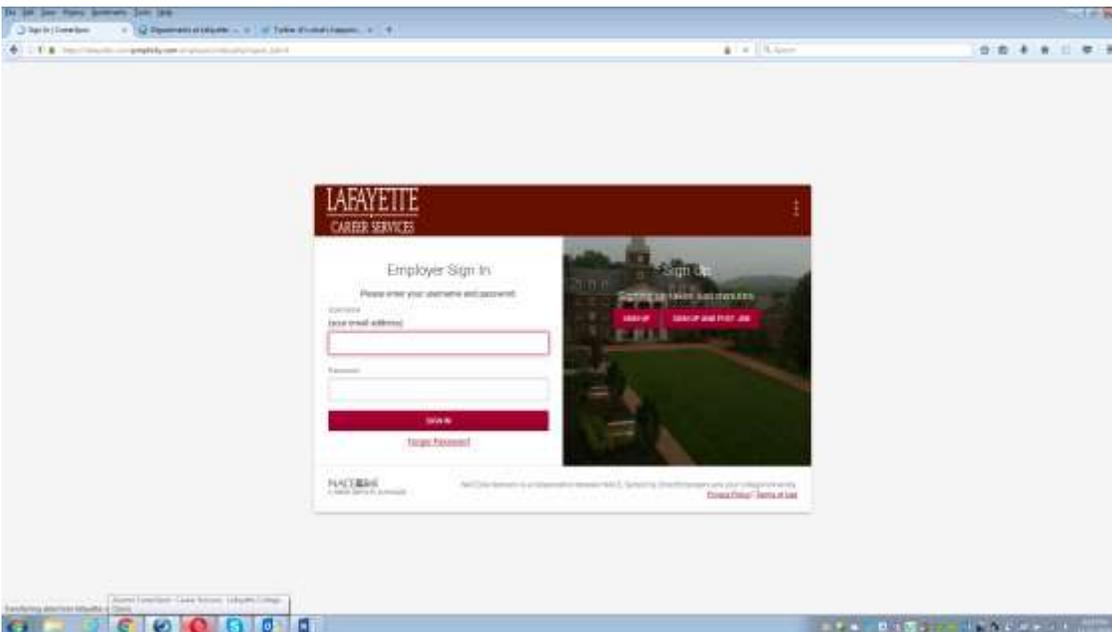


## Directions for Alumni to post positions in CareerSpot

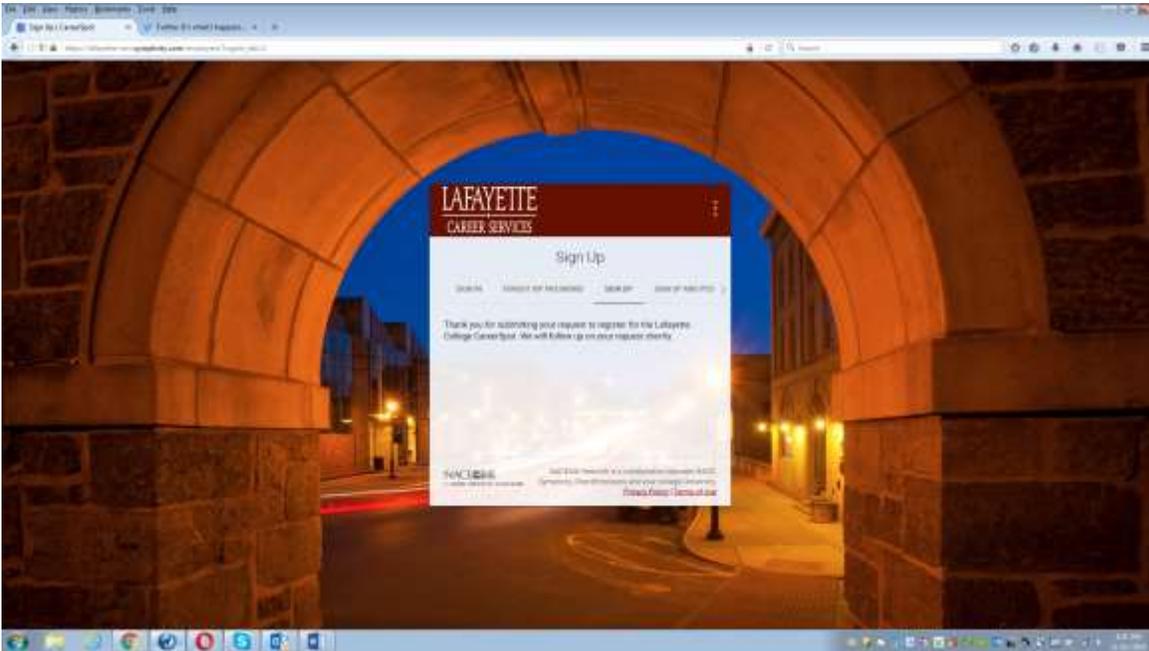
If you have opportunities available with your organization and you'd like to share them with other alumni and/or students by posting them into CareerSpot you will need to request access as a contact for your organization. You can do this by visiting <https://lafayette-csm.symlicity.com/> and click the Employer button.



Once you click the Employer button you will be given the option to either log in or register. If this is your first time accessing the system to post you will need to register to request access. You are given the option of selecting "Sign Up" or "Sign up and Post a Job". Clicking "Sign up and Post a Job" will include a job posting form during the registration. Please make sure to **INDICATE YOUR CLASS YEAR** when submitting the request to register and access CareerSpot. This will expedite your registration request.



You should receive this confirmation page upon successfully completing the registration form.



Once your account has been approved, you will receive the following Welcome email:

Dear [fname],

Welcome to CareerSpot, our new on-line e-recruiting system powered by Symplicity. This dynamic and intuitive tool will replace our Career Vault which was hosted by Experience.com. This email is to notify you that as of July 7th our students and alumni are no longer accessing the Experience.com system and we encourage you to log in and post your positions in CareerSpot. Rest assured, if you had previously posted or had a linked account with us that data has been transferred to CareerSpot on your behalf.

To access the system, go to <https://lafayette-csm.symplicity.com/employers>. After logging in, please be sure to fill in your profile. If you are having trouble logging onto the site, please contact Rochelle Crozier, Manager of Recruiting at 610-330-5115.

Your Username is your email address: [email]  
[password]

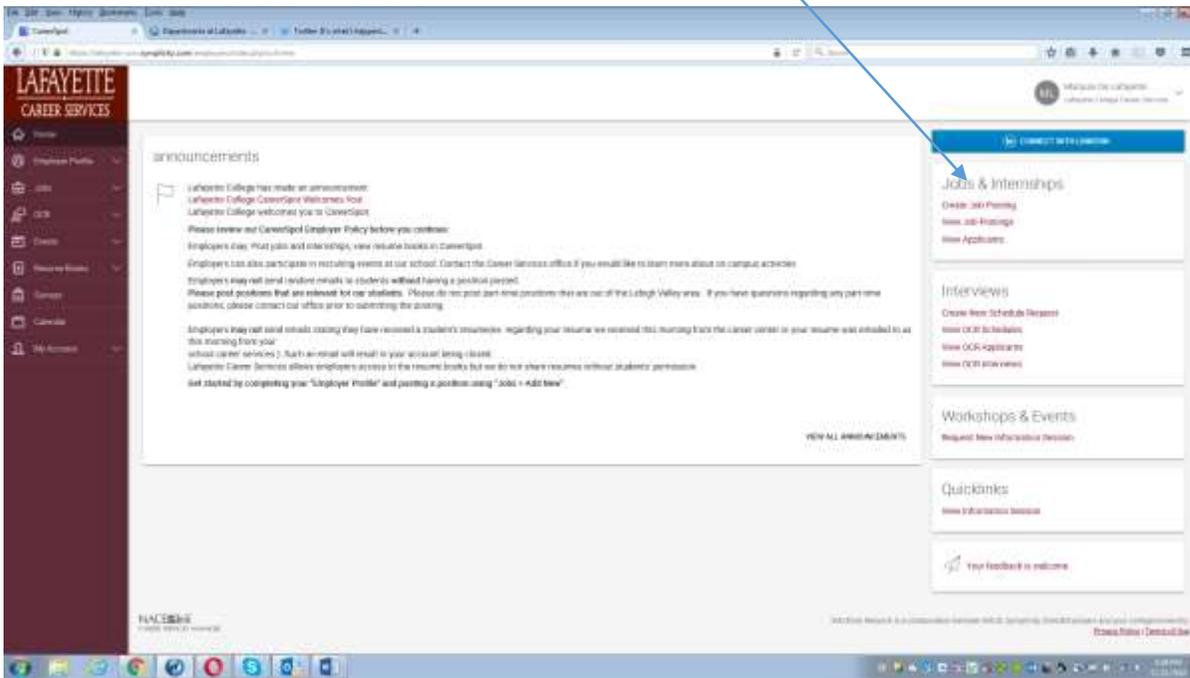
As you are planning your fall recruiting we are currently scheduling on campus interview dates and our career fair will be held on campus on September 16th, 2015. If you are interested in coming to campus or would like to register for the fair, you can learn more at - <http://careerservices.lafayette.edu/employers/recruit-at-lafayette/>

We thank you for your continued interest and support in recruiting Lafayette College 'Pards.

Best Regards,  
Lafayette Career Services

**LAFAYETTE**  
CAREER SERVICES

When you log in for the first time, this will be your home page. To post a position you can do so by clicking “Create a Job Posting” under the first block on the right.



As you are completing the job posting form you will come to the section below. We would like to clarify the different application submission options within this section. EMAIL and ACCUMULATE ON LINE are settings which will require a candidate to upload a resume and apply through CareerSpot. The EMAIL option when checked, display a box to either enter your email address or a different email address. The system will send individual emails for each resume submitted. ACCUMULATE ON LINE will hold all resumes submitted through the system and send them in one email once the application deadline you’ve designated has passed.



If you have any questions regarding your account or posting a position contact our office at 610-330-5115.