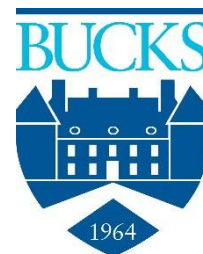


# Bucks County Community College

## Online Job Board Guide for Employers



### Create a Free Account:

1. Follow this link: <https://bucks-csm.symplicity.com/employers/index.php>
2. Click "Register and Post a Local Job"
3. Complete your profile, and post your open position.
4. Check your email for a confirmation from [ojb@bucks.edu](mailto:ojb@bucks.edu) (please note due to staff availability, this process may take up to 48 working hours to complete)

### Online Job Board Guide Frequently Asked Questions

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| What if I forgot my password?  | To reset your password, follow this link:<br><a href="https://bucks-csm.symplicity.com/employers/index.php">https://bucks-csm.symplicity.com/employers/index.php</a>   |
| What if my password is not working?  | Contact The Center for Student Employment and Career Development at (215) 968-8195 or email <a href="mailto:ojb@bucks.edu">ojb@bucks.edu</a> for assistance.   |
| Why am I being asked for credit card information if this service is free?      | Verify that you are registering and posting a "Local Job" and not a "Multi-School Job". The Multi School Jobs are fee based, and are administered by NACELink, and not by Bucks' Center for Student Employment and Career Development.   |
| How can I reach a larger college population?                                   | Use the "Multi-School Job" option to reach more than one college with the same posting. Visit: <a href="https://onestop.symplicity.com/">https://onestop.symplicity.com/</a> for more information on how to get started with posting a "Multi-School Job".<br><br><b>Please note: The multi school jobs are fee based, and are administered by NACELink, and not by Bucks' Center for Student Employment and Career Development</b>  |
| Can employers search the resume database?                                      | For privacy reasons, Bucks County Community College does not allow employers to search the resume database. Please contact The Center for Student Employment and Career Development at (215) 968-8195 or at <a href="mailto:ojb@bucks.edu">ojb@bucks.edu</a> to discuss other ways to reach our students.  |
| How do I post an Internship, externship, or apprenticeship, or co-op position? | Our current recruiting policy only allows for paid internship positions to be posted on the Online Job Board. If the internship position you wish to advertise is unpaid, or if you are interested in setting up an internship for academic credit, please see our Employer Internship Guidelines at: <a href="http://www.bucks.edu/student/career/internships/employer/guidelines/">http://www.bucks.edu/student/career/internships/employer/guidelines/</a> , and fill out an Employer Internship Interest form which can be found at: <a href="http://www.bucks.edu/student/career/internships/employer/guidelines/form/">http://www.bucks.edu/student/career/internships/employer/guidelines/form/</a> . |
| I posted a job two hours ago, why isn't it showing?                            | For privacy reasons, all potential employers, and all potential positions are pre-screened by Staff members in The Center for Student Employment and Career Development, as well as our service provider, Symplicity. Due to staff availability, this process may take up to 48 working hours to complete.   |
| How do I know that I have received resumes for review?                         | Using your email and password, log on to the Online Job Board at: <a href="https://bucks-csm.symplicity.com/employers/index.php">https://bucks-csm.symplicity.com/employers/index.php</a> . Once logged in, Click on the "Jobs" tab on the Left Hand side of the screen.   |

### **Bucks County Community College's Notice of Non-Discrimination:**

Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

All inquiries regarding the nondiscrimination policy shall be directed to the Executive Director, Human Resources & Equity Compliance Officer, Tyler Hall Room 130, Bucks County Community College, 275 Swamp Road, Newtown, PA 18940, 215-968-8091(phone), 215-504-8506 (fax).