# Getting Started with Career Link

Career Link is the Indiana University School of Public Health's online hub for connecting students, alumni, and employers. In this system, as an employer you will have the ability to post job openings, request on-campus interview sessions, view student resume books, register for career fairs, and set-up on-campus information sessions. Additionally, by creating an account in Career Link you will be able to post positions not only with the School of Public Health but also with our partnering schools here on the Indiana University Bloomington campus: the School of Public and Environmental Affairs (SPEA), the School of Education, the Career Development Center, the College of Arts and Sciences, and the Jacobs School of Music.

REGISTER FOR AN ACCOUNT

1. To create a Career Link account for your company or organization, visit: https://iusph-csm.symplicity.com/employers and select the SIGN UP button to the right of the page.
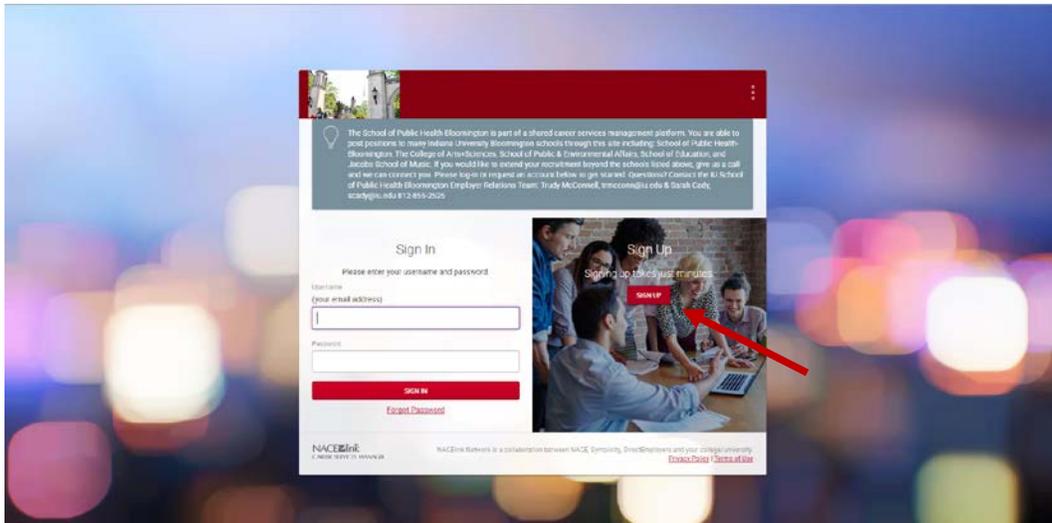
2. Fill out the registration form. All fields with a red asterisk are required. We encourage you to select all of the services provided at this time to ensure you have access to any of the system's functions at a later date.

3. Be sure to read through the policy affirmation field at the bottom of the registration form. The School of Public Health's recruiting policies are provided via a link. Be sure to familiarize yourself with those policies before checking the policy affirmation box and selecting SUBMIT.
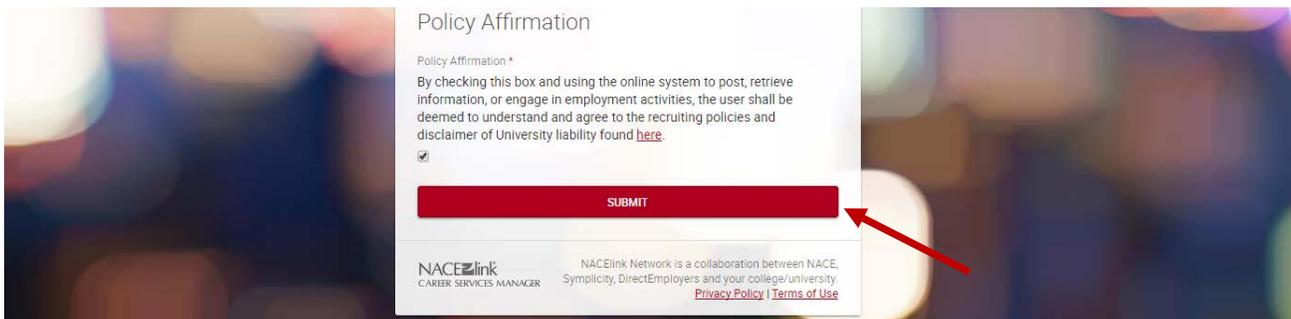
4. By submitting the registration form, you are requesting an account in the Career Link system. Your registration form will be reviewed by a representative from the School of Public Health Office of Career Services. If your organization fits with the School of Public Health and meets our recruiting standards, your account will be approved. If we feel you would be better served by another office on this campus, we will be sure to notify you of this at this time.

5. Upon approval, you will receive an email prompting you to set a password for your new account. This password link will expire in 24 hours. We recommend you set a password right away. If the link expires before you are able to set a password, go to the login page: https://iusph-csm.symplicity.com/employers and select "Forgot Password" located under the password field. This will allow you to set a password for your new account.

6. Once you have set a password, you will be prompted to complete your profile in the system. On this form, we recommend you keep "Block Campaign & Newsletter Emails" set to NO. This will allow us to send you career fair invitations and keep you updated on other recruiting opportunities here at Indiana University.

7. After submitting your updated profile, you will land on the Career Link homepage. From this page you will be able to create job postings, register for career fairs, and request on-campus interviews or information sessions.

Please do not hesitate to reach out for assistance at any point in this process by emailing us at phcareer@indiana.edu or calling us at (812) 856-7224. We look forward to helping you connect with talented Indiana University candidates.

Posting a Job in Career Link

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CREATE A JOB POSTING IN CAREER LINK

2. To post a job in Career Link, login to your organization's account at https://iusph-csm.symplicity.com/employers. Once you have logged in, you will be on the Career Link homepage. From here, select "Create Job Posting" from the SHORTCUTS menu to the right of the page.
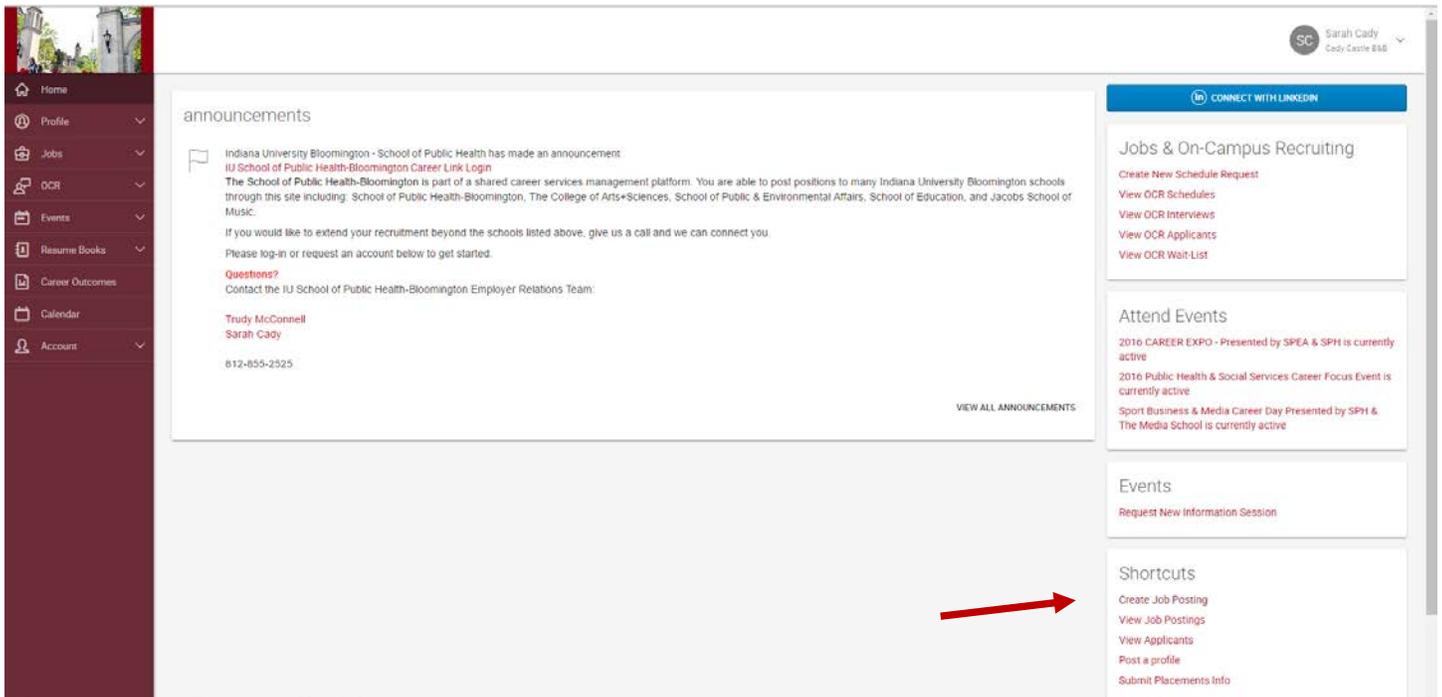

8. Fill out the job posting form. All fields with a red asterisk are required. If you have already posted a position in the system and want to use parts of that position, be sure to use the COPY EXISTING field to pre-populate the fields with information from that previous posting.

9. Select what school(s) at Indiana University Bloomington with which you would like to affiliate your job posting. The following are your options: School of Public Health (SPH), School of Public and Environmental Affairs (SPEA), Career Development Center (Exploratory Students), College of Arts & Sciences, School of Education, Jacobs School of Music. You can select multiple schools form this list by holding the control key while making your selections.

SELECT APPLICATION INSTRUCTIONS

1. You can collect applications in three ways. You can have all applications forwarded to your email by selecting "E-mail". You can login to the system to review the applicants by selecting "Accumulate Online". Finally, you can have candidates apply outside of this system by selecting "Other". Once "Other" is selected, a new field titled "How to Apply" will appear. Here you can provide an external application URL or alternative instructions.

2. Once you have submitted this job posting form, you will receive an email confirming we have received the posting request. A representative from the School of Public Health Office of Career Services will then review the posting. They may reach out to ask some follow-up questions about your posting to make sure it gets to the most applicable audience. If the posting meets our recruiting guidelines and is pertinent for the students in the school(s) selected, we will approve the posting. Upon approval, you will receive an email confirming the posting.

3. You will receive a follow-up email a few days before your job posting is set to expire. This email will provide options to extend the posting.

4. At any point you are able to see a list of your active and archived job postings in the Career Link system. Simply select the "Jobs" tab from the left menu bar on the Career Link homepage.
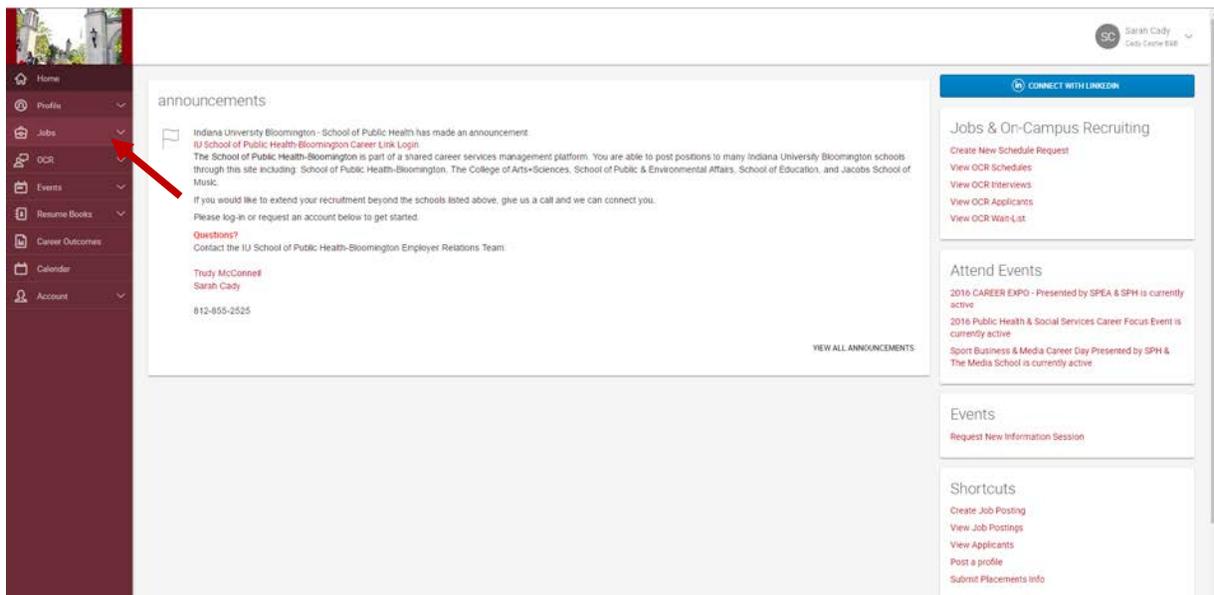
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Registering for a Career Fair

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REGISTER FOR A CAREER FAIR

3. To register for a career fair, login to your organization's account at https://iusph-csm.symplicity.com/employers.
Once you have logged in, you will be on the Career Link homepage. From here, select the career fair you wish to attend listed under ATTEND EVENTS to the right of the page. Alternatively, you can select "Events" from the left menu bar and see a full list of fairs and events open for registration. This is also where you can see a list of events your organization is already registered for.
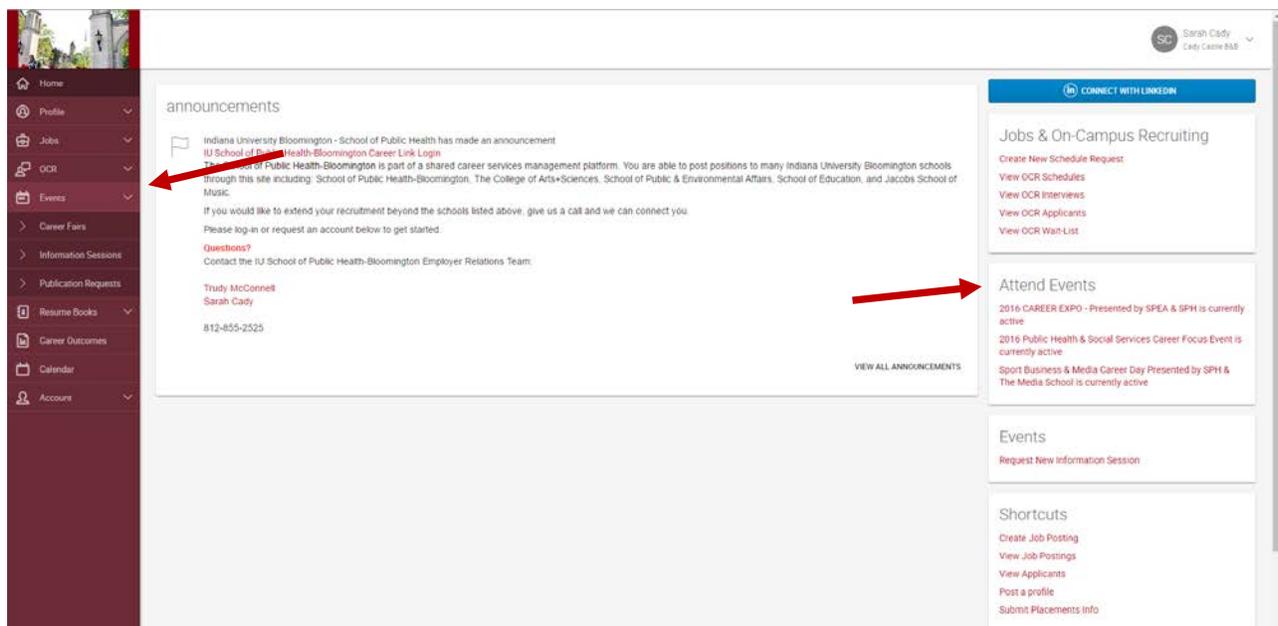
10. Fill out the registration form. All fields with a red asterisk are required. Be sure to select the appropriate registration type that best fits your organization. Also be sure to describe your organization and outline the positions you hope to fill as this information is provided to students both prior to the fair and on the day of the fair via a program. When you have filled out the form, click SUBMIT. You will then be asked to review and confirm your registration form.

11. Once you have confirmed the form, you will receive an email stating that your registration is pending. That email will also detail all necessary payment steps. Please follow those payment steps if appropriate for your registration type.

12. Upon receipt of your payment, we will approve your pending registration and you will receive an email stating that your registration has been approved for the fair. At this point you are on the list of attending employers and will receive follow-up information about the fair closer to the fair date.

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