Employer Cheat Sheet
Electronic Application System

Employer Account Navigation

➢ Employer logs in to Iowa Economic Development Authority Symplicity site https://ieda-csm.symplicity.com/ to register for an account
➢ Employer creates profile

Homepage

➢ Program Descriptions/ Eligibility
➢ Internship Programs Employer Check List
➢ Recruiting Resources: Links to Iowa Colleges/Universities Electronic Job Boards
➢ Announcements: Updates on deadlines, program reminders
➢ Alerts: Pending items requiring your action- Approval of Internship Placements/ Evaluations

My Account Tab

➢ Complete profile/ Update Password/ Document Library (W-9, Affidavit, Employer Check List)

Employer Profile Tab

➢ Company profile

Internship Program Applications- Apply Here Tab

➢ Choose the program you would like to apply for (**Iowa Student Internship Program** for Targeted Industries in Advanced Manufacturing, Bioscience and Information Technology under 500 employees) or (**STEM Internship Program** for companies hiring STEM major interns in any sector). Please find detailed info on the programs and eligibility on the homepage.

➢ **Internship Evaluations Tab**

** Find student information- Status of Internship Placements and Student/Employer Evaluations**

➢ Search for interns that have registered for an account and connected to you as an employer
➢ Select Work Term/ Keyword/ Employer Approved/ Exp. Learning Evaluations Tab

Intern Information

Intern Account Registration

➢ Please send interns the following link once hired. This link and a password were sent to you in your Program Award e-mail. Please provide this password to currently hired interns. https://ieda-csm.symplicity.com/students/

Internship Placement Forms

➢ Intern should complete their own Internship Placement Form located in the Profile Tab.
➢ Intern will respond to basic questions and connect themselves to their employer. The Intern will list the primary company contact for the internship program that forwarded them their registration e-mail in the contact/email fields.
➢ The company contact will then receive an e-mail for approval. Please review the information to make sure pay rate, work term, dates worked, graduation date, and your email are correct. If yes, then approve.
➢ If you have a returning intern (For example: a Fall intern that continues into Spring), the intern will need to log in to the system to complete another Internship Placement Form, as this is considered a different internship time period/work-term.

Intern/Employer Evaluations

➢ The company contact will receive a reminder and link to complete the end of internship final report on behalf of the employer. The company contact can complete this, however, information about the intern's projects and overall work during their internship period will need to be gathered directly from the direct manager and compiled into the company contact final report.
➢ The intern will receive a link and reminder to complete their final report about their experience.

Other Account Information:

➢ If someone at your company already has an account and you are another contact that will be managing the program, or if that person is no longer the contact, please register for your own account and link yourself to the employer.
➢ If you can't access your account, please contact jennifer.meier@iowa.gov and your password will be reset and sent to you. If your account has become blocked, that can also be updated
➢ If you weren't the original company contact who applied during the current fiscal year program (You need access to application materials and student evaluation information.), please contact jennifer.meier@iowa.gov.