

Please follow the steps below to register and post any full-time, part-time/seasonal, and internship positions on *Laker CareerZone*.

Instructions for registering and posting jobs with Clayton State University through *Laker CareerZone*:

- 1) Go to <https://clayton-csm.symplicity.com/employers>
- 2) First Time User: Select from 3 choices under the subtitle Register

Previous User through the NACELink system (at Clayton State or other institution): Enter your username and password. After logging into your account or completing the registration information, you will be taken to the *Laker CareerZone* home page.

NOTE: To copy completed profile information from another college, click on the Auto-fill tab under Profile.

- 3) Under the home page, select from the *quick links* the action you want to execute.
To post at Clayton State University **free of charge**, click on Create Job Posting
To post to multiple schools for a **fee**, click on Create NACElink Job Posting
- 4) Before starting please read the hints (light bulb) in the green box(es) above or click on the Help button.
- 5) You may post your position(s) to other schools FREE of charge, by logging-out of Laker CareerZone. Bring up the desired school's Career Database System within NACElink and Log-in to that system with your Username and Password.

Please let us know if you have any challenges with or suggestions for *Laker CareerZone*, our new career database system.