



# HOW TO POST A POSITION ON WITWORKS

## REGISTER AN ACCOUNT (AND POST A CO-OP OR JOB)

1. Visit the WITworks Login page: <https://wit-csm.simplicity.com/employers/>
2. Select "Sign Up and Post Job"
3. Fill in required fields and select "Next"
4. Complete Job Position Information

\*You will receive an e-mail notification to set a password and when your postings have been approved by our office.

## POST A CO-OP AND/OR JOB

1. Sign-in here: <https://wit-csm.simplicity.com/employers/>
2. Toggle to "Jobs" tab
3. Add New
4. Fill in required fields for Job/Co-op posting
  - A. Position type: Select Full-time, Part-Time, or Co-op.  
\*Co-ops are 32-40 hrs/wk for 12-16 weeks.
  - B. Co-op Term: Which semester will the student be working?
    - Fall (September – December)
    - Spring (January – April)
    - Summer (May – August)
  - C. Job Description: Please try to be as detailed as possible so students know exactly what they are applying for.
  - D. Desired Majors: Please be specific and deliberate with what majors you select. This will help connect you to the appropriate candidates.
  - E. Resume Receipt: If you would like applications sent as they are submitted, please select "e-mail" or "company website." "Resume Books" are only generated on the day the posting expires.
  - F. Select "Done." You will receive an email when the job posting has been approved.

## RENEW AN OLD POSTING

1. Sign-in here: <https://wit-csm.simplicity.com/employers/>
2. Toggle to "Jobs" tab.
3. Add New.
4. Use the "Copy an existing posting" field.
  - A. If necessary, select "Show Archived" and select from drop down menu.
  - B. Edit as necessary: Work Term, Salary, Dates of posting, etc.

