

Posting a job or internship opportunity for UCSC students:

1. Go to the SlugQuest Login Page:
<https://ucsc-csm.symplicity.com/employers/>
2. Existing employers may log in here.
3. New employers click “Register and Post a Job or Internship for UCSC Students”.
4. Complete required fields for Company Information:
 - a. Choose an Industry.
 - b. Enter Organization Name (use your name if not a company).
 - c. Check “Job Postings” under Services Requested.
 - d. Enter your Full Name.
 - e. Enter your email address.
 - f. Enter your address.
 - g. Enter and verify a password.
 - h. Enter special code as shown.
 - i. Click “Next”.
5. Complete Position Information:
 - a. Choose position type.
 - b. Enter job title.
 - c. Enter job description.
 - d. Choose Job function(s).
 - e. Check if/how you want to receive resumes. If you choose “Other” you can enter anything you like, such as “Call me at ...” If you don’t check anything, include how to apply in the job description.
 - f. Select posting date using the Select button.
 - g. Select expiration date (up to 30 days).
 - h. Enter required GPA (enter zero for none).
 - i. Choose Graduation Date range (required).
 - j. Choose “None” for Work Authorization.
 - k. Choose class levels (drag across all, or use shift or control keys to select).
 - l. Choose Major(s).
 - m. Enter a salary level.
 - n. Enter job location City, State, and Country.
 - o. Click “Done”
6. You will receive an email notification when your registration and job posting is approved. Once approved, you will be able to log in to the system to post other jobs or manage your account.