**REGISTERING A NEW ACCOUNT:**
To post a full-time or part-time job, internship, or schedule on-campus interviews, register for a free employer account at [https://gettysburg-csm.simplicity.com/employers/](https://gettysburg-csm.simplicity.com/employers/). Simply create a username and password and complete the account information to get started.

**TO POST A FULL-TIME OR PART-TIME JOB OR INTERNSHIP:**
From the Jobs tab on the menu, select “Job Postings” to post any non-OCR jobs or internships with your company.

*GW Tip #1*: Job postings that are thoroughly completed and detailed tend to receive more student views.

*GW Tip #2*: We recommend that you create a new job posting each time, rather than copying an archived job. This way, applicants to previous postings won’t be mixed in with the new applicants for the new posting.

Manage your postings from here.

View resumes of students who have applied to your posting(s).

Check your dashboard each time you log in for any Alerts or Announcements related to your job or internship postings or your on-campus interviews.
**To Schedule On-Campus Interviews:**

From your employer dashboard, select “Request On-Campus Interview Schedule” from your Shortcuts menu and follow the prompts.

Required fields to complete include:

1. Select a recruiting session
   - *This is the academic year and there should only be one choice to select.*
2. OCR Model
   - ***“Preselect” is the most requested option.***
3. Interview Date Choices
   - *You may select up to 3.*
4. Time Slot
   - *Select full-day, morning-only, or afternoon-only interview times.*
5. Number of Rooms that you need
   - *We will assign the room location/s for you.*
6. Interview Length
7. Allow Multiple Student Interviews
   - *Typically “No” unless interviewing for more than 1 position.*
8. Position Type
9. Positions Recruited
   - *Please input your position description/s here.*