

## **Employer Guide CSM Symplicity - Career Portal**

**This user guide aims to help employers navigate and use the new Career Portal sufficiently.**

## Step 1: Sign Up and Navigation

Launch your favorite web browser and navigate to:

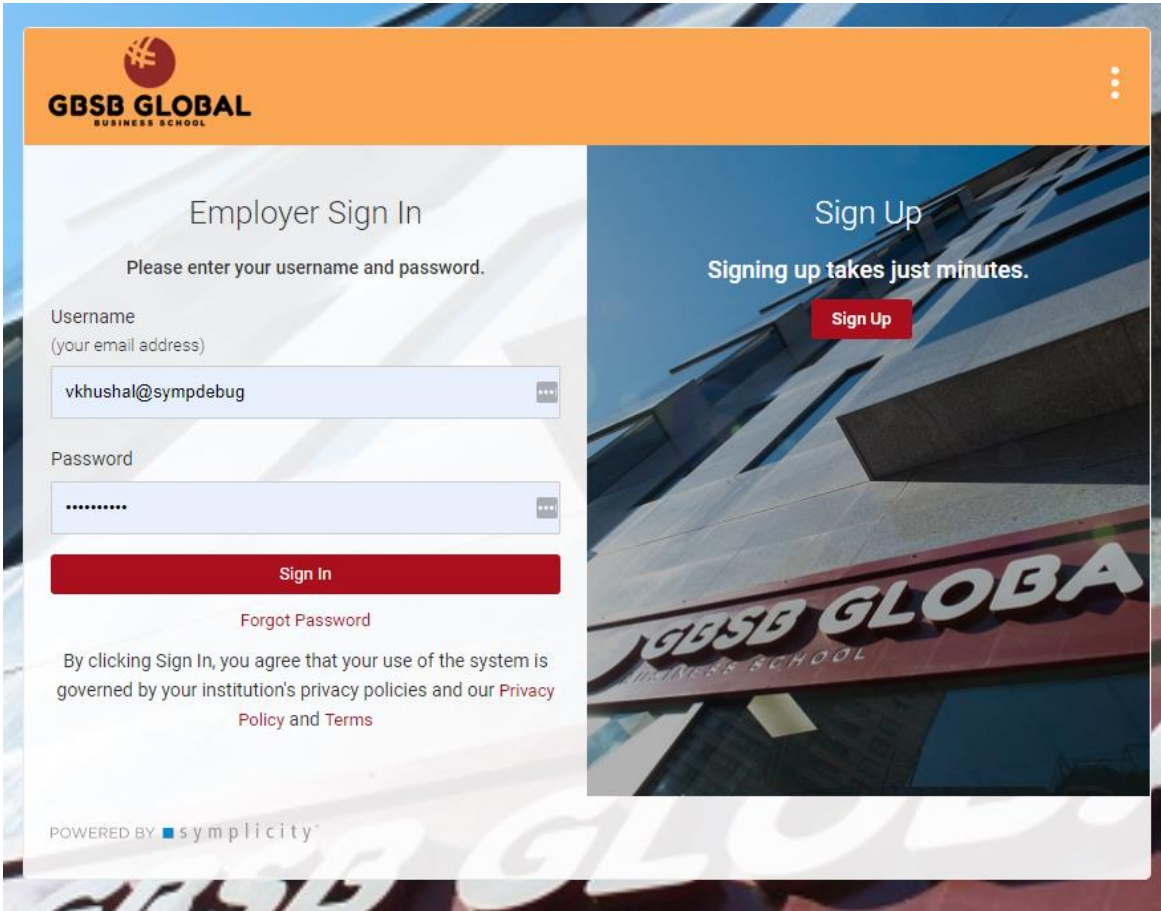
[https://gbsb-csm.symplicity.com/employers/index.php?signin\\_tab=0&simplify\\_interface=0](https://gbsb-csm.symplicity.com/employers/index.php?signin_tab=0&simplify_interface=0)

Press the “Sign Up” button. You will be prompted to include basic information about your organization such as name, a description, industry and type, and contact information, and company logo. Once you submit your registration, the career services will review your application and approve it.

### “Sign In”

Upon verification you will receive an email and you will be prompted to login. Enter your Username and Password. If you forgot your password then please click on Forgot password and you will get a reset system email immediately. Please do remember to check your spam or junk mail just in case. GBSB login page (see below).

If you need help with your login information or experience an issue with your career portal account, you may contact the IT department via e-mail at [technology.support@global-business-school.org](mailto:technology.support@global-business-school.org)

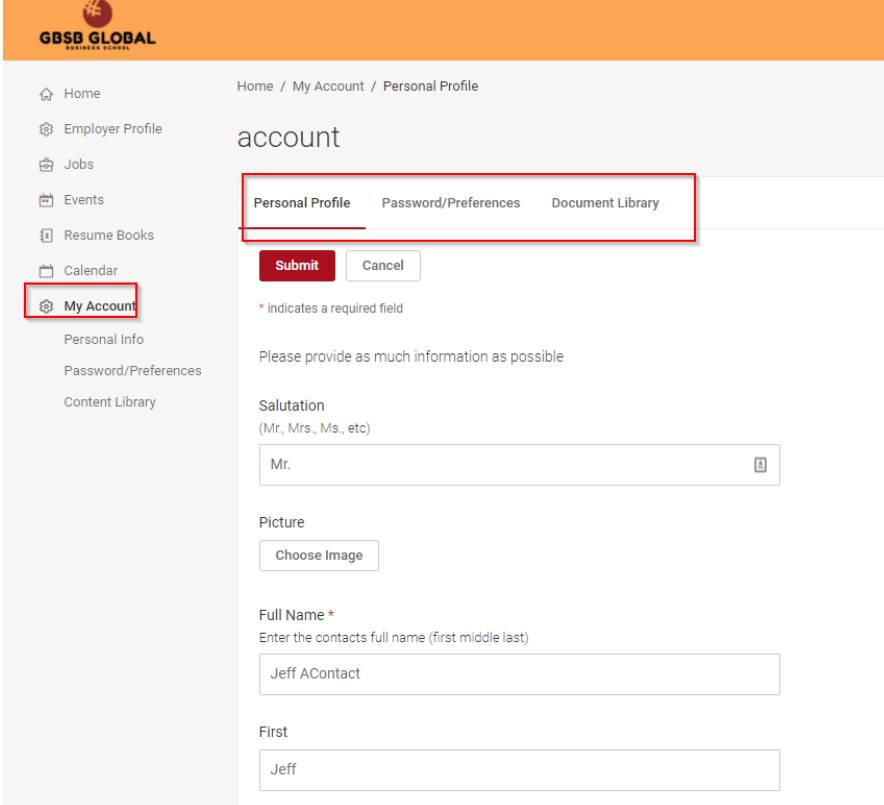


The screenshot shows the GBSB Global Career Services portal. On the left, the 'Employer Sign In' section prompts users to enter their username and password. The username field contains 'vkushal@sympdebug' and the password field is masked with dots. A red 'Sign In' button is visible, along with a 'Forgot Password' link. Below the sign-in form, a disclaimer states that by clicking 'Sign In', users agree to the institution's privacy policies and terms. On the right, the 'Sign Up' section features the text 'Signing up takes just minutes.' and a red 'Sign Up' button. The background of the page is a blue and white architectural image with the GBSB Global Business School logo.

## Step 2: Update your Info

Now is a good time to review your information and update it as necessary.

1. Click on “My Account”  
Press “Personal Info”  
Edit the info and press “Save” to confirm.



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Home / My Account / Personal Profile

account

Personal Profile Password/Preferences Document Library

Submit Cancel

\* indicates a required field

Please provide as much information as possible

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

Mr.

Picture  
Choose Image

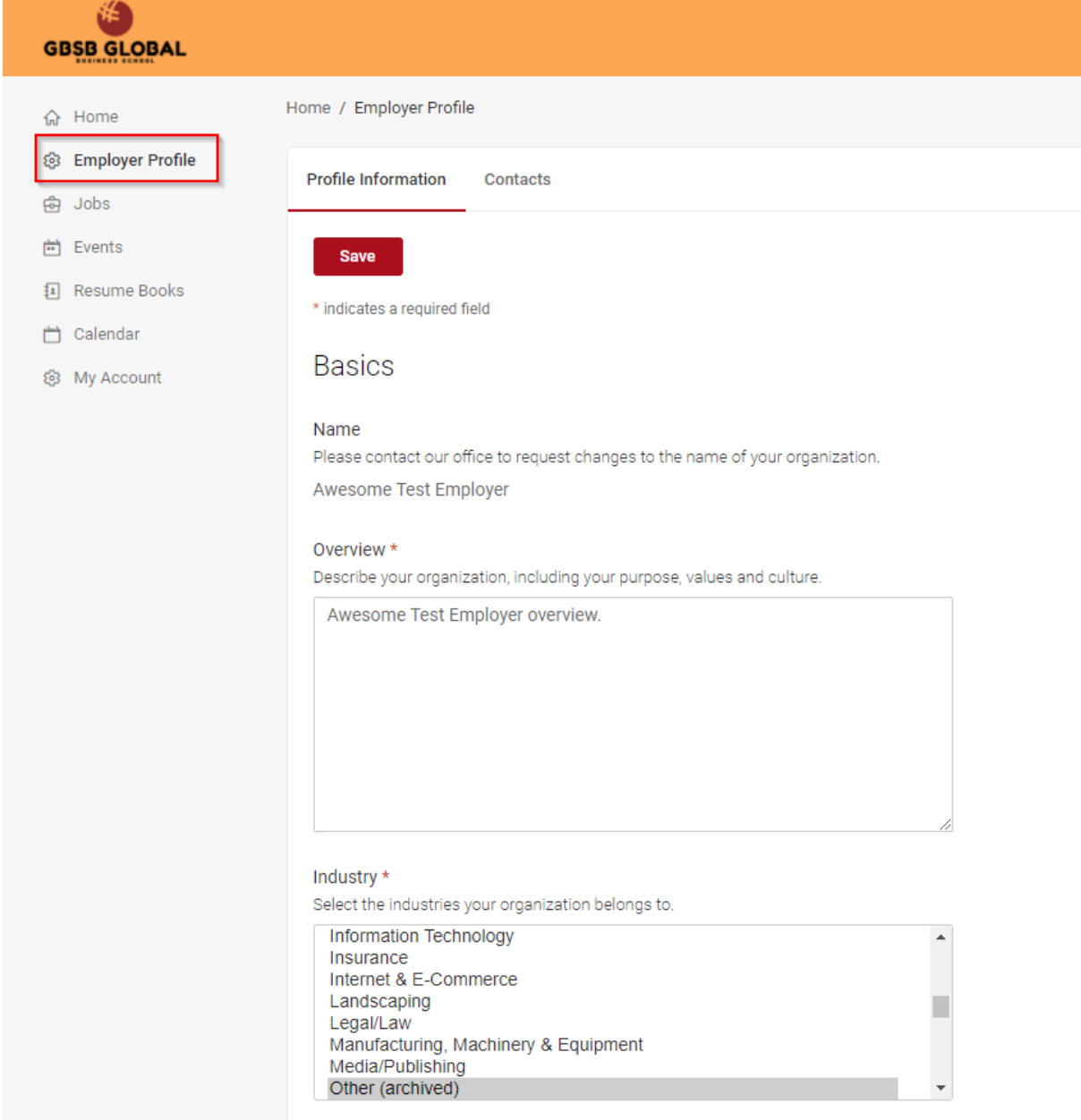
Full Name \*  
Enter the contacts full name (first middle last)

Jeff AContact

First  
Jeff

### Step 3: Update your Company's Profile

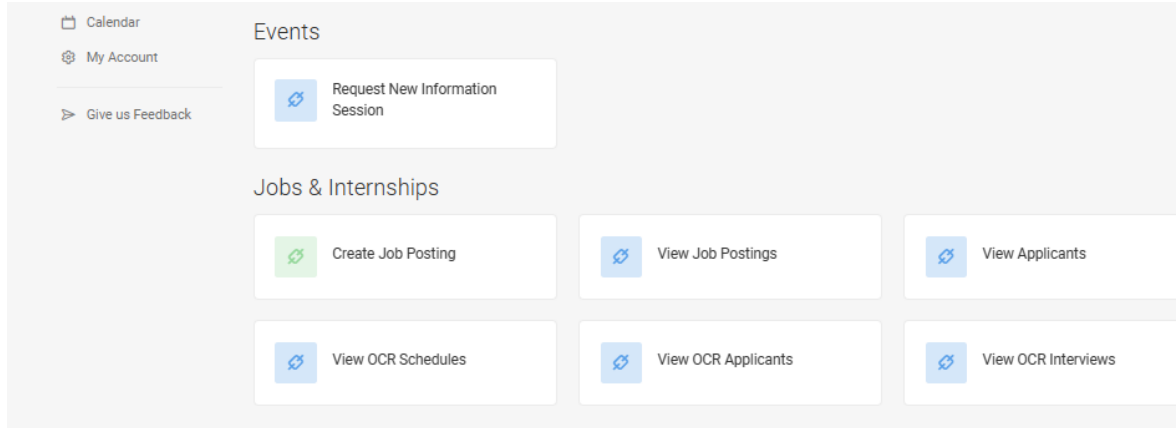
Upon successful login, it is recommended to update your company's profile. Click "Save" when done.



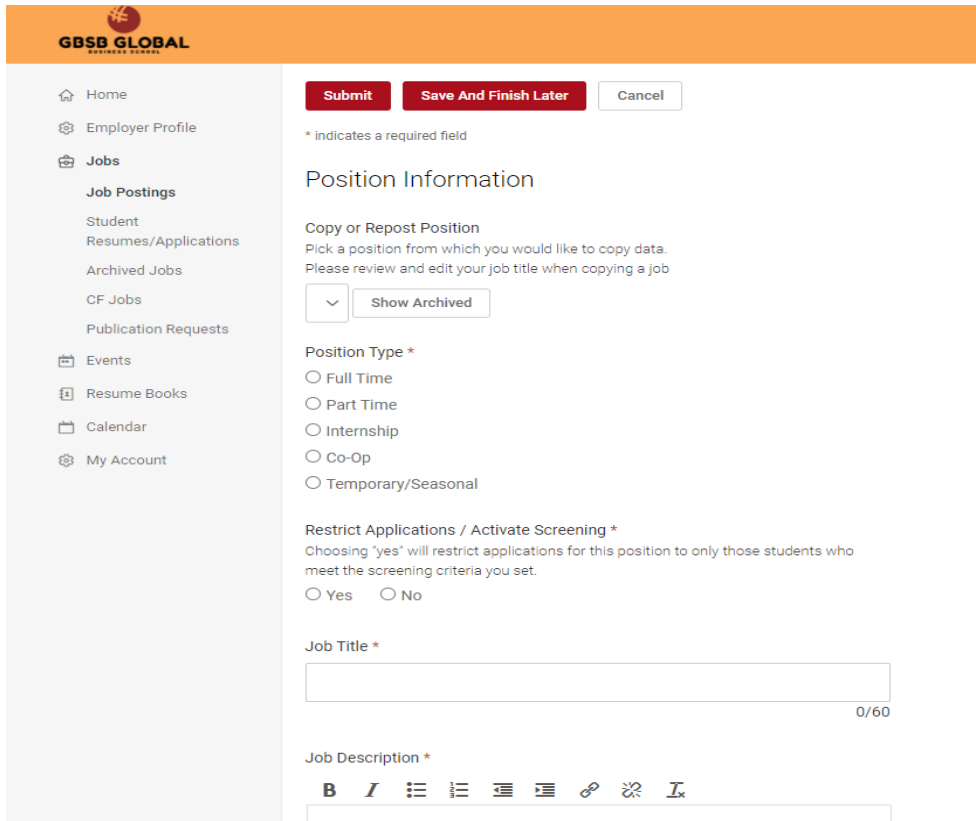
The screenshot shows the GBSB Global Employer Profile page. The left sidebar contains navigation links: Home, Employer Profile (highlighted with a red box), Jobs, Events, Resume Books, Calendar, and My Account. The main content area is titled "Home / Employer Profile" and has two tabs: "Profile Information" (active) and "Contacts". A red "Save" button is at the top left of the profile information section. Below it, a note states "\* indicates a required field". The "Basics" section includes a "Name" field with the value "Awesome Test Employer" and a "Save" button. The "Overview" field is a text area containing "Awesome Test Employer overview." The "Industry" field is a dropdown menu with the following options: Information Technology, Insurance, Internet & E-Commerce, Landscaping, Legal/Law, Manufacturing, Machinery & Equipment, Media/Publishing, and Other (archived).

## Step 4: Post a Job

Scroll down to find Jobs & Internships. Click on Create Job Posting (see image below).



From there, edit the job/internship posting. Fill all the required fields (marked by \*). Click on “Submit” to submit the job posting for approval. Once Approved, qualified students can now apply. (see image below)



**GBSB GLOBAL**  
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Home  
Employer Profile  
Jobs  
Job Postings  
Student  
Resumes/Applications  
Archived Jobs  
CF Jobs  
Publication Requests  
Events  
Resume Books  
Calendar  
My Account

**Submit** **Save And Finish Later** Cancel

\* indicates a required field

### 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

**Position Type \***

Full Time  
 Part Time  
 Internship  
 Co-Op  
 Temporary/Seasonal

**Restrict Applications / Activate Screening \***  
Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set.

Yes  No

**Job Title \***

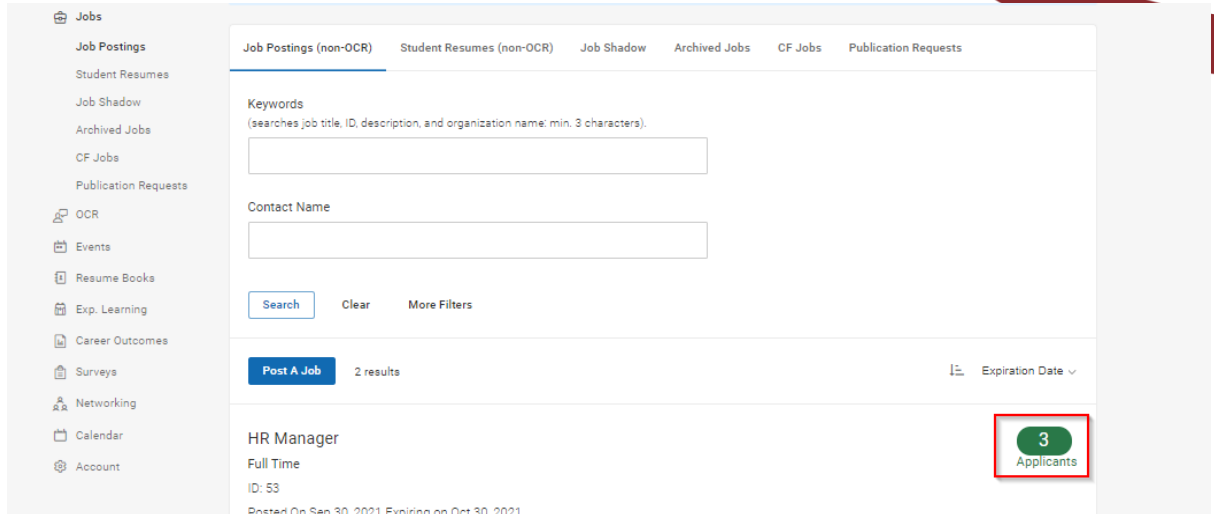
0/60

**Job Description \***

**B I** [List Icons] [Link Icon] [Unlink Icon] [Text Icon]

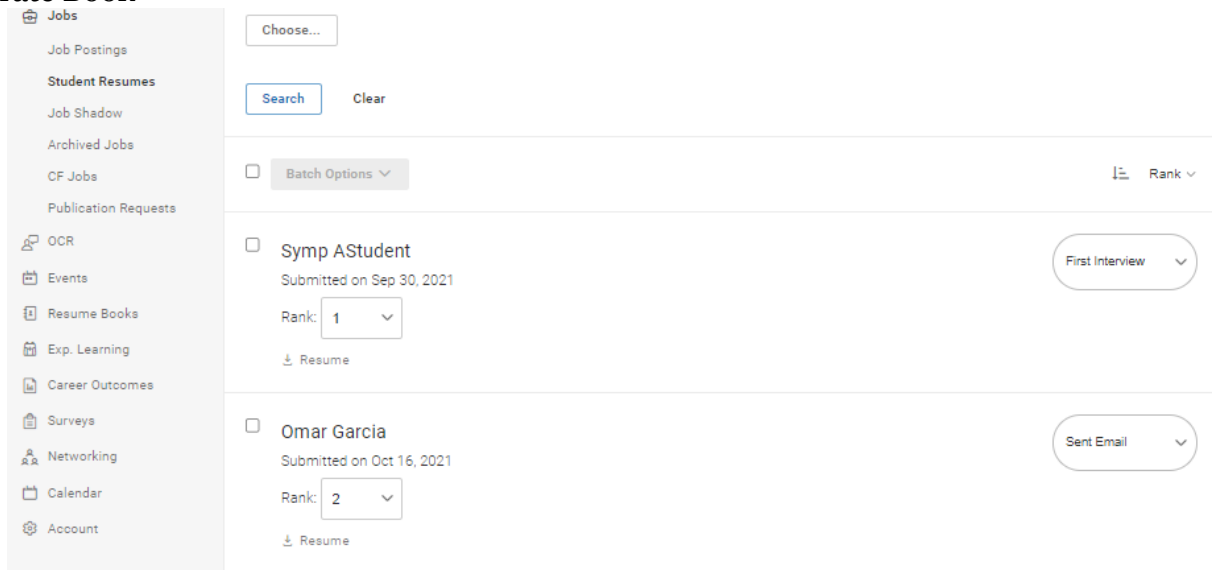
To view all students' applications, click on “Applicant” button  
From this list, you can:

- ✓ View students' Resumes (CVs)
- ✓ Rank Students
- ✓ Update students' status



The screenshot shows the 'Job Postings (non-OCR)' section of the portal. A search bar is present with fields for 'Keywords' and 'Contact Name'. Below the search bar, there are buttons for 'Search', 'Clear', and 'More Filters'. A 'Post A Job' button is visible, followed by '2 results'. The first result is for the job 'HR Manager', which is 'Full Time' and has 'ID: 53'. It was 'Posted On Sep 30, 2021' and 'Expiring on Oct 30, 2021'. A red box highlights a green badge that says '3 Applicants'.

Generate CV booklet by selecting the students, click on “Batch Options” and then “Generate Book”



The screenshot shows the 'Student Resumes' section of the portal. There is a 'Choose...' button and a search bar with 'Search' and 'Clear' buttons. Below the search bar, there is a 'Batch Options' dropdown menu and a 'Rank' dropdown menu. The list of students includes 'Symp AStudent' (Submitted on Sep 30, 2021, Rank: 1) and 'Omar Garcia' (Submitted on Oct 16, 2021, Rank: 2). Each student entry has a 'Resume' link and a dropdown menu for actions like 'First Interview' and 'Sent Email'.

Get ready for more services and tools to connect with our students.

Stay tuned!

Thank you,  
Career Services Team