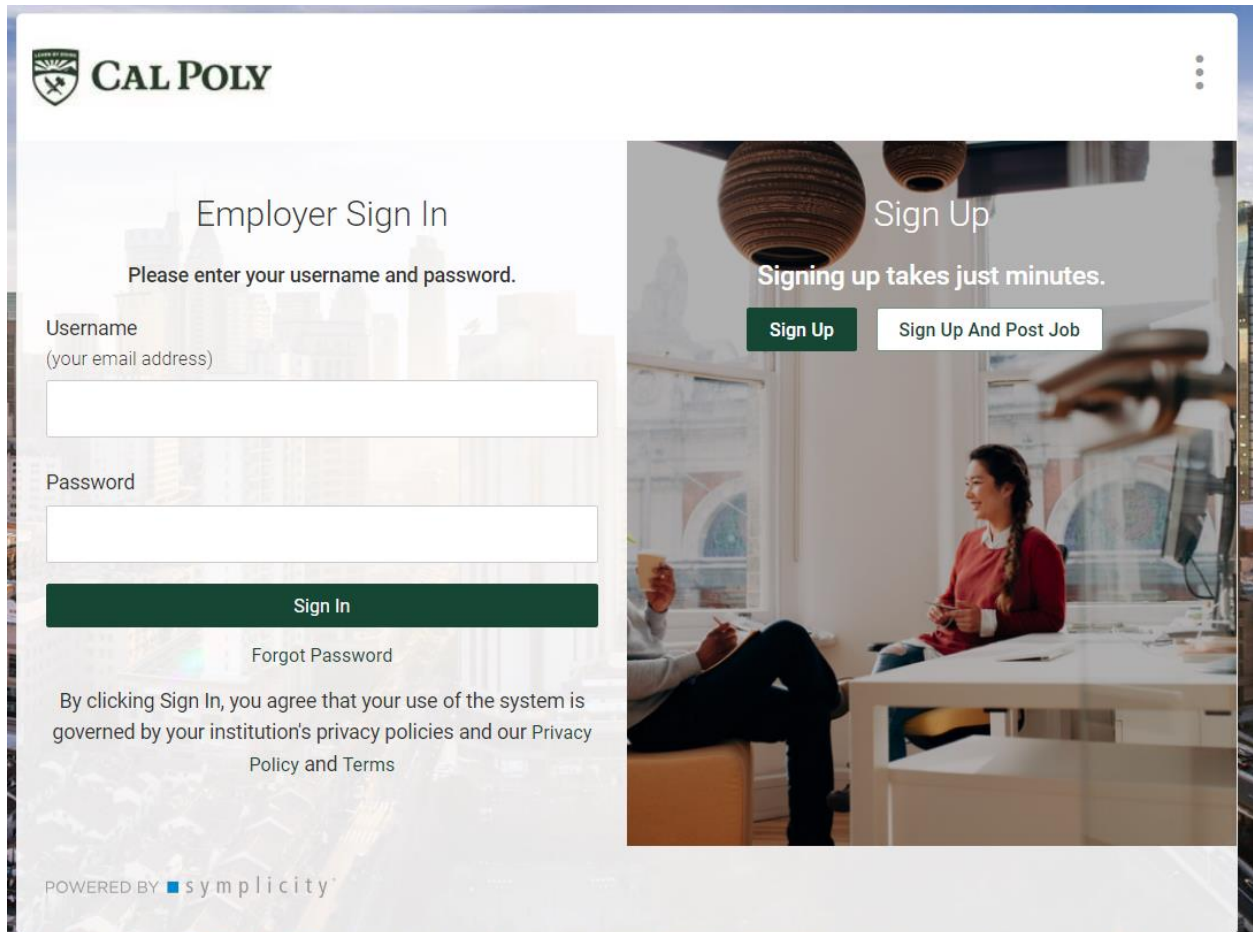
By clicking submit, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

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/>



The screenshot shows the Cal Poly CSM Symplicity website. The header features the Cal Poly logo and a menu icon. The main content area is split into two sections. The left section, titled 'Employer Sign In', has a background image of a city skyline and contains a sign-in form with fields for 'Username (your email address)' and 'Password', a 'Sign In' button, and a 'Forgot Password' link. Below the form is a disclaimer about agreeing to privacy policies. The right section, titled 'Sign Up', has a background image of two people in a modern office and contains the text 'Signing up takes just minutes.' with 'Sign Up' and 'Sign Up And Post Job' buttons. The footer includes the text 'POWERED BY symplicity'.

CAL POLY

Employer Sign In

Please enter your username and password.

Username
(your email address)

Password

Sign In

[Forgot Password](#)

By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy](#) and [Terms](#)

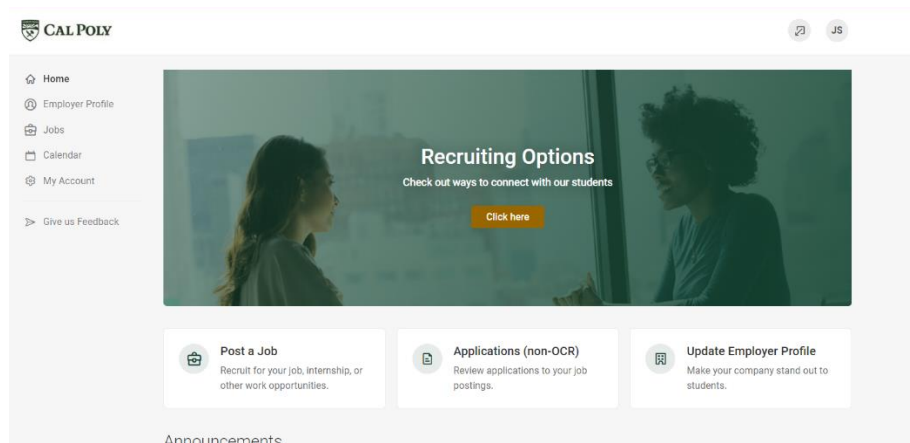
POWERED BY **symplicity**

Sign Up

Signing up takes just minutes.

Sign Up **Sign Up And Post Job**

Upon sign in, you will see the page below. Click on Post a Job.



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



No Records Found

[Post A Job](#)

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.

[Post A Job](#) 1 result

Yard Work

San Luis Obispo, California, United States - Part Time

ID: 24

Posted On Jun 12, 2024 Expiring on Jun 27, 2024

Withdraw

1
Applicant

Click on the green circle with the number of applicants. You will now see a list of students who have applied for your job.

Job Postings

Yard Work

Student Resumes/Applications (non-OCI)

Preview

Resume Text Search

Search

Clear

☐ Batch Options ▾

☐ TEST BCSM-STUDENT

Submitted on Jun 12, 2024

Rank:

Select ▾

Resume

[show all]

[Go To Applicant List](#)

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.