Navigating ClemsonJobLink

ClemsonJobLink is our online recruiting system powered by Symplicity for employers and students to connect. This service allows 24/7 access to employers to post various positions, promote your events, schedule interviews and register for career fairs to effectively manage the recruiting process at Clemson.

Register to Obtain a Username and Password

- Go to clemson-csm.symplicity.com/employers.
- Select “Sign Up.”
- Fill out all information.
- To increase interest, include a “description” overview of your company; diversity statement; and your 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

(Short-term, part-time, internship, professional full-time and fellowship)

- Log in to ClemsonJobLink.
- Select “Create a Job Posting” under “Shortcuts” on the right side.
- Complete all information, including a detailed job description and specific majors or colleges.
- In addition to the required fields, add information to make your position more interesting to students.
- Click “Submit.”
- You will receive an email when your job posting is live in ClemsonJobLink and available for students to view.

Schedule Interviews

- Log in to ClemsonJobLink.
- Select “Create Virtual or OCI Schedule” under “Shortcuts.”
- On the right, you can view the calendar and number of rooms available on each date for:

  - **On-Campus Interviews**
    - Select a session (semester) and 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.
      - 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 and 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).

  - **Virtual Interviews**
    - Follow Virtual Interview Information instructions for Employer Managed Schedule.
    - Please contact Lona Emanuel Dunston at 864-656-0335 or lonad@clemson.edu.

The Michelin Career Center promotes events held by employers looking to recruit Clemson students through ClemsonJobLink. These events can be virtual or on-campus and are an excellent way for students to network and engage with employers. To submit your request to promote your event, please log into your ClemsonJobLink (continued on back)
Limited sponsorships are available for each fair. For more information, contact Deb Herman at 864-656-6825 or dherman@clemson.edu.

**Corporate Partner Program**

- The Corporate Partner Program is a special initiative of Clemson’s Michelin Career Center, part of the Center for Career and Professional Development, designed to enhance your organization’s recruiting efforts and brand recognition on campus. Employer opportunities offered through this program are designed to increase awareness and interactions with specific student demographics and provide personal connections with key faculty and assistance in developing effective recruiting strategies and programming.
- For more information, contact Deb Herman at 864-656-6825 or dherman@clemson.edu.

**Employer Resources**

- Michelin Career Center’s Employers Page: clemson.edu/career/employer_relations.
- Data, Analytics and Salary Information: career.sites.clemson.edu/data_analytics
- Annual Report: career.sites.clemson.edu/data_analytics
- Newsletter: career.sites.clemson.edu/employer_relations/documents/Spring_2020_Employer_Newsletter.pdf
- Best Practices and Guidelines: career.sites.clemson.edu/employer_relations/recruiting/guidelines.php
- Clemson University’s Interactive Fact Book: clemson.edu/institutional-effectiveness/oir/factbook
- Majors at Clemson: clemson.edu/majors.
- Center for Career and Professional Development: clemson.edu/career.
- Have a question or need? recruit-l@lists.clemson.edu.

**Promote Your Event**

- Log in to ClemsonJobLink.
- Click on “Promote Your Event” under the “Shortcuts” for networking, webinars, information sessions, coffee chats, evening socials, open house, tabling, and lunch and learns.
- Fill out the information requested, add location, whether it is virtual and if so, what platform is being used, and click “Submit.”

**Registering for Career Fairs**

Employers can register for one of our career fairs (virtual and/or on-campus) when the fair is active through ClemsonJobLink.
- Go to your homepage and open the toolbar to the left; click on “Events.”
- Select “Career Fairs.”
- Scroll down to the appropriate fair you would like to attend. There will be two tabs “View” or “Sign Up” when the fair is open and active.
- Choose “Sign Up,” and you will be taken to the employer registration page.
For more information, contact Lisa Bundrick at 864-656-4189.

TIP: Take note of the announcement section on your ClemsonJobLink homepage for “Save the Date” announcements as well as announcements for when fairs will open or close.

**Building Your Brand**

**Career Fair Sponsorship**

- Fair sponsors are invited to participate in three pre-fair events:
  - Preparing and Navigating a Career Fair: Employers’ Tips for Success
  - Resume Blitz
  - 30-Minute Mock Interviews
- Limited sponsorships are available for each fair.
- For more information, contact Deb Herman at 864-656-6825 or dherman@clemson.edu.

**Employer Relations Team**

- Director of Employer Relations: Deb Herman, 864-656-6825 or dherman@clemson.edu.
- Assistant Director of Events: Lisa Bundrick, 864-656-4189 or mebundr@clemson.edu.
- Recruiting Coordinator: Lona Emanuel Dunston, 864-656-2152 or lonad@clemson.edu.
- Employer Relations Coordinator: Sharon Frye, 864-656-0335 or ssfrye@clemson.edu.