

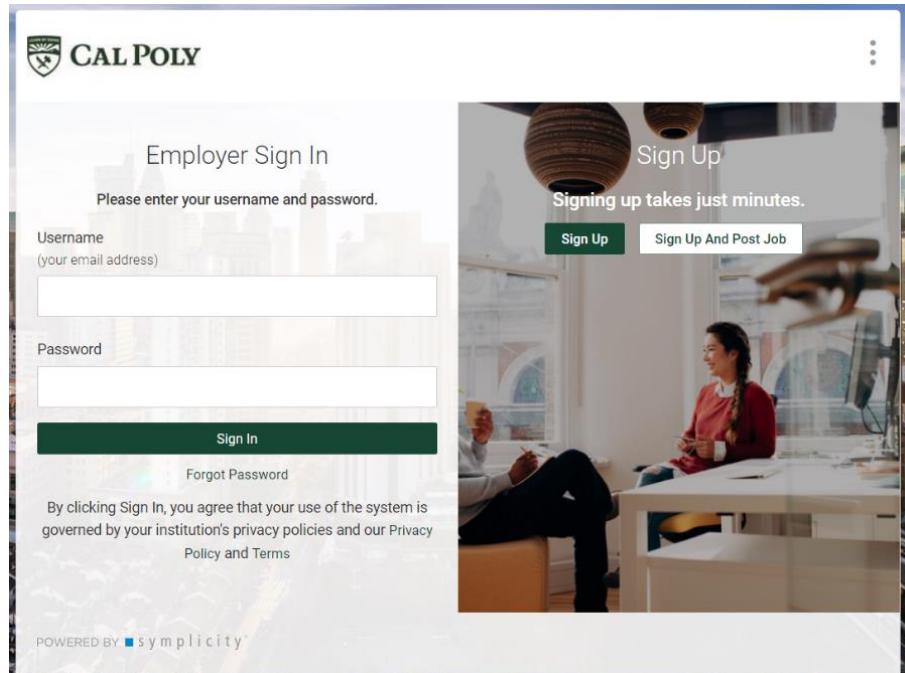
Guide to Posting a Local Household Job

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

Employer Information

Please provide as much information as possible

Organization Name *

Description *
Enter a brief description of your organization.

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.

Address

Please provide as much information as possible

Country *

▼

Street *

▼

City *

▼

State *

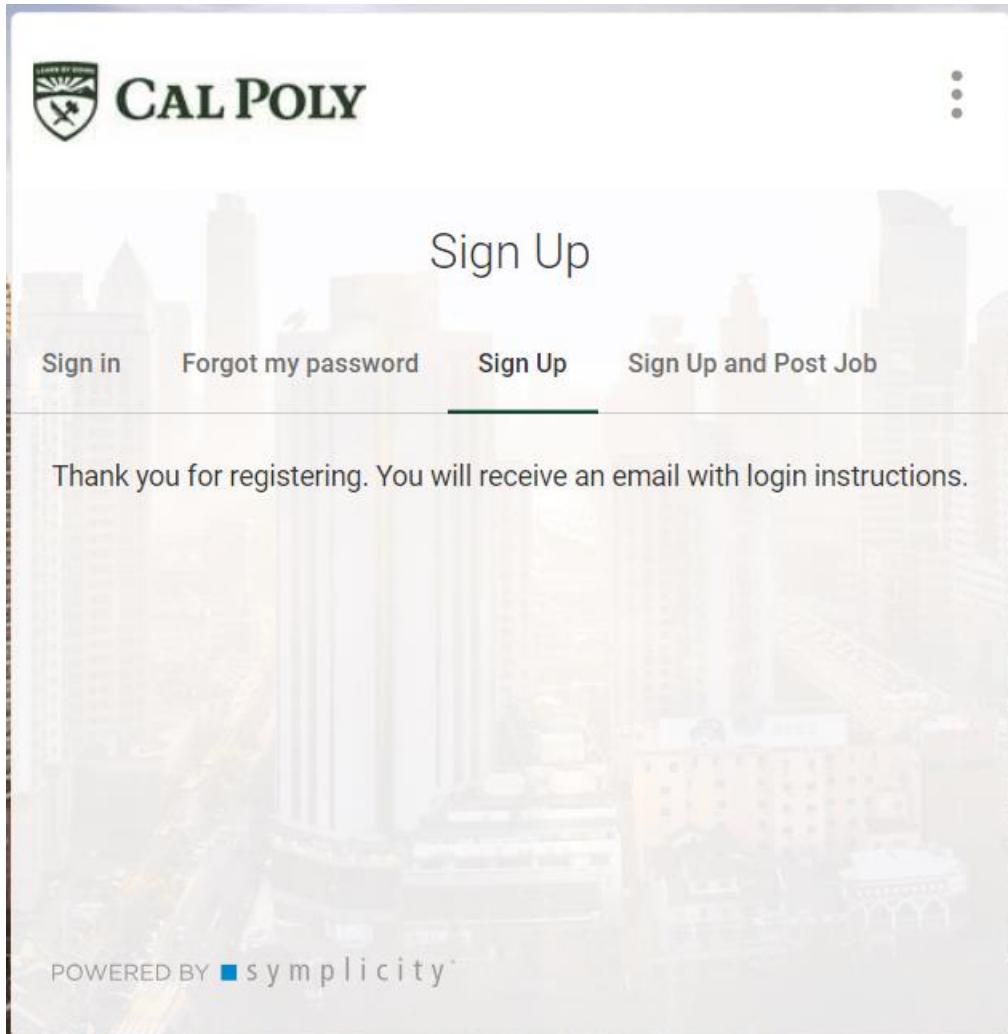
▼

Zip *

▼

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.



The image shows a screenshot of a web page for Cal Poly. At the top left is the Cal Poly logo, which includes a shield with a sun and a horse, and the text "CAL POLY". To the right of the logo is a vertical ellipsis (three dots). The main title "Sign Up" is centered above a horizontal navigation bar. The navigation bar contains four items: "Sign in", "Forgot my password", "Sign Up" (which is underlined, indicating it is the active page), and "Sign Up and Post Job". Below the navigation bar, a message in a light gray box reads: "Thank you for registering. You will receive an email with login instructions." At the bottom of the page, the text "POWERED BY ■ s y m p l i c i t y" is visible.

Sign Up

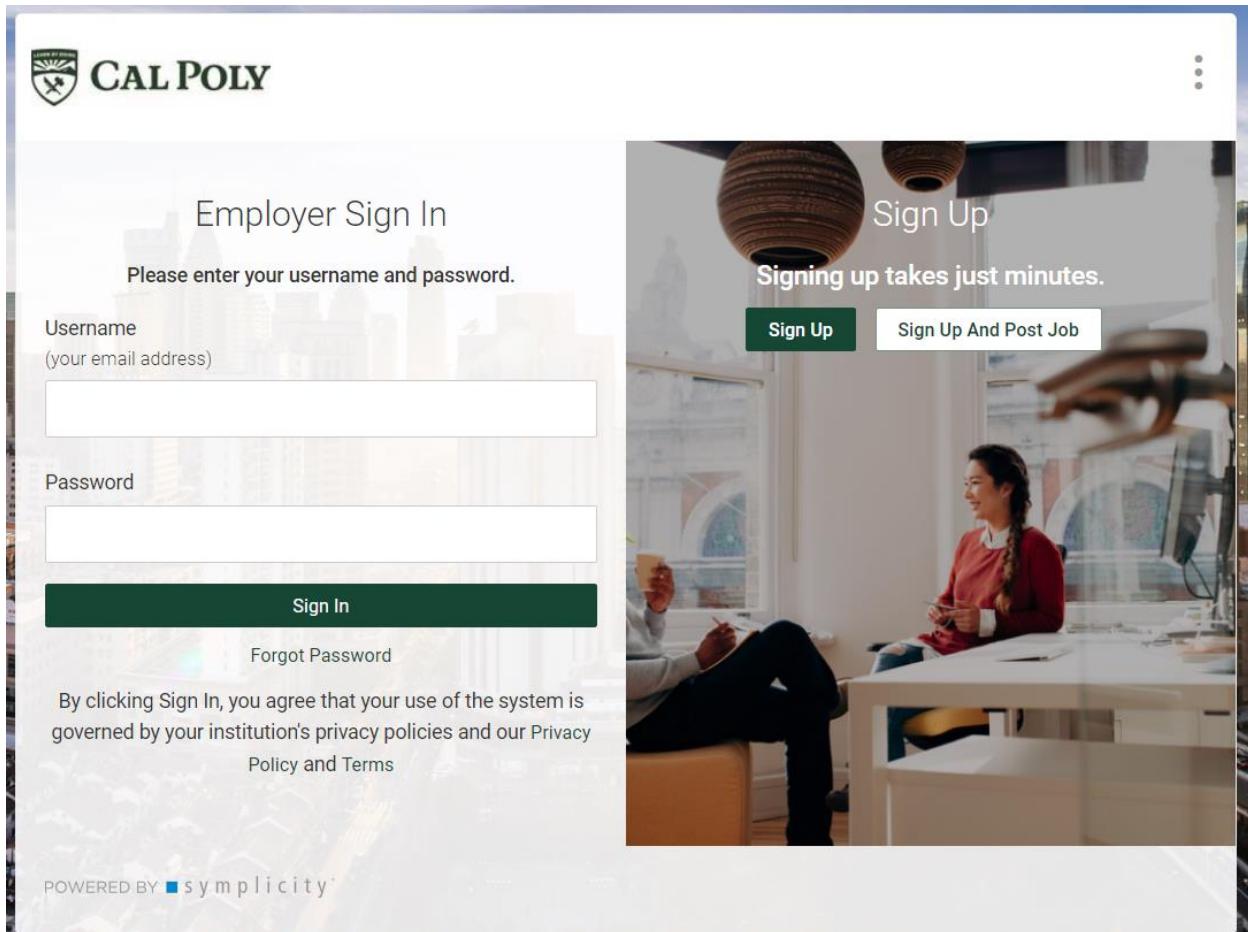
Sign in Forgot my password Sign Up Sign Up and Post Job

Thank you for registering. You will receive an email with login instructions.

POWERED BY ■ s y m p l i c i t y

Posting a Job

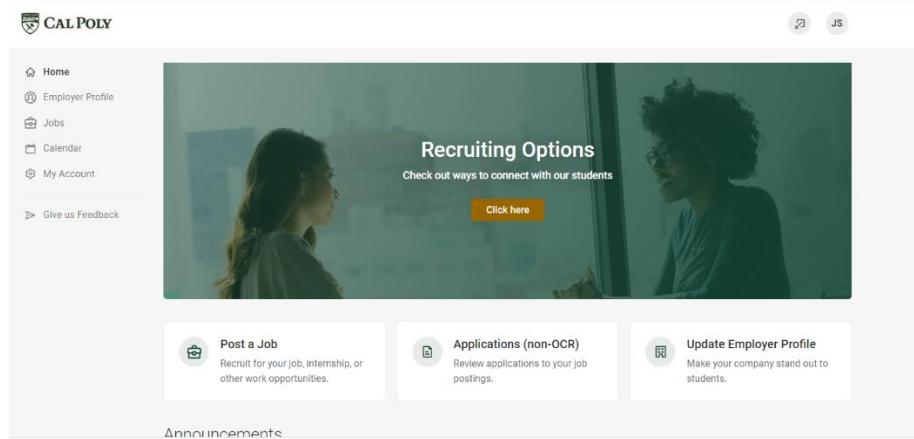
Login to your account using this page: <https://calpoly-csm.symplicity.com/employers/>



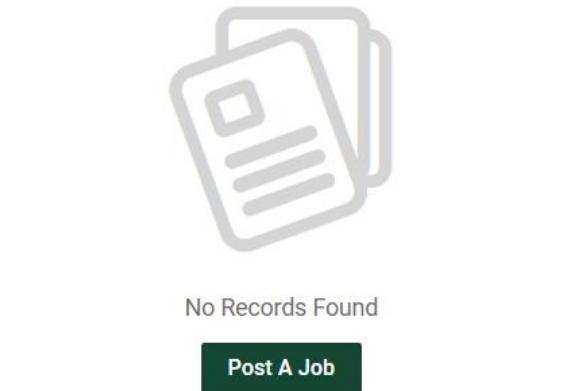
The image shows a split-screen view of a web application interface. On the left, the 'Employer Sign In' page is displayed. It features the Cal Poly logo at the top, followed by a 'Sign In' button in a dark green box. Below the button are fields for 'Username' and 'Password', each with a placeholder '(your email address)'. To the right of these fields is a 'Sign In' button. Below the sign in area, text reads: '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'. At the bottom, it says 'POWERED BY  **symplicity**'.

On the right, the 'Sign Up' page is shown. It features a large image of two people in an office setting. Text on the page says 'Sign Up' and 'Signing up takes just minutes.' Below the text are two buttons: 'Sign Up' in a dark green box and 'Sign Up And Post Job' in a white box. The Symplicity logo is visible in the bottom right corner of the right-hand page.

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



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



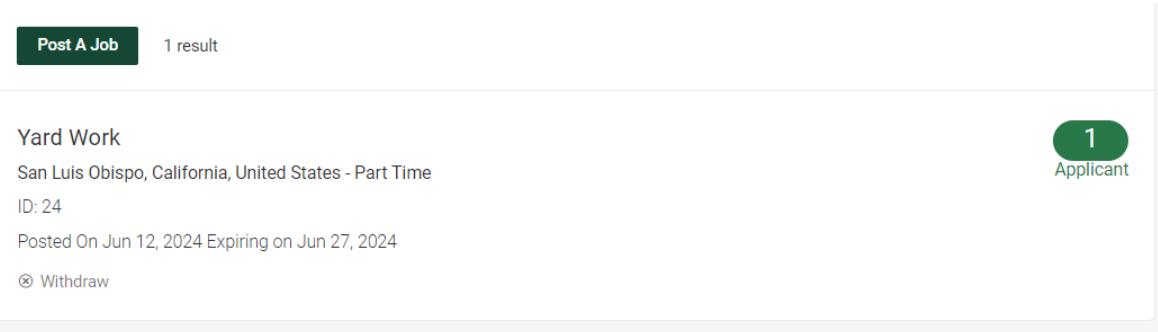
Complete the job form. Include as much info as possible.

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.

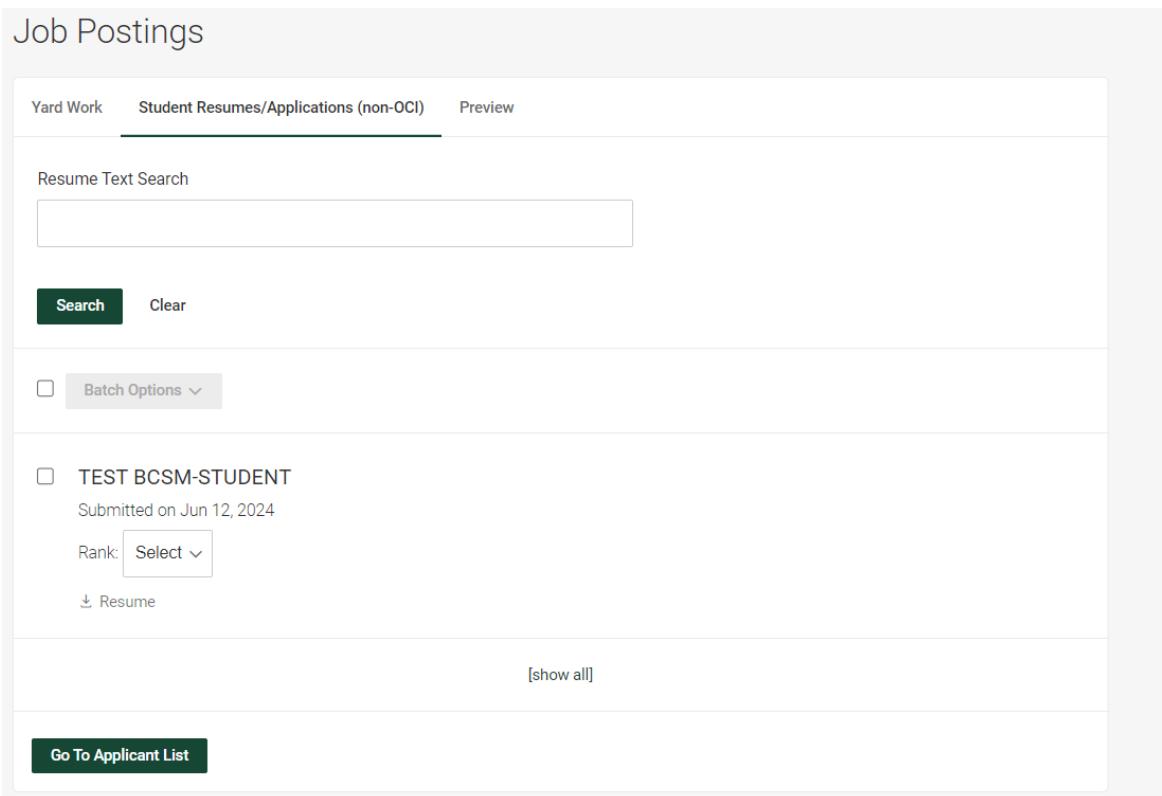


Post A Job 1 result

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 ▾

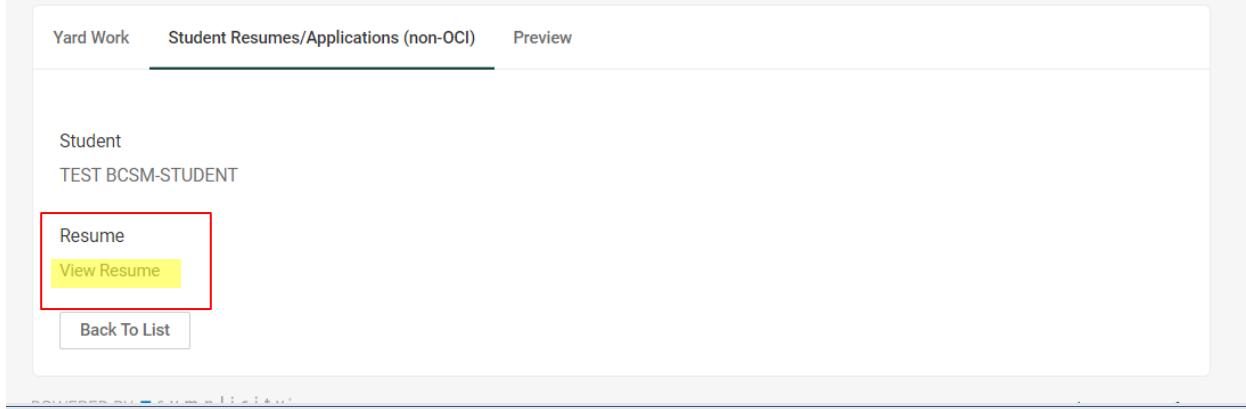
TEST BCSM-STUDENT
Submitted on Jun 12, 2024
Rank:
[↓ Resume](#)

[\[show all\]](#)

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



The screenshot shows a web-based application interface for managing job postings. At the top, there is a navigation bar with three items: "Yard Work", "Student Resumes/Applications (non-OCI)", and "Preview". The "Student Resumes/Applications (non-OCI)" item is underlined, indicating it is the active section.

The main content area displays a student profile. The student is identified as "Student" and "TEST BCSM-STUDENT". Below this, there is a red-bordered box containing two buttons: "Resume" and "View Resume". The "View Resume" button is highlighted with a yellow background. At the bottom of the profile area, there is a "Back To List" button.

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.