Clark University Hiring Managers

Instructions for signing into or registering for an account in the Clark Recruiter

* All questions regarding the Clark Recruiter and posting positions should be directed to the LEEP Center: leepcenter@clarku.edu or x8819. Questions about hiring/paperwork should be directed to the Financial Aid office: finaid@clarku.edu or x7783.

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Getting started:

- Go to: https://clarku-csm.symplicity.com/.
- When asked what type of user you are, select “employer.”

What type of user are you?

- You will be brought to the log-in page.
- Sign into an existing account or register for a new account.
Signing into an existing account

- If you know that you have an account, or have logged in before, enter your username and password to sign in, or select the “forgot my password” tab if you need to reset your password.

![Sign in form](image)

- Enter the email address you were trying to register with and click “Go.”
- Your password will be reset and you will be sent an email. *Please be aware that this email may take several minutes to receive.*

Creating a new account

- Most hiring managers will not have an account in the database, so will need to select the “Register And Post Job” button.

![Register form](image)

- If registering for a new account, you will be brought to the company information page. Each section with a red asterisk is a required step before creating a profile.
- In the industry section, scroll down and select “Education/Academia-Post-Secondary/Higher Ed” from the list provided.
- The “Organization Name” should be Clark University and then the name of your department. For example “Clark University Geography Department” or “Clark University Athletics.”
- Company description is not required, but feel free to add a small blurb or mission statement about your department.
- Include your department website.
The services requested section can be left as is.

Services Requested
Please select which services you wish to register for below.

- Job Postings
- Profile
- Profile Viewable Contact
- Career Fair

Please fill out as much information as possible in the “Contact Information” section.

Provide the name & e-mail address of the individual who will be the main contact for student employment in your department.

Once the contact info/address is filled out, enter the phrase exactly (warning: it is case sensitive) and then select “submit.”
Account approval process

- If your account registration is filled out correctly, you will be brought to a page where you can begin posting your student employment position. (Please see Student Employment Job posting document for instructions on how to post your position.)

- Please note that your account and postings need to be approved by a LEEP Center staff member before information will be visible to students. There is a 48 hour weekday approval turn around. Account registrations submitted on a Friday will be approved the following Monday.

- Once your account is approved, you will get a confirmation email similar to the one below.

Dear Jane Doe,

I am pleased to inform you that your registration has been processed and your account is now active. Please note that posting jobs, internships, and volunteer opportunities is a FREE service!

Please point your web browser to:

http://clarku.simplicity.com/employees

Your username and password are as follows:

Username:    
Password:    Please set your password using the following URL:  
http://clarku.simplicity.com/employees/index.php?reset-password&token=eb1be9566c51c1b5d5a7a30738ebe2df

With your account, you can post jobs, internships, and volunteer opportunities to our students and alumni by following the instructions below:

1. Go to http://clarku.simplicity.com/employees
2. Enter your username (email) & password
3. You are now on your HOME PAGE
4. Click "Jobs" on the top menu bar
5. Click the ADD NEW button on the next screen page
6. Enter your job, internship, or volunteer opportunity and click SUBMIT!

*If you wish to customize your password, log into your account and select the "Account" tab.

If you need assistance using any of our employer services, please feel free to contact us.

- Follow the instructions in the email to log into your account and set/save your new password. Once signed in, your home screen should look similar to the one below.
Possible registration problems

- There may be a chance your registration will not be approved if your email address already exists in the system. If this is the case you will see the error message below after clicking “submit.” If you are unsure why your email is already in the database, it could have been used as a contact address for a LEEP Project, Graduate Assistant posting, etc.

- If you get the above message, click on the “Forgot my password” tab

- Enter the email address you were trying to register with and click “Go.”

- Your password will be reset and you will be sent an email. Please be aware that this email may take several minutes to receive.