RaptorLink Employer User Guide

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

The Rutgers-Camden Career Center proudly utilizes RaptorLink, powered by Symplicity, as our online recruiting platform.

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 Manager to modify your access.
GETTING STARTED

If you received a username and password from the Career Center via email, you can enter it here.

You may change your password after logging in.

Click **Forgot Password** to have your password emailed to you.

If this is your first time visiting RaptorLink and you do not have a username and password, click **Sign Up** to create your account. You can also submit a job posting at the same time.

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.
The **Account** tab allows you to edit 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 (Who We Are), 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

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 to 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).

ON-CAMPUS RECRUITING (OCR)

If you are interested in On-Campus Recruiting, we would be happy to walk you through the process. Contact Terri Smith, Employer Relations Manager, 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.

REGISTERING FOR EVENTS

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