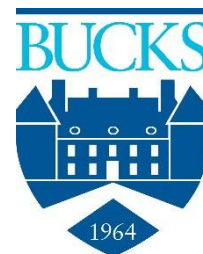# Bucks County Community College
Online Job Board Guide for Employers

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 (*please note due to staff availability, this process may take up to 48 working hours to complete*)

Online Job Board Guide Frequently Asked Questions	
What if I forgot my password?	To reset your password, follow this link: https://bucks-csm.symplicity.com/employers/index.php
What if my password is not working?	Contact The Center for Student Employment and Career Development at (215) 968-8195 or email ojb@bucks.edu 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: https://onestop.symplicity.com/ for more information on how to get started with posting a "Multi-School Job". ***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***
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 ojb@bucks.edu 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: http://www.bucks.edu/student/career/internships/employer/guidelines/, and fill out an Employer Internship Interest form which can be found at: http://www.bucks.edu/student/career/internships/employer/guidelines/form/.
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: https://bucks-csm.symplicity.com/employers/index.php . Once logged in, Click on the "Jobs" tab on the Left Hand side of the screen.