Posting a job or internship opportunity for UCSC students:

1. Go to the Career Center web site at http://careers.ucsc.edu
2. Click Resources for Employers on the left navigation bar
3. Click on "SlugQuest" under Posting Jobs and Internships *OR*
    - Go directly to the SlugQuest Login Page:
      https://ucsc-csm.symplicity.com/employers/
4. **Click "Register and Post a Job or Internship for UCSC Students" button.**
5. Complete these **required fields** for Career Center (all others are optional):
    - Organization Name (use your name if not a company).
    - Industry
    - Services (job postings)
    - Full Name
    - Email address
    - Phone number
    - Street Address, City State and Country
    - Create and verify password (new employers)
    - Security verification code – click button to re-generate or play audio
    - Click "Next"
6. Complete these **required fields** for the Position (all others are optional):
    - Copy an existing job to re-post (existing employers only)
    - Position type
    - Job description
    - Job Title
    - Job function(s).
    - How you want to receive resumes. If you choose "Other" you can enter anything you like, such as "Call me at …" Note that only the contact information entered here or below is shown to student applicants.
    - Select posting date using the Select button
    - Select expiration date (45 days maximum)
    - Salary Level
    - Job Location
    - Click "Done"
7. You will now be taken the log in page; however, new employers will immediately receive an email asking them to verify your email address. **You must verify your email address by clicking the link in this message.** Once approved, you will be able to log in to the system to post other jobs or manage your account.
8. You will receive an email notification when your job posting is approved and posted, usually within one business day.