



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 interviews, promote information sessions and register for fairs to effectively manage the short-term 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-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

(Part-time, internship, professional full-time and fellowships)

- Login to ClemsonJobLink.
- 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.
- Click “Submit.”
- You will receive an email when your job posting is live in ClemsonJobLink and available 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) 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.
 - 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 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).

Promote Information Sessions

- Login to ClemsonJobLink.
- Click on “Promote Your Information Session, webinar, etc.” under the “Shortcuts.”
- Fill out the information requested, add location, whether it is virtual and if so, what platform is being used and click “Submit.”

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IMPORTANT NOTE: This does NOT secure you a location to hold an information session, it only promotes the session. If you need to reserve a space, please go to clemsun.edu/campus-life/campus-life-department/reservations or call 864-656-0335.

Registering for Career Fairs

Employers can register for one of our career fairs 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.

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 Andrea Franklin at 864-656-6825 or lfrank@clemsun.edu

Corporate Partner Program

- In addition to the many services offered to our Corporate Partners, members are given numerous opportunities throughout the semester to promote their companies and connect with students and faculty with special invitations to participate in on-campus workshops, career events and networking activities.
- For more information, visit clemsun.edu/career/partners/mcc_corporate_partner_program.pdf.



Other Valuable Resources

- Michelin Career Center’s Employers Page: clemsun.edu/career/employer_relations.
- Salary Survey of what Clemson graduates have voluntarily reported: clemsun.edu/career/data_analytics/FDS_Salary_Table.php.
- Clemson University’s Interactive Fact Book: clemsun.edu/institutional-effectiveness/oir/factbook
- Majors at Clemson: clemsun.edu/majors.
- Center for Career and Professional Development: clemsun.edu/career.
- Have a question or need? recruit-l@lists.clemsun.edu.

Employer Relations Team

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