

## Discover eJobs at BCIT Student Employment Services Instant access to a target audience

eJobs is efficient, fast and easy

- Post jobs to recruit qualified BCIT students and graduates
- Have job postings emailed to a targeted group of candidates

eJobs benefits

- Access to BCIT's professional pool of trained candidates who have the latest job-ready skills
- Fast and efficient...post a job in less than 5 minutes
- Saves you time and money in the recruitment process

eJobs Fees

- \$60 per posting (gst included)
- Online credit card payment only. We accept Visa or Mastercard
- Posting is online for 25 days

**Go to [bcit-ejobs-csm.symplicity.com](http://bcit-ejobs-csm.symplicity.com) to post your position today!**

# Step by Step instructions for registering On-line and posting your job

## Register for eJobs

- Go to [bcit-ejobs-csm.symplicity.com](http://bcit-ejobs-csm.symplicity.com)
- Choose Employer
- Click on Register
- Wait for verification email and click link to confirm your email address
- Wait for second email to create your password

## Post a Job

- Click on Create Job Posting
- All items with an asterisk are required fields
- Select the categories to post your ad in
- Click on Submit
- A Payment Request email will be sent to you no later than the next business day (Mon-Fri)
- Copy all the text (URL) from the payment needed email and paste it into your browser
- You will receive a email that your job is now active
- You can review your job postings, create a new one, update your profile or change your password at any time