How to Remove a Post from HatterJobs

https://stetson-csm.symplicity.com/employers

STEP 1

Sign In to your Employer Account

2		Sign Of
	Please enter your username and password.	Signing up takes ju
	Username (your email address)	Sign Up Sign Up A
	Password	
SON	Sign In Forgot Password	
RSITY-	By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms	
	POWERED BY symplicity	

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STEP 2

Click on "View Job Postings"

	Create a single username, password, and profile across hundreds of Symplicity schools. \times	SYMPLICITY RECRUIT 2
STETSON		GM
Q Home Q Employer Profile (2) Jobs	Applications from students or alumni can be emailed to you as they are re single PDF or directed to your recruiting website. Post a position under "Joc Career Faire" Each year we host several	ceived, held online, sent in a b Postings > Add New [*] Attend
요구 OCR 한 Events	Upcoming Events	Request Information Session
 Besume Books Surveys Calendar My Account 	octr6 12:00 PM - 3:00 PM 2023 Fall Internship and Career Expo (10/6/23) Career Fair — 31 Employers	
>> Give us Feedback	Events	
	Request New Information Session	
	Jobs & Internships	
	Create Job Posting	View Applicants
	Create New Schedule Request View OCR Schedules	View OCR Applicants
	3 View OCR Interviews	

STEP 3

Find the position you would like to close and click the "Withdraw" button

🖻 Events	
Resume Books	
Surveys Search Clear More Filters	
📛 Calendar	
My Account Post A Job 1 result	
> Give us Feedback	
Student Employment Student Assistant	
DeLand, Florida, United States - On-Campus Student Employmen	it
ID: 2128	
Posted On Jul 03, 2023 Expiring on Aug 31, 2023 Withdraw	
POWERED BY m s y m p l i c i t y *	



STEP 4

That's it! Your job is now closed and no longer available for students to view and apply for.

However, you can re-active the role at any time. Continue below for those instructions.

	Create a single username, password, and profile across hundreds o	of Symplicity schools. \times	SYMPLICITY RECRUIT 7
ON SITY			CM
	Home / Jobs		
Profile	Job Postings		
igs	Job Deactivated.		
obs	Job Postings (non-OCR) Student Resumes/Applications (non-OCR)	Multi-School Postings (Paid)	Archived Jobs Career Fair 、 >
1 Requests	Keywords (searches job title, ID, description, and organization name: min. 3 characters).		
ooks	Contact Name		
ıt	Search Clear More Filters		
dback			

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STEP 5

<u>To re-activate a previous job posting, click on "Create Job Posting" on your</u> <u>Home page.</u>

	Create a single username, password, and profile across hundreds of Symplicity schools.	× ■ SYMPLICITY RECRUIT 7	
S STETSON		CM	
	Upcoming Events	Request Information Session	
답 Jobs 중 OCR 폰 Events 된 Resume Books 없 Surveys	ocr 6 12:09 PM - 3:09 PM 2023 Fall Internship and Career Expo (10/6/23) Career Fair — 31 Employers		
📋 Calendar 🎯 My Account	Events		
➢ Give us Feedback	Request New Information Session		
	Jobs & Internships		
	Create Job Posting	Ø View Applicants	
	Create New Schedule Request View OCR Schedules	3 View OCR Applicants	
	Ø View OCR interviews		
	POWERED BY ■ s y m p licity'	Privacy Policy Terms of Use	

STEP 6

Click on the "Show Archived" button

ලි Jobs	Submit Save And Finish Later Cancel
Job Postings	* indicates a required field
Student Resumes/Applications	Position Information
Archived Jobs	
CF Jobs	Copy or Repost Position Pick a position from which you would like to copy data
Publication Requests	Please review and edit your job title when copying a job
₽ OCR	Show Archived
🖶 Events	
🗈 Resume Books	Position Type *
🖹 Surveys	O Full Time
📩 Calendar	O Internship
l My Account	O Temporary/Seasonal
	○ Job Shadowing
➢ Give us Feedback	O On-Campus Student Employment



Open the drop down and select the archived position you would like to re-activate. This will auto-populate the information from your previous post. Please review and ensure everything is up-to-date, then Submit.



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