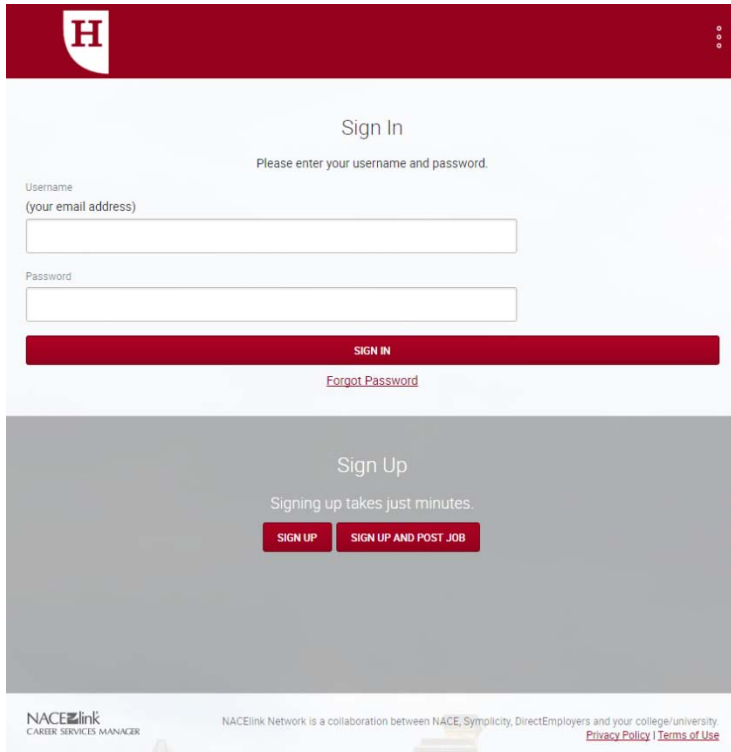


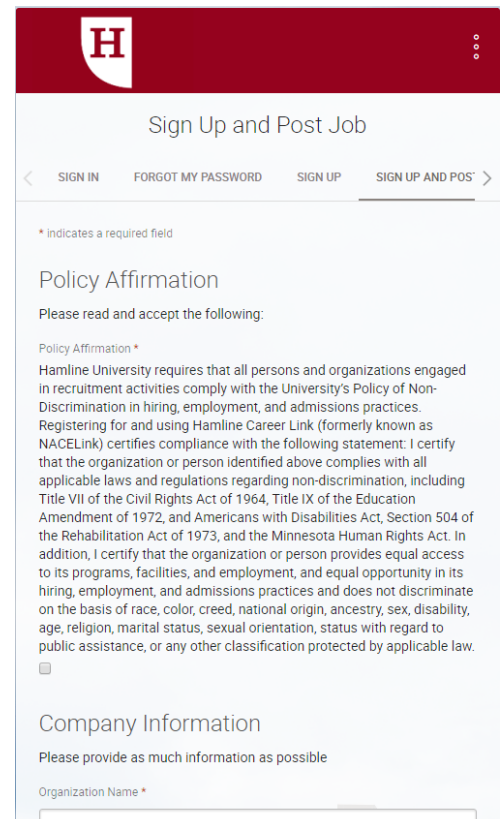
## HAMLINE CAREER LINK - Registering for an account as an Employer

1. Visit the Web Address: <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).



The screenshot shows the top portion of the Hamline Career Link registration page. It features a dark red header with the Hamline University logo. Below the header, there are two main sections: "Sign In" and "Sign Up". The "Sign In" section includes a prompt "Please enter your username and password.", a "Username (your email address)" field, a "Password" field, a red "SIGN IN" button, and a "Forgot Password" link. The "Sign Up" section includes a prompt "Signing up takes just minutes." and two red buttons: "SIGN UP" and "SIGN UP AND POST JOB". At the bottom, there is a footer with the NACElink logo and text: "NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. Privacy Policy | Terms of Use".

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 2 - 3 business days.
4. Once your account has been approved you will receive a welcome message containing your username and a link to set your password.



The screenshot shows the "Sign Up and Post Job" page. It features a dark red header with the Hamline University logo. Below the header, there is a navigation bar with links: "SIGN IN", "FORGOT MY PASSWORD", "SIGN UP", and "SIGN UP AND POS". The main content area is titled "Sign Up and Post Job" and includes a "Policy Affirmation" section. The "Policy Affirmation" section includes a prompt "Please read and accept the following:" and a "Policy Affirmation" checkbox. The text of the policy affirmation states: "Hamline University requires that all persons and organizations engaged in recruitment activities comply with the University's Policy of Non-Discrimination in hiring, employment, and admissions practices. Registering for and using Hamline Career Link (formerly known as NACElink) certifies compliance with the following statement: I certify that the organization or person identified above complies with all applicable laws and regulations regarding non-discrimination, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act. In addition, I certify that the organization or person provides equal access to its programs, facilities, and employment, and equal opportunity in its hiring, employment, and admissions practices and does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, disability, age, religion, marital status, sexual orientation, status with regard to public assistance, or any other classification protected by applicable law." Below the policy affirmation, there is a "Company Information" section with a prompt "Please provide as much information as possible" and a "Organization Name" field.

## 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, and access Piper Connect, Hamline’s professional networking database.

The screenshot shows the Hamline Career Link home page. On the left is a dark red sidebar with a white 'H' logo at the top. Below the logo are navigation links: Home, Company Profile, jobs and internships, Piper Connect, and Account. The main content area is white and features an 'Announcements' section with a blue banner for 'CAREER READY INTERNSHIP GRANT'. To the right of the announcements is a blue button for 'CONNECT WITH LINKEDIN' and a 'Shortcuts' section with links like 'Post a Job to Hamline (Free)'. At the bottom, there is a footer with the NACElink logo and text about the NACElink Network collaboration.

### To Post a Job:

1. From the “Shortcuts” menu select the first option, “Post a Job to Hamline (Free).” 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 call us at 651 523 2302.
3. Once your job has been approved, you can find it under the “View My Postings” option.

The screenshot shows the 'Job Postings' form in the Hamline Career Link system. At the top, there is a 'back' link and a breadcrumb trail 'Home / Jobs And Internships / 0'. A blue banner contains a lightbulb icon and the text 'Please Note: On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section.' Below this are three buttons: 'SUBMIT', 'SAVE AND FINISH LATER', and 'CANCEL'. A note indicates that an asterisk (\*) denotes a required field. The 'Position Information' section includes a 'Copy Existing' option and a dropdown menu for selecting a position to copy from. Below this is a 'SHOW ARCHIVED' button. The 'Position Type' section is a list of checkboxes for different job types: Grant Eligible Internship - Preferred Partner, Internship, Graduate Internship, Full Time, Part Time, Summer Job, Teaching, Temporary/Seasonal, and Practice Interview ONLY.

## To Remove a Job:

1. Click on the “View My Postings” option in the Shortcuts menu on the right hand side of the home page. Your job should be listed here.
2. Click “Withdraw”. This will archive your position and it will no longer be available for students to view.

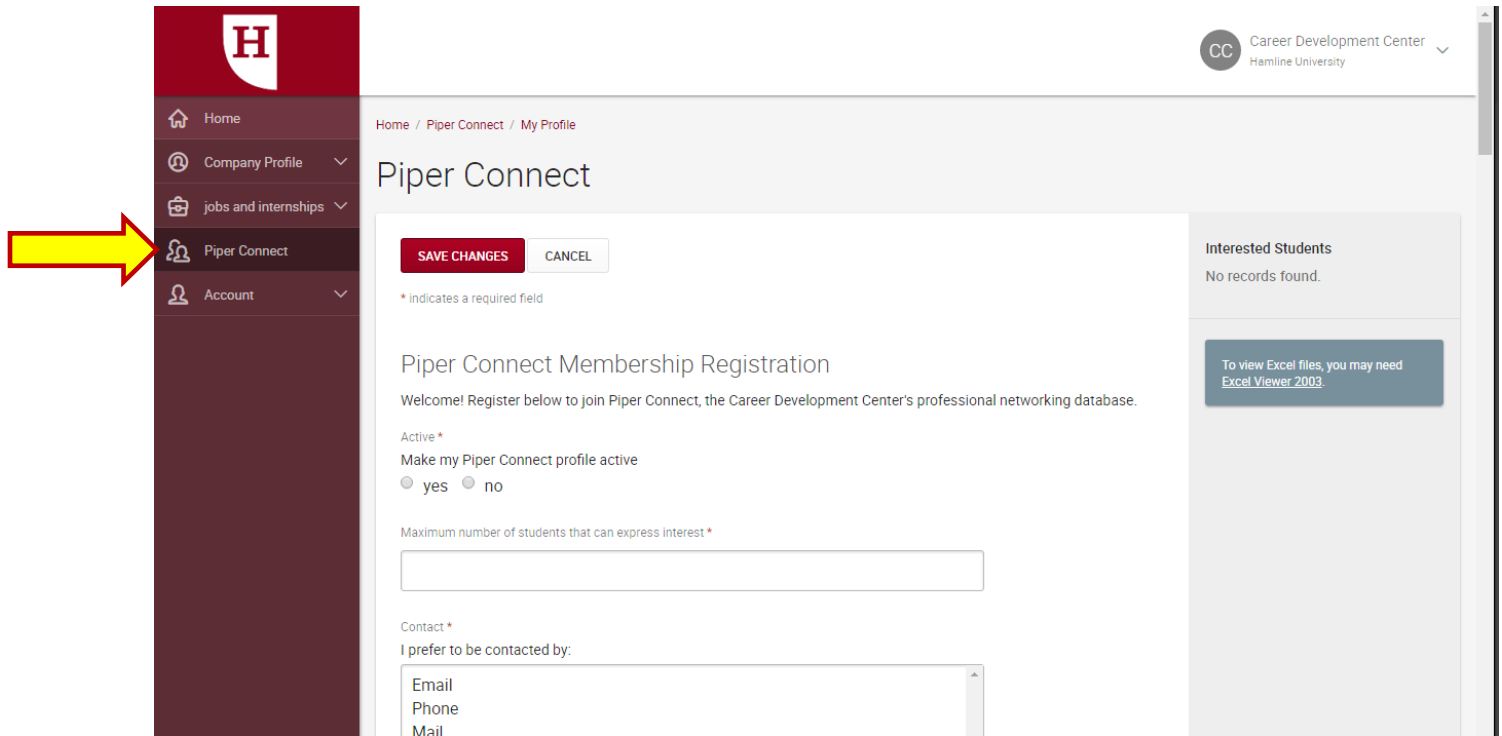
*\*Please note that all jobs are automatically expired once the deadline has been reached. Manual removal is only necessary if the position is filled prior to the deadline.*

The screenshot displays the NACElink Career Services Manager interface. On the left is a dark red sidebar with a white 'H' logo at the top. The sidebar contains a home icon and the following menu items: Home, Company Profile (with a dropdown arrow), jobs and internships (with a dropdown arrow), Job Postings (with a right-pointing arrow), Student Resumes (with a right-pointing arrow), Archived Jobs (with a right-pointing arrow), Publication Requests (with a right-pointing arrow), Piper Connect (with a person icon), and Account (with a dropdown arrow). The main content area has a white background. At the top right, there is a circular logo with 'CC' and the text 'Career Development Center Hamline University' with a dropdown arrow. Below this is a breadcrumb trail: 'Home / Jobs And Internships'. The main heading is 'Job Postings'. Below the heading are four tabs: 'JOB POSTINGS (NON-OCR)', 'STUDENT RESUMES (NON-OCR)', 'ARCHIVED JOBS', and 'PUBLICATION REQUESTS'. The 'JOB POSTINGS (NON-OCR)' tab is active. Below the tabs is a search section with the label 'Keywords' and a subtext '(searches job title, ID, description, and organization name: min. 3 characters)'. There is a search input field, a 'SEARCH' button, a 'CLEAR' button, and a 'MORE FILTERS' button. Below the search section is a red button labeled 'POST A JOB'. The main content area displays a single job listing: 'Jobs Update from the US Forest Service Northern Region', 'Multiple Locations - Full Time, Part Time, Temporary/Seasonal', 'ID: 94267', 'Expiring on Dec 09, 2016', and 'Posted On Oct 03, 2016'. To the right of the listing is a grey button with the number '0' and the text 'Applicants'. Below the listing is a radio button with a checked mark and the text 'Withdraw'. At the bottom of the listing area, it says 'Showing 1-1 of 1 results'. At the bottom of the page, there is a footer with the NACElink logo and the text 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.' followed by links for 'Privacy Policy' and 'Terms of Use'.

## 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.



The screenshot shows the Piper Connect web interface. On the left is a dark red navigation menu with the Hamline University logo at the top. The menu items are: Home, Company Profile, jobs and internships, Piper Connect (highlighted with a yellow arrow), and Account. The main content area is titled 'Piper Connect' and contains a 'Piper Connect Membership Registration' form. The form includes a 'SAVE CHANGES' button, a 'CANCEL' button, and a note: '\* indicates a required field'. The registration form has the following sections: 'Active \*' with a radio button for 'yes' and 'no'; 'Maximum number of students that can express interest \*' with an empty text input field; and 'Contact \*' with a dropdown menu for 'I prefer to be contacted by:' showing options for 'Email', 'Phone', and 'Mail'. On the right side of the page, there is a section for 'Interested Students' with the text 'No records found.' and a blue box with the text 'To view Excel files, you may need Excel Viewer 2003.'

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