REPORTING PLACEMENT INFORMATION

1. Importance of Reporting
2. Log-In
3. Report Placements
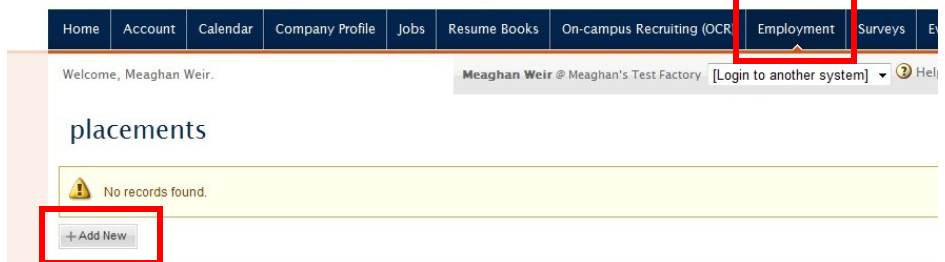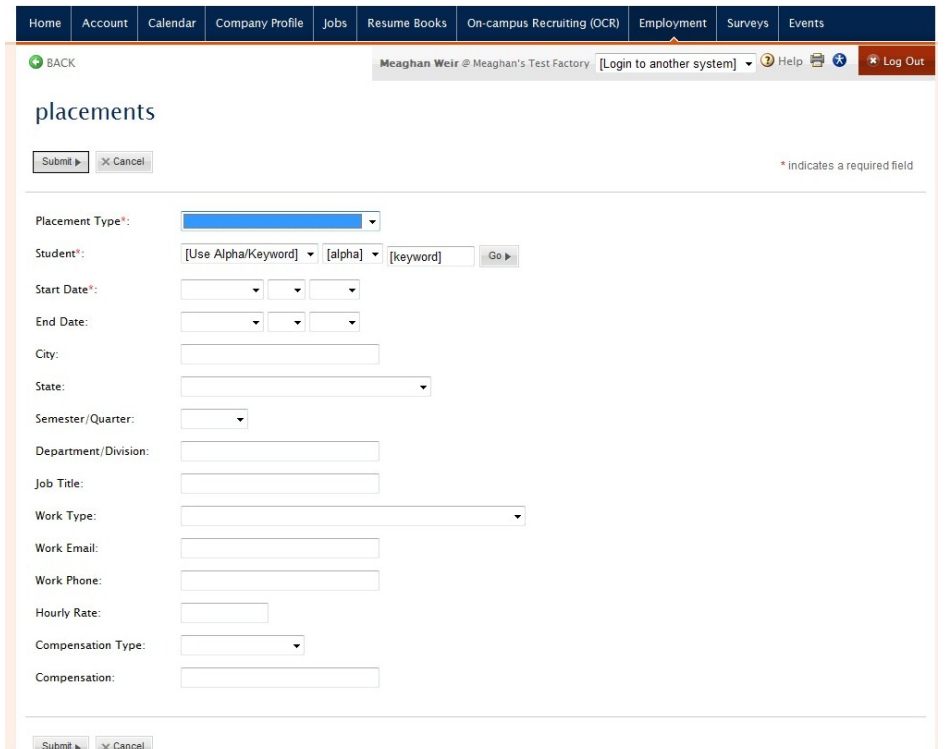
1. IMPORTANCE OF REPORTING
- The information received from placement reporting is critical for our statistics and is now easier than ever to do.
- We use this information to build stronger recruiting relationships, increase the effectiveness of students' searches, and attract more qualified students (future graduates) to Auburn University.

2. LOG INTO YOUR EXISTING ACCOUNT
- Go to **hire.auburn.edu** (or bookmark **https://auburn-csm.symplicity.com/employers**) and log-in

3. REPORT PLACEMENTS
- Click on the **Employment** tab
- Click on **Add New**
- Complete the placement form
- Please complete the form as fully as possible. Fields with red asterisks are required.
- **Student Name**: Type the last name in the keyword box and hit the Go button. Open the "Select" drop down menu to choose the correct students.
- **Note**: The student must have an account in TRL in order to be reported in the system. If the student is not in TRL, please email Jay Skipworth at jbs0003@auburn.edu to report the placement.
- The most important criteria are **Placement Type; Student Name; State Date (approximate); Job Title; and Compensation**.
- The **End Date** field is only applicable for Internships and Student Employment: Seasonal and Temporary.
- Click **Submit** when finished.

For assistance, please contact Jay Skipworth at skipworth@auburn.edu in the Auburn University Career Center (334-844-4744).