

# 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 user name (e-mail 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

### RÉSUMÉ BOOKS

#### RÉSUMÉ BOOKS VIEW/GENERATE RÉSUMÉ BOOKS

Click on the **Resume Books** option at the top of your Nittany Lion Career Network web page.

Click on a **Résumé Book** name to preview a list of all students included in the selected résumé 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 résumés can be viewed by clicking on the résumé 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 résumés into one

PDF document. You will receive notification via email when the generated book is ready for download.

### NON-OCI JOB POSTINGS

#### ENTER JOB POSTINGS

Select the **Jobs** icon (**not on-campus interviewing**) option from the menu at the top of your Nittany Lion Career Network web page.

Select the **Job Posting (non-OCI)** tab.

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 or a time period that you choose at the time of posting.

Choose how you wish to access students' résumés: *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 résumés into one PDF document.

### 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.



If you have questions, please contact:

Career Services NLCN Consortium

[CSConsortium@sa.psu.edu](mailto:CSConsortium@sa.psu.edu)

or

[atw3@psu.edu](mailto:atw3@psu.edu)

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