

# MustangJobs Onboarding Guide for Faculty/Staff

Updated 1/2026

## **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**

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.
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

The screenshot shows the 'Sign Up' page for an employer account on MustangJobs. The page has a light blue header with the 'Sign Up' title and navigation links: 'Sign in', 'Forgot my password', 'Sign Up' (which is underlined), and 'Sign Up and Post Job'. Below the header, a red asterisk indicates required fields. The main section is titled 'Employer Information' with the instruction 'Please provide as much information as possible'. It contains four fields: 1. 'Organization Name \*' with a text input containing 'Cal Poly - Career Services' and a magnifying glass icon. 2. 'Description \*' with a text area containing 'This on-campus employer account is used for hiring student employees through MustangJobs.' and a small icon at the bottom right. 3. 'Industry \*' with a dropdown menu showing a list of industries: Arts & Design, Associations, Chemicals, Construction & Building Trades, Consulting, Consumer Products, Educational Instruction and Administration (which is highlighted), Energy & Environmental Resources, and Engineering. 4. 'Type of Organization \*' with a dropdown menu showing '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:



#### 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.

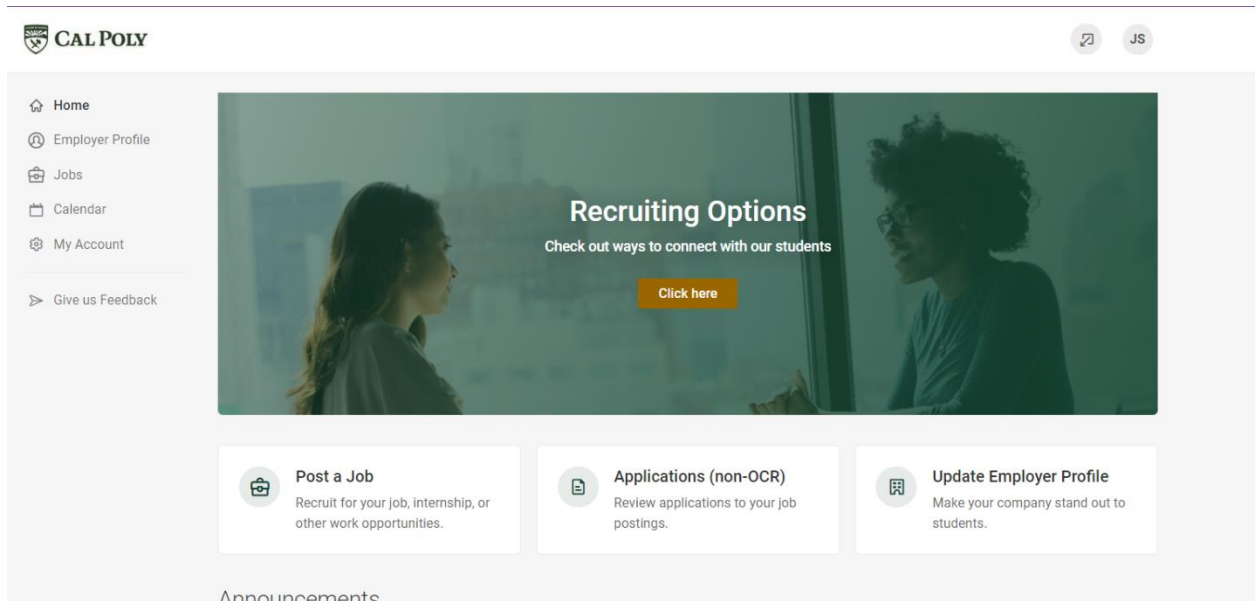
### **Navigating the Symplicity Website**

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.



No Records Found

**Post A Job**

4. Complete the job form. Include as much info as possible.
- a. Employment Type: Part Time
  - b. Position Type: please select On-Campus Employment or Federal Work Study (if you are posting the job for FWS and non-FWS students, please post the job twice under both position types)

## Position Information

### Copy or Repost Position

Pick a position from which you would like to copy data.

Please review and edit your job title when copying a job

▼

Show Archived

### Employment Type \*

▼

### Position Type \*

- ☐ Job
- ☐ Internship
- ☐ Co-Op
- ☐ On-Campus Employment
- ☐ Fellowships
- ☐ Federal Work Study
- ☐ Temporary/Seasonal

### Job Title \*

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Please ensure your job postings adhere to these guidelines:

- Positions can be posted for a maximum of 3 months
- Positions must pay at least [California minimum wage](#)
- View our [student recruiting guidelines](#) for more information

Have more questions? Reach out to us at [careerservices@calpoly.edu](mailto:careerservices@calpoly.edu) or call us at 805-756-2501.