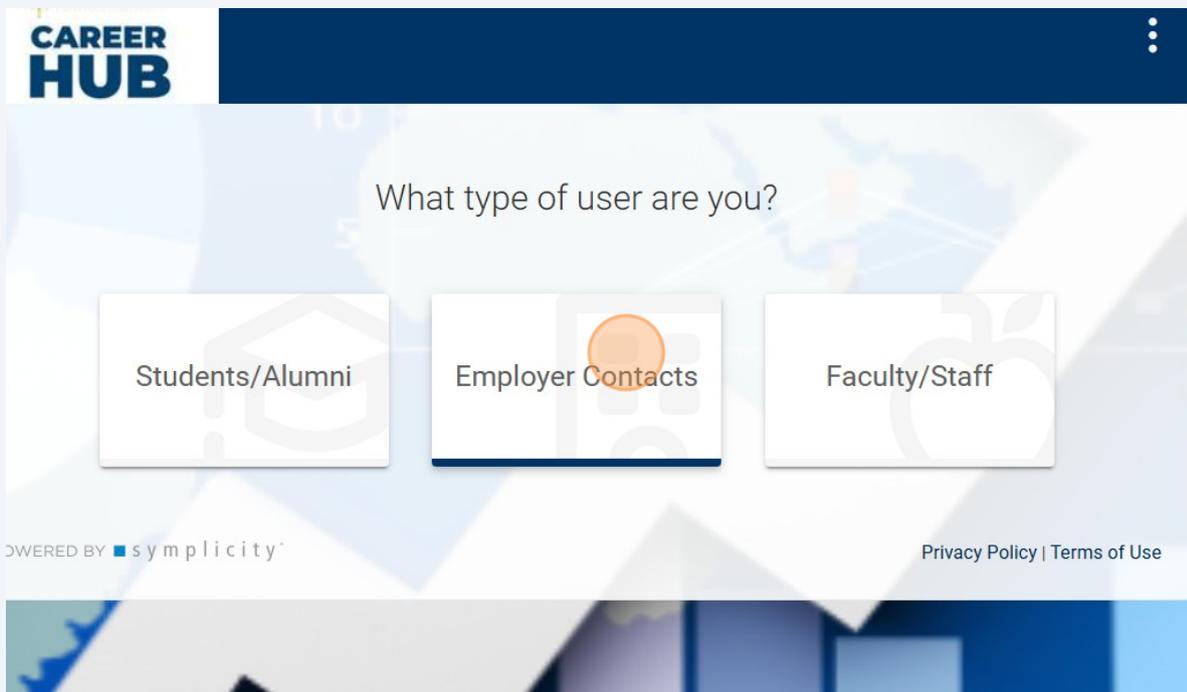


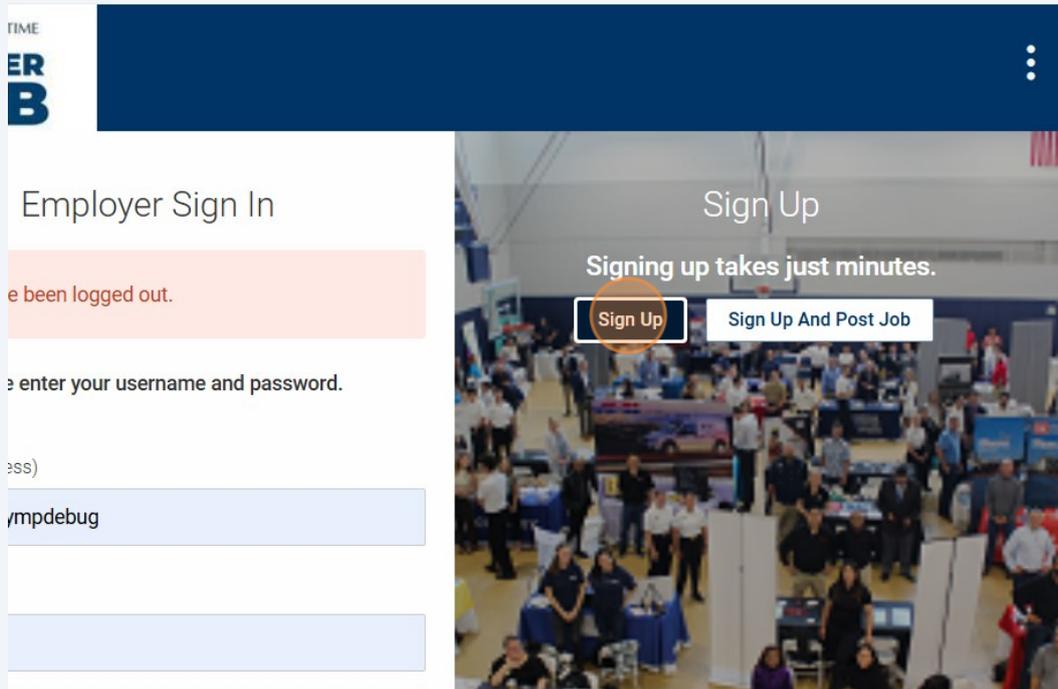
How to Register for an Employer Account

1 Navigate to <https://www.csum.edu/career-center/employers/post-a-job.html>

2 Click "Employer Contacts"



3 To create a new account click Sign Up

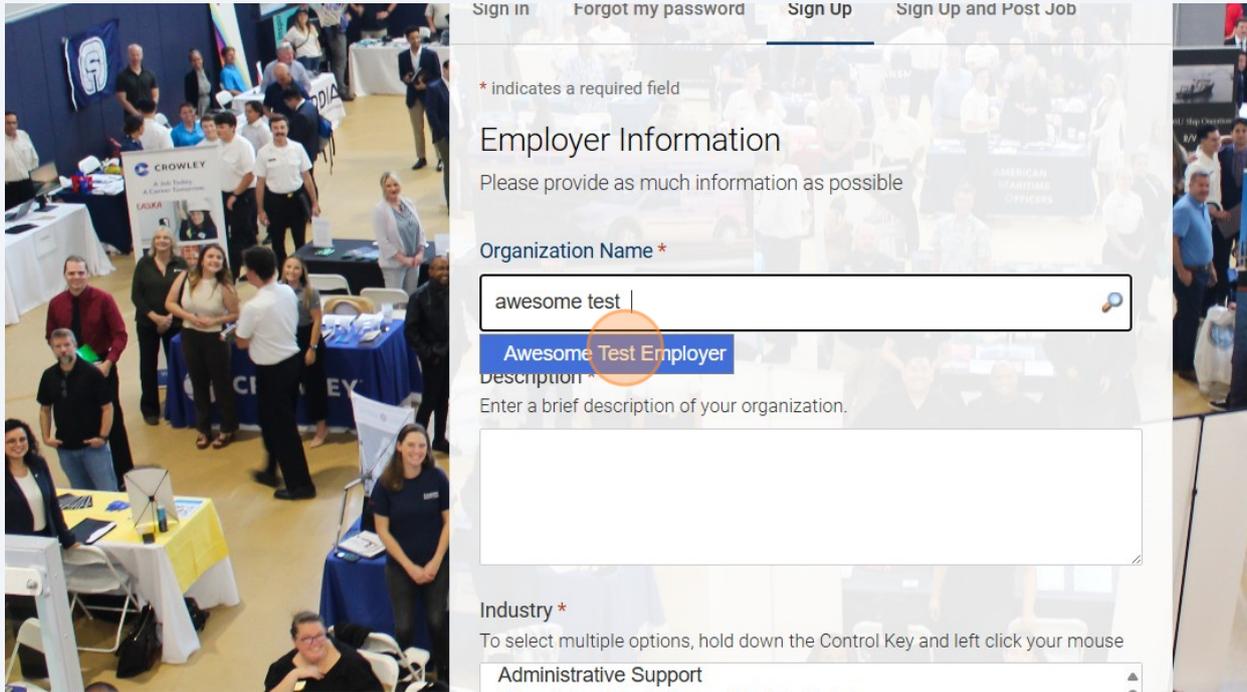


4 Begin typing in your organization name, if it already exists in our system you can connect to that existing employer profile. If they do not exist please insert your organization name.

A screenshot of the 'Employer Information' form. At the top, there are navigation links: 'Sign in', 'Forgot my password', 'Sign Up' (underlined), and 'Sign Up and Post Job'. Below the links, a note states '* indicates a required field'. The form title is 'Employer Information' with the instruction 'Please provide as much information as possible'. The first field is 'Organization Name *', which is empty and has a search icon on the right. A yellow tooltip with the text 'Click and begin typing to initiate search...' is positioned over the search icon. Below this is the 'Description *' field, which is a large text area with the instruction 'Enter a brief description of your organization.'. The final field is 'Industry *', with the instruction 'To select multiple options, hold down the Control Key and left click your mouse'.

5

Click on your existing employer name if found. If not found please input your organization name.



Sign in Forgot my password Sign Up Sign Up and Post Job

* indicates a required field

Employer Information

Please provide as much information as possible

Organization Name *

Awesome Test Employer

Description *

Enter a brief description of your organization.

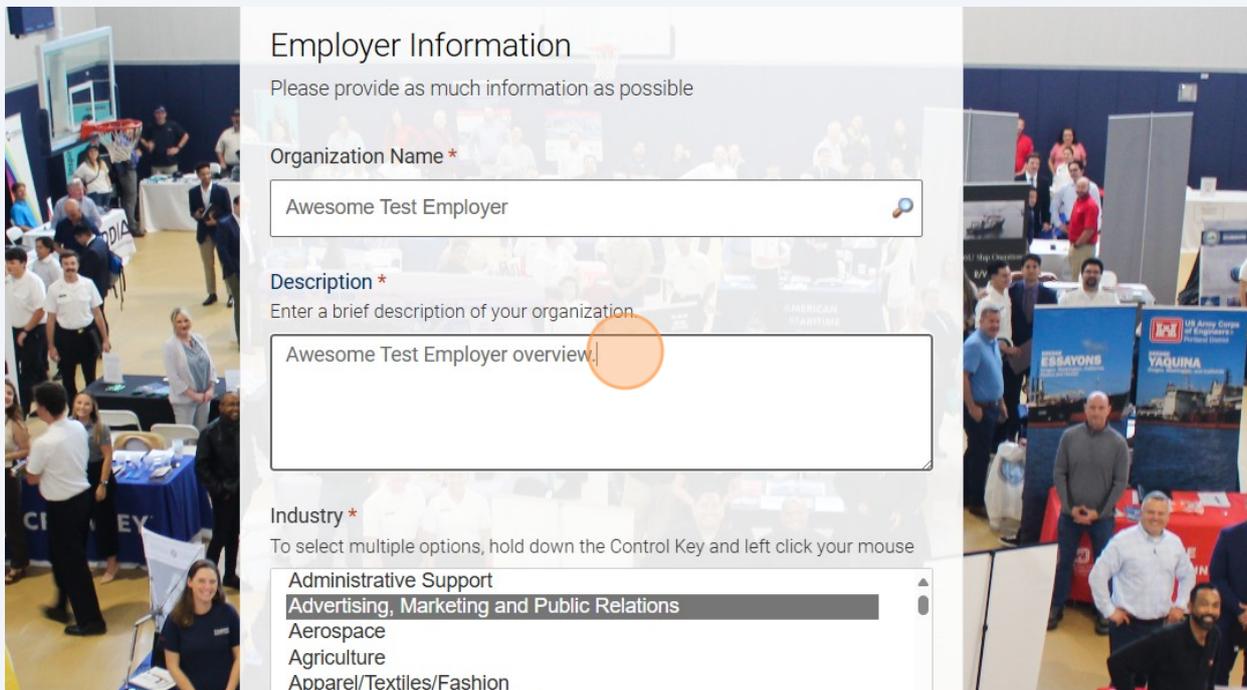
Industry *

To select multiple options, hold down the Control Key and left click your mouse

Administrative Support

6

Begin to complete all the fields. If your employer organization already existed and you have connected to it all the information will pre-populate. If not found please continue to fill in all relevant fields.



Employer Information

Please provide as much information as possible

Organization Name *

Description *

Enter a brief description of your organization.

Industry *

To select multiple options, hold down the Control Key and left click your mouse

- Administrative Support
- Advertising, Marketing and Public Relations**
- Aerospace
- Agriculture
- Apparel/Textiles/Fashion

7 Select all industries that apply to your organization.



Enter a brief description of your organization.

Awesome Test Employer overview. Insert your description here

Industry *

To select multiple options, hold down the Control Key and left click your mouse

Administrative Support
Advertising, Marketing and Public Relations
Aerospace
Agriculture
Apparel/Textiles/Fashion
Architecture & Urban Planning
Artificial Intelligence
Arts & Design

Type of Organization *

Private company

Number of Employees *

1-10 employees

8 Select your type of organization.



To select multiple options, hold down the Control Key and left click your mouse

Automotive
Banking
Biotechnology
Business Management
Business Services
Chemicals
Communications/Media
Construction/Contracting

Type of Organization *

Private company

Number of Employees *

1-10 employees

Website *

<http://symplicity.com/>

Company Logo

Your logo will display on your employer profile, job postings, and some events.

9 Select number of employees



To select multiple options, hold down the Control Key and left click your mouse

Automotive
Banking
Biotechnology
Business Management
Business Services
Chemicals
Communications/Media
Construction/Contracting

Type of Organization *

Private company

Number of Employees *

1-10 employees

Website *

http://symplicity.com/

Company Logo

Your logo will display on your employer profile, job postings, and some events

10 Input all your contact information.



Contact Information

Please provide as much information as possible

Salutation

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

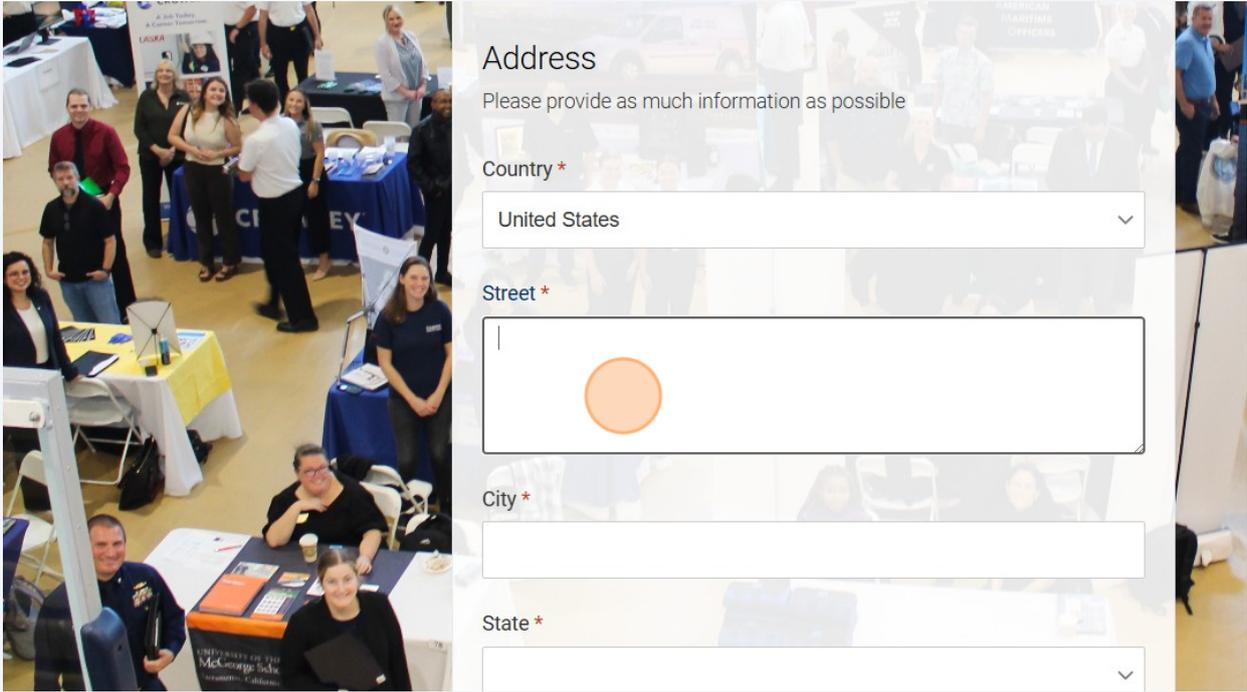
Full Name *

(First Mi Last)

Title

Division

11 Input all your contact information.



Address
Please provide as much information as possible

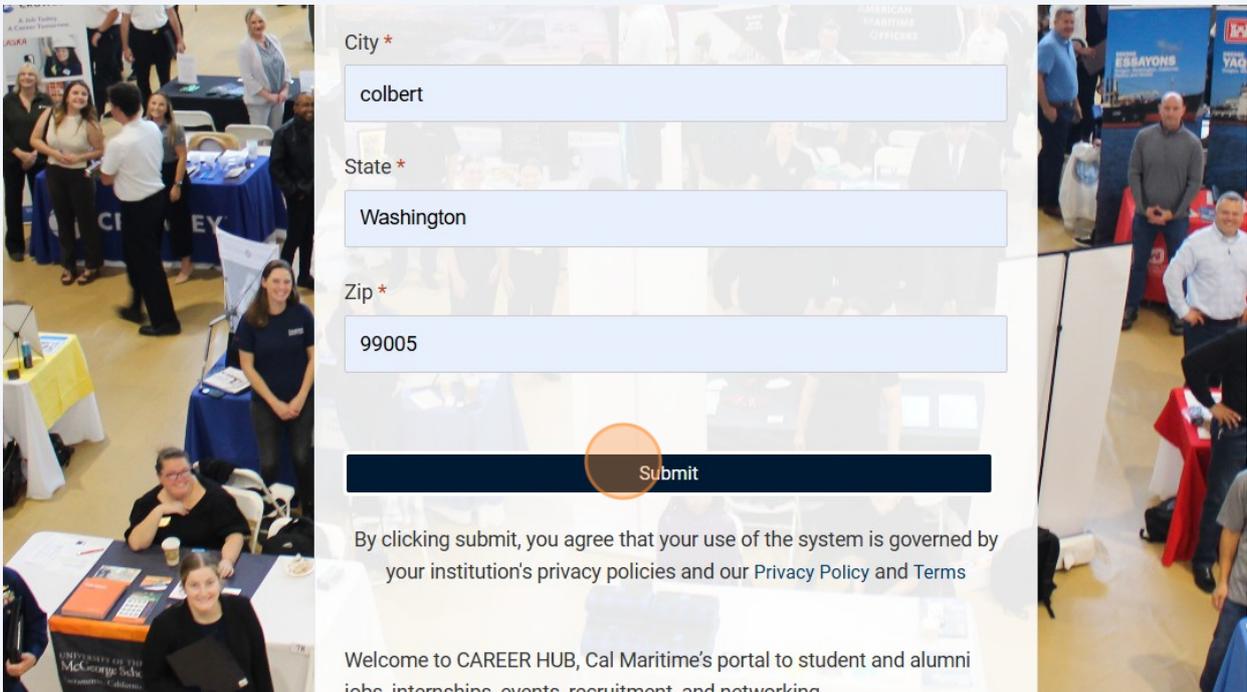
Country *
United States

Street *

City *

State *

12 Once you have submitted all your information on the form, please submit your registration. It will be reviewed by a staff member and they will reach out with an approval or rejection notice.



City *
colbert

State *
Washington

Zip *
99005

Submit

By clicking submit, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

Welcome to CAREER HUB, Cal Maritime's portal to student and alumni jobs, internships, events, recruitment and networking.