—Registering for an account as an Employer

1. Visit the Web Address: [https://hamline-csm.symplicity.com/employers/](https://hamline-csm.symplicity.com/employers/) or access Hamline Career Link through the Career Development Center website at [www.hamline.edu/cdc](http://www.hamline.edu/cdc).

2. Complete all **required** fields on the registration form and click submit at the bottom of the page.

3. All employer registrations require approval prior to gaining access to the system. Typically accounts are approved within 24 hours.

4. Once your account has been approved you will receive a welcome message containing your username and a link to set your password.
Navigating in Hamline Career Link

This is your home page; from here you can view announcements, post jobs or internships, review or remove previously posted jobs or internships, request on campus interviews or information sessions and access Piper Connect, Hamline’s professional networking database.

To Post a Job:

1. From the “Shortcuts” menu select the first option, “Post a Job to Hamline.” This will bring up the screen shown on the right.
2. Complete all required fields and click submit. All jobs and internships require approval from CDC staff. If you have not received an email within a day, please follow up.
3. Once your job has been approved, you can find it under your “Jobs” tab.
To Remove a Job:

1. Click on the “Jobs” tab at the top of the page. Your job should be listed here.
2. Click “Deactivate”. This will archive your position and it will no longer be available for students to view.

*Please note that all jobs are automatically expired once the deadline has been reached. Manual removal is only necessary if the position is filled prior to the deadline.

Joining Piper Connect (Hamline’s Professional Networking Database)

1. Click on the “Piper Connect” tab at the top of the page.
2. Once in the “Piper Connect” screen, click on the “My Profile” tab to join the network and complete your profile.
3. You may search other members by clicking on the “Member Search” tab.

Note: By joining Piper Connect, you are allowing Hamline students and alumni view your professional profile. Occasionally, students may contact you to obtain information about your organization or industry.

If you have additional questions regarding your account or registering for an account, contact the Career Development Center at workshop@hamline.edu or 651-523-2302.