Approving Employers on Symplicity

Thanks to Science PREPS Office for original version of this document!

Always check your Pending Actions Summary column on the far right of your dashboard when you first log into Symplicity. Occasionally have will have New Employer Registrations: As shown below

When you click on the link, you will be taken to the New Registrations tab of the Employers Menu.

**Step 1: Determine whether or not to approve**
Click on the name of the employer (not their email address) to determine whether or not to approve this new employer.

Be sure to carefully read about the employer to determine if it is appropriate for your instance. Keep in mind that while a company may not sound like a clear fit (ex. Donatos for the School of Science) they may be looking for a web developer or human resources position, both of which would be appropriate. With this in mind, we try to be more liberal on which employers to approve, but very strict when it comes to the job.

No matter what, be careful to avoid the following:
- Private business owners working from home looking for an assistant or envelope stuffer, etc.
- Staffing agencies that do not disclose what companies for which they are posting positions (this is very common)
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- Employers that have non-corporate emails / non-government / non-organization (in other words, jobs posted by contacts with @gmail, @live, @hotmail, etc. domains - this happens sometimes with contacts pretending they work with a certain company.)
- If the employer sounds suspicious, and you Google it with the word “scam” (i.e. Acme Company Scam), and the results show several scam reports concerning this company.
- Check the employer name with the Better Business Bureau https://www.bbb.org/
- Go to Google Maps or Google Earth and enter the company address. You can view the physical location of the employer to see if it is legitimate.
- If no address is listed, check the “About” section of their website to see if they are a subsidiary or part of a larger corporate location where you can get an address.
- If the employer does not have a website, puts their email address instead of a website, or if you check the website and it does not appear legitimate.
- If you have any hesitation, make sure they aren’t a blocked employer. There are two ways to check this. One way is to do a search under employers for “BLOCKED”. There you will find a list of all the employers and contacts that IUPUI has blocked. The second way that you search is to search in during Step 2, the match section for “BLOCKED.”
- If you find any jobs that are inappropriate, per these bullets, let a full-time staff member know. We will need to go in and rename the company by ending the company name with [BLOCKED].

Keep in mind that if you are ever unsure ALWAYS ask a PREPs staff member! The only dumb question is a question to don’t ask.
In this above example, while the company lists IT staffing as one of their services, they also offer consulting services. Staffing agencies aren’t necessarily bad, it’s just very important that they let the students know which companies they are applying for (some staffing agencies will only reveal the job title and description but not disclose the company, this is not okay). I checked their website (below), which looked legitimate and Googled them to learn more. I read reviews on Glassdoor, and I decided to approve them. This does not mean we will be approving any job they post, it just means that for now the organization will be able to post.

Step 2: Match
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After reviewing the employer you are then prompted to the next step, which is to match. This step will pair an employer with any contacts or positions for that employer already in the system. So for example, large companies have multiple recruiters, but these recruiters don’t know that other recruiters are on Symplicity. So two recruiters may create an account. We want to make sure to match these recruiters to the same company so that we don’t have multiple Eli Lillys or Dow AgroSciences. This also keep us from artificially inflating our numbers when reporting.

Sometimes there is not a match, and you will be prompted to skip through this step. When there is a match, there usually is only one and it is very obvious.

If you are unsure, just ask!

Step 3: Commit
The final step is to commit. It’s best to review this page. Sometimes companies are confused when they fill out this information, and they put information about the job they are recruiting for instead of information about their company. If that is the case, go to the company’s website and copy and paste information from their about page into the description.

Done!

Steps to Block an Employer or Contact in Symplicity

1. Do not reject or archive the employer
2. Check the current list of blocked employers/contacts by searching [BLOCKED] in the employer module
3. Append “[BLOCKED]” to the end of the Employer or Contact name if it is a new employer/contact to block
4. Add a note to the employer account explaining the rationale for blocking them so others on the system will know about the issue.

5. Send a quick message to the Symplicity Council listserv so other instances are aware of the new blocked employer/contact and fraudulent activity.