

JOB POSTING GUIDELINES FOR EMPLOYERS

LOGIN TO CAREER TRACK OR CREATE A PROFILE AT
[HTTPS://BCITSA-CSM.SYMPPLICITY.COM/](https://bcitsa-csm.simplicity.com/)

MANAGING YOUR ACCOUNT

FORGOT YOUR PASSWORD?

- Click 'forgot password' and enter your username in the field provided. Click on 'Go' and you will be sent an email to reset your password. Still having trouble logging in? Email us at careerservices@bcitsa.ca

WANT TO CHANGE YOUR PASSWORD?

- Click on the 'Account' header. You can change your password by clicking on the 'Password/Preferences' header and by entering your old password before verifying and changing your new password.

WANT TO EDIT PERSONAL INFORMATION?

- To manage or edit any personal information click on the 'Account' header. You can edit and update your personal information under the 'Personal Profile' tab.

MANAGING YOUR CAREER TRACK PROFILE AND POSTINGS

WHAT HAPPENS AFTER I CREATE A PROFILE?

- After you create an employer profile a BCIT Student Association (BCITSA) Career Services staff will review your profile to ensure that all necessary information is provided and relevant to BCIT students and alumni. Once approved you will be able to upload and manage postings, view resumes, and create a unique company profile with your logo.

WHAT HAPPENS AFTER I SUBMIT MY JOB OR VOLUNTEER POSITION?

After you submit your posting a BCITSA Career Services staff member will review and approve it. Not approved? Check out **some of these reasons** why you might not have been approved.

HOW WILL I KNOW IF MY JOB OR VOLUNTEER OPPORTUNITY IS APPROVED?

- You will receive an automated email stating that your opportunity has been approved. Haven't received an email yet? Contact us at careerservices@bcitsa.ca

HOW DO I REVIEW MY JOB OR VOLUNTEER POSTINGS?

- You can review your job or volunteer postings by logging in to Career Track <https://bcitsa-csm.symplicity.com/>
- Once you are logged in, click on the 'Jobs' header and you will then be shown all of your active job/volunteer postings. Click on the title of the position that you want to review and you will be able to edit the posting here. Please note that once you edit your job or volunteer opportunity it will need to be re-approved by a BCITSA Career Services staff member.

WHAT ARE MY OPTIONS TO RECEIVE APPLICATIONS?

Employers can choose to receive resumes in three different ways. The following options are available under "Resume Receipt" :

Email

- You will receive an automated email for each application to the default email provided. This email will include all of the applicant's documents including resume and cover letter if requested.

Accumulate Online

- You will not receive an email notification when applicants apply. You will need to login to Career Track to view the applications within Career Track.

Other (enter below)

- This field allows employers to direct applicants to other avenues to apply for a position, such as an external website or email address.

What is 'Automatic Packet Generation'?

- If you select this option, you will receive a compiled PDF of all applications when your posting expires.

Have any questions?

Contact: careerservices@bcitsa.ca



Career
Services