RaptorLink Employer User Guide

https://camden-rutgers-csm.symplicity.com/

The Rutgers-Camden Career Center proudly utilizes RaptorLink as our online recruiting platform. RaptorLink is powered by the NACElink Network, which is a partnership between NACE (National Association of Colleges and Employers), Symplicity, DirectEmployers and Rutgers-Camden.

This guide will provide you with the basics of navigating RaptorLink.

If you have any questions about RaptorLink, please do not hesitate to contact the Career Center at careercenter@camden.rutgers.edu or 856-225-6046.

We look forward to working with you for all of your recruiting needs.

NOTE: Depending on your settings, you may not have access to all of the features of the system. Contact the Employer Relations Coordinator to modify your access.
GETTING STARTED

If you have received a username and password from the Rutgers-Camden Career Center via email, you can enter it here. If you’d like you may change your password after logging in. Click **Forgot Password** to have your password emailed to you.

This is the welcome screen in RaptorLink. There are tabs on the left side that allow for quick navigation. This document will review the tabs you will use most often.
Clicking on the **Personal Profile** tab under **Account** brings you here. You can enter your contact information on the **Personal Profile** tab, and change your password on the **Password/Preferences** tab.

Use the **Profile** tab to enter information about your organization. The more information you enter, the more students will be able to learn about your company. You can add your website on the **Key Statistics** tab.

Be sure to upload a **Logo** – it will appear to students when looking at job postings.

If you add your **Twitter** account, students will see the most recent tweets when viewing your company’s profile. You can also share your **Facebook** page and **LinkedIn** connections.
POSTING A JOB

If you are interested in On-Campus Recruiting, we would be happy to walk you through the process. Contact Terri Smith, Employer Relations Coordinator, at terrif.smith@rutgers.edu or 856-225-6046 to get started.

This deadline driven service provides the opportunity for you to post a position(s), review candidate resumes, and then interview students at the Career Center office. Students selected for interviews schedule their own appointments through RaptorLink. A typical interview day consists of 30 to 45 minute interviews between 9am and 4pm though schedules can be customized to meet your needs. Prime recruiting season runs late September through November and February through April.

ON-CAMPUS RECRUITING (OCR)

The Job Postings tab is where you can create and post non-OCR (on-campus recruiting) jobs, which means that you will not be coming on campus to interview your selected candidates. Your currently active jobs will be listed below, and you can click Post a Job to begin a new job posting.

If you choose to collect student resumes via RaptorLink, this is where you will retrieve them (under Student Resumes).

REGISTERING FOR EVENTS

Use the Events tab to register for Career Fairs, Information Sessions and other on campus events.