Auburn University
Career Development Services

How to Report Your PLACEMENTS in TRL

Employers, you may now record directly to your TRL account which AU students you have hired. This information is critical for our statistics and is now easier than ever to report.

1. Log in to your TRL account
2. Click on the Placements tab on the right side of the menu bar.
3. Click on Add New

> Please complete all of the required fields and any of the others you have the data for.
>> a. Student Name: Type the last name in the Keyword box and hit the search button. Open the "Select" drop down menu to choose the correct student. *(If your student isn't listed, that means they don't have an account with us. You can email that person's placement information to Karen in Career Services at allenkm@auburn.edu.)*
>>
>> b. Start Date: This is the date in which they will begin working for you.
>>
>> c. End Date: This is only applicable for internships.

4. Hit Submit when you're finished.
     **Please note that you can not edit your information once you hit the Submit button. If you find a mistake or have new information to add, please email Karen at allenkm@auburn.edu and she can make those changes for you.

5. Options – Review: Click here to review the information you just submitted.

For information on On-Campus Recruiting at Auburn University, contact:
Karen Allen
On-Campus Recruiting Manager
Career Development Services
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