



Michelin® Career Center

Navigating ClemsonJobLink

ClemsonJobLink is our online recruiting system for employers and students to connect. This service allows 24/7 access to employers to post positions, schedule on-campus interviews and register for fairs to effectively manage your campus recruiting process at Clemson. ClemsonJobLink is part of the national NACELink/Symplicity online recruiting system.

Register To Obtain A Username And Password

- Go to clemson.edu/career/clemsonjoblink.
- Select “Employers click here to log into ClemsonJobLink.”
- Fill out all information.
- To increase interest, include an “about us” overview of your company, including website, videos and social media links (such as Twitter, Facebook and LinkedIn) for students to review.
- Click “submit.”
- We will review and approve your registration within 24 business hours. *Note: we have the right of refusal on any registration.*
- You will receive an email from “Symplicity” with a system-generated password. You may go back into the system to change your password.
- Your username will be the email address you used to register.

Post A Job

- Login to clemson-csm.symplicity.com/employers.
- Select “Create a Job Posting” under SHORTCUTS on the right side.
- Complete all information, including a detailed job description.
- In addition to the required fields, add information to make your position more interesting to students.
- You will receive an email when your job posting is “live” in ClemsonJobLink for students to view.

Schedule On-Campus Interviews

- Login to ClemsonJobLink.
- Select “Create New Schedule Request” under SHORTCUTS.
- On the right, you can view the calendar and number of rooms available on each date.
- Select a session (semester).
- Choose the schedule type:
 - None — Room Reservation Only: Employer already has candidates selected.
 - Preselect: Students must submit an application to be considered for an interview.
 - Preselect to Alternate: If schedule is not filled by preselected students by the deadline, alternate students may sign up for a time slot.
 - Open: Any student who meets the criteria in the job description may sign up for a time slot on the schedule.
- Answer all questions on the form.
- Click “submit”.
- We will review your request and send an email once your schedule has been approved.
- After receiving the approval email:
 - Log back into ClemsonJobLink.
 - Post your position(s).

Information Sessions

- Login to ClemsonJobLink.
- Click on “Promote Your Information Session” under the SHORTCUTS.
- Fill out the information requested and click “submit.”