TIGER RECRUITING LINK
your LINK to jobs, interviews and employers

1. How to create a new account
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1. CREATE A NEW ACCOUNT
- Go to **jobs.auburn.edu**
- Using your email address as the username, use the password ***findajob*** to register for a new account
- An email confirmation will be sent to you that contains a system-generated password that you will use for the initial log-in

2. LOG INTO YOUR EXISTING ACCOUNT
- Go to **jobs.auburn.edu** (or bookmark **https://auburn-csm.symplicity.com/ students**) and log-in using your *email address* as your Username and the *system-generated password* provided in your email confirmation.
- Welcome to your TRL Home Page
- **Announcements** will notify you of timely events and services. **Getting Started** will ensure your account information is complete. The **Profile** tab at the top will allow you to update your profile and change your password.

3. CHANGE YOUR PASSWORD (TO SOMETHING YOU WILL REMEMBER)
- Click on the **Profile** tab
- Click on the **Password/Preferences** tab
  - **Old:** System-generated password
  - **New:** Password of your choice
  Confirm and save changes before moving on to completing your profile.
- Career Development Services and the Office of Professional and Career Development can not access your password. If you forget your password utilize the "Forgot Password" button on the TRL login page to have your password reset and emailed to you.

4. COMPLETING YOUR PROFILE:
- Click on the **Profile** tab.
- Complete/edit the fields in each of the three tabs: **Personal Information**, **Academic Information**, and **Privacy**. (We recommend leaving the Privacy page as is.) **Save Changes** at the bottom of each page. After you update your Privacy status, click on the **Resumes/Documents** tab.

5. UPLOAD YOUR RESUME:
- Click on the **Resumes/Documents** tab if you are not already there and click on the **Add New** button.
- The **Label** names your document and should include your name and the career area you are targeting. (e.g.

KPMantooth.PTJob, KPMantooth.admin or KPMantooth.marketing).

- Choose the correct **Document Type**. **Browse** to find your document file. Click **Submit** to upload your document. When the uploading process is finished, note the **Status** column on the Documents home page. Repeat process to upload additional documents. The **View** column allows you to see a PDF version of your documents. **Check the files to ensure that they have uploaded correctly.**
- **Resume Approval Policy**: Please note that the first resume you upload will have a **Pending Status** until a Career Services professional reviews it. You will receive notification of approval or an email declining your submission and suggesting changes to make your resume a stronger personal marketing piece. You would then upload an updated version.
- For **face-to-face help**, come to Career Development Services, 303 Martin Hall, during walk-in hours, M-F 12 noon to 4 p.m. or email your resume to eresume@auburn.edu. **COB Students** can utilize the Office of Professional and Career Development resume services in 101 Lowder Bldg, during resources hours, M-Th 10 a.m. to 4 p.m. or email your resume to opcd@auburn.edu
- **Default Resume**: If you upload more than one resume (you can have up to 10 different documents), make sure the correct resume is your default resume. The Document Title of the default resume is in bold. Click the **Make Default** button to change your default resume.
- **Transcript**: To upload a copy of your transcript, open your transcript online (in AU Access) and print to PDF to save as a PDF file. Then follow the document uploading process.
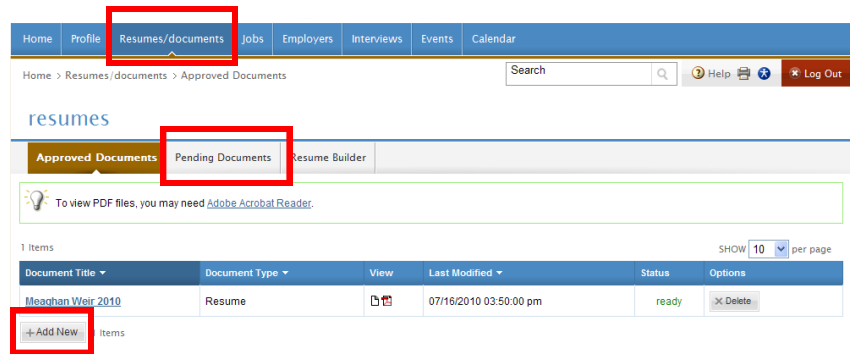
6. BASIC SYSTEM OVERVIEW

Home Page Highlights

- **Announcements**: Check here for important announcements from CDS and OPCD career centers.
- **Land an Interview:** See your scheduled OCR interviews and find interviews you qualify for.
- **Events:** A listing of all upcoming CDS and OPCD events including career expos.
- **Jump To**: These are relevant resources that can improve your job searching process.
- **Feedback**: Let us know how to better serve you.

Tab Choices

- **Home**: Get started.
- **Profile**: Update your personal and academic information. Update your profile at the beginning of each semester.
- **Resumes/Documents**: Where you upload your resumes, cover letters, and/or transcripts. Update your resume as needed.
- **Jobs**: Search for full-time jobs and internships (On-Campus Recruiting and Non-Recruiting), as well as on- and off-campus part-time jobs. Select desired **Position Type** in the search criteria to filter for full-time, internship, or part-time.
- **Employers**: Review employer/recruiter information and develop a list of favorites.
- **Interviews**: View interview requests, sign up for interviews, and view scheduled interviews.
- **Events**: View upcoming events such as Career Expo and Employer Information Sessions.
- **Calendar**: Use this to record your interviews, events, etc.

Detailed instructions are available for using the **Jobs** tab and **Interviews** tab are available at **jobs.auburn.edu**. For additional assistance, contact:

- **Career Development Services:** email cdsserv@auburn.edu, call 844.4744 or utilize walk-in hours, M-F, 12 noon - 4 p.m.
- **Office of Professional and Career Development:** email opcd@auburn.edu, call 844.7203, or utilize resource hours, M-Th 10 a.m.– 4 p.m.

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