Welcome to GWork for Public Health, The Milken Institute School of Public Health's jobs database for Students & Alumni.

- Register at GWork for Public Health. Choose Employer and then click the “Register” tab.
- Under the “Industry” tab please select “Public Health.” This option will ensure that your job posts are tagged correctly.
- Once your application is approved you will be sent an email which will include a link to set your password.

Don't forget to save this url to your browser for future visits:  https://publichealth-gwu-csm.symplicity.com/

To Post a Job:
- Click on the “Jobs” tab at the top of the page. This will take you to “Job Postings” page. Click on the box labeled “Add New.”
- Employers have the option to collect materials directly to their account using the “Accumulate Online” feature. Other options include: “Email,” which will display a "Default Email for Resumes" field and “Other,” which displays a "How to Apply" field for alternate or supplemental application instructions.
- “Target School” option, please be sure to select “Milken Institute School of Public Health.”
- Once all of the required information is complete, click “Submit.” We will then review the job posting. You will receive an email when the job posting has been approved.

Deactivating and Editing a Current Job Post: After a post has been made, you have access to make changes to a listing at any time. All changes will require approval before being posted.

To Repost or Edit an Expired Job Posting: In the “New Job” tab under the “Copy Existing” label there is an option to choose a previous post by clicking, “Show Archived.” It will generate jobs that have been archived/deleted/expired. You will be able to edit the information and resubmit the job from here.

To View Student Resumes: Resumes are available for those who have applied to your job(s) via GWork. Simply click on the “Jobs” tab, choose the listing you wish to view and then select the “Student Resumes” tab. This allows you to review all of the submitted documents.

Generate a Resume Book: If you chose the accumulate applicants’ submissions option, you will be able to create a downloadable packet of all of the submitted materials. Click the box next to the name of the students you wish to collect information from, click on “Generate Book” and then “Submit Request.” Once the book has been generated it will appear in the “Publications Requested” tab. You will be able to view and download your generated book here.

Employer Profile: This tab allows you to share as much information as you would like with potential employees.

Calendar Tab: This tab is used as a personal calendar for you to stay organized with interview or recruiting activities.

Please send all questions and inquiries to Career Services at gwsphcareer@gwu.edu.

Milken Institute School of Public Health
THE GEORGE WASHINGTON UNIVERSITY