

## TIGERLINK EMPLOYER INSTRUCTIONS

Reach Southern Crescent Technical College's students and recent graduates by using our free online job posting system. TIGERLINK allows you to post and manage jobs plus collect documents and review resumes.  
<https://sctech-csm.symplicity.com>

### First-time Users

1. Begin by registering/signing up for an account.
2. If you select "Sign Up & Post a Job", you'll be able to post one position at the same time that you register.

### Log In to TIGERLINK

1. When you receive notification that your account registration has been processed, go to:  
<https://sctech-csm.symplicity.com/employers>
  2. Enter your username (e-mail address) and password
- You are now on your home page.

### Create a Profile for Your Organization

Your TIGERLINK account gives your organization the opportunity to establish a "24/7 Job Fair display".

1. Click the PROFILE tab in the left navigation bar.
2. You may enter information into any or all of the fields: who we are, a logo, key statistics, company culture, photos, videos, etc. Only fields that are filled in will be viewable by students and alumni using the system. *Adding your logo is recommended.*

This is your opportunity to promote your organization to prospective employees.

### Post a Job

The following types of positions may be posted on TIGERLINK:

- Full-time
- Part-time
- Temporary/Summer
- Internships

Click **Jobs** in the left navigation bar and then "add new".

### Viewing Applicants for Job Postings

An ALERT will appear on your TIGERLINK home page when a resume has been submitted for your job posting. If you choose to have resumes e-mailed to you as they are submitted, you'll also receive an e-mail notification.

### Using Resume Books

Resumes of students and alumni who have chosen to make their resume available for employers to view will be included in the Resume Books within TIGERLINK. See *the left navigation bar in your TIGERLINK account.*

- Search through student and alumni resumes for potential candidates
- Generate your own book of selected resumes for downloading & printing
- Schedule searches to run at a chosen frequency
- Send e-mails to potential candidates

### Multiple-School Job Postings

TIGERLINK is part of the Symplicity/OneStop network of 1000+ college career centers. While you're posting your jobs on TIGERLINK, you'll also be offered the option of posting your position to other schools within the network for a nominal fee paid to Symplicity. For a list of participating schools: <https://onestop.symplicity.com/member-schools>

We appreciate your interest in our well-qualified SCTC students and alumni.