

Employer Instructions for Nittany Lion Career Network - Penn State CS Consortia

GETTING STARTED

LOGIN TO NITTANY LION CAREER NETWORK
 Go to Nittany Lion Career Network at: <https://psu-consortia-csm.symphlicity.com/employers>

If you have an account, enter your username (email address) and password.

If you do not have an account, select one of the options on the right side of the page (Request an Account in NLCN or Register and Post a Job to Penn State)

ENTER/UPDATE YOUR CONTACT INFORMATION AND COMPANY PROFILE

COMPANY PROFILE: Select the **Profile** option from the menu at the top of your Nittany Lion Career Network web page to input company information. You can opt to load a company logo.

PERSONAL PROFILE: Select the **Account** option from the menu at the top of your Nittany Lion Career Network web page. Select **Personal Profile** to review/update your contact information.

Remember to SAVE all your changes.

OTHER TABS ON NITTANY LION CAREER NETWORK

RESUME BOOKS

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VIEW/GENERATE RESUME BOOKS
 Click on the **Search Candidate Resumes** option at the top of your Nittany Lion Career Network web page.

Click on a **Resume Book** name to preview a list of all students included in the selected Resume book.

You can refine your search at any time by clicking on the **Advanced Search** tab or by using the major, year in school, applicant type or keyword search filters at the top of the current page.

Individual resumes can be viewed by clicking on the resume document icon next to each student.

Select resumes to review by checking the + box to the left of the candidate names. Use the **Generate Book** command button to batch selected resumes into one PDF document. You can access the generated book under **Publication Requests**.

CONTACTING STUDENTS

Mail to Checked button allows you to send personalized email messages to a selected student or group of students. Use the mail merge fields on the right side of your screen to personalize your email.

NON-OCI JOB POSTINGS

ENTER JOB POSTINGS
 Select the **Job Posting (not on-campus interviewing)** option from the menu at the top of your Nittany Lion Career Network web page.

Select the **Postings for Penn State Only** OR the **Multi-School Postings through NACELink (fee based)** tab. If you choose to post to Penn State, it will be seen by students at ALL Penn State campuses. If you choose to post through NACELink, you can select from schools across the country and post your jobs in one easy step. Please note that this does involve a fee.

Click on the **Add New** button and complete the **New Job** screen.


If you copy a previously listed position, all fields will be automatically populated.

Your job posting will be active for 30 days.

Choose how you wish to access student resumes: *accumulate online* (through the system), *via email*, or *other*. Please note: if you elect to receive resumes via email, each resume will be emailed to you individually.

If you have elected to have students submit their resumes through the system, you can access their resumes under the **Candidate Resumes** tab.

Use the **Generate Book** command button to batch selected resumes into one PDF document.



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Career Services
 CAREER PLANNING FOR LIFE

If you have questions, please contact:
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