

Faculty Guide to **SeminoleLink**

Faculty can now view SeminoleLink, The Career Center's online jobs database which helps students succeed in their job search. SeminoleLink allows students and alumni to explore job opportunities, schedule mock interviews, sign up for on-campus interviews with employers, view employers participating in career fairs, and more.

With your faculty SeminoleLink account you can:

- Look at jobs posted (full-time, part-time, internship)
- Recommend jobs to a group of students
- View employers interviewing on-campus
- See who is registered for career fairs

REGISTER FOR A FACULTY ACCOUNT in SeminoleLink

1. Register on SeminoleLink and click on the **Faculty** box: <https://fsu-csm.symplicity.com>
2. Click the **Register** button.
3. Complete the **Profile** information and press submit. (Allow 48 business hours for your registration approval.)

TO SEARCH FOR JOBS POSTED only for Florida State University students

1. Click the **Jobs** tab at the top of the page.
2. Click **Search** to review all jobs posted, or filter jobs using selections or the **Advanced Search** tab. (Hold the control key to highlight more than one search selection.)

Note: Application instructions for each job are included in the job description.

Students and faculty may also search jobs posted in the **NACELink** Extended Search (National Association of Colleges and Employers), a national database featuring jobs posted to multiple colleges and universities.

TO SEND A JOB RECOMMENDATION to a group of students

1. Within a specific job, click the **Recommend to Students** button at the bottom of an individual job posting.
 2. Click the green **Continue** button on right side of the screen.
 3. Select criteria for search (by class, major, etc.) and click **Continue** to see search results.
 4. Click **Send Now** to send job to students.
- OR**
1. For multiple jobs within the list, click the box next to the job postings you wish to recommend.
 2. Then, click on the **Recommend to Students** button at the top of the list.
 3. Click the green **Continue** button on right side of screen.
 4. Select criteria for search (by class, major, etc.) and click Continue to see search results.
 5. Click **Send Now** to send jobs to students.

TO VIEW COMPANIES REGISTERED for career fairs

1. Click the **Events** tab at the top of the page.
2. Choose the type of event (**Career Fair, Information Session, Workshop**).
3. Click the company, organization, or event link to view information or details about the event, fair, or workshop.

Do you have ideas about connecting students to potential employers? Share your ideas with The Career Center.
Together, we can create more opportunities for students at Florida State University.