

NoleNetwork

Employer Quick Start Guide to NoleNetwork

REGISTERING FOR NOLENETWORK

A NoleNetwork account will allow you to post opportunities to our website, enabling you to receive resumes, schedule interviews, and more! NoleNetwork registration is quick and easy.

To register:

1. Go to <https://fsu-csm.symlicity.com/employers>
2. Click **"Sign Up"** or **"Sign Up and Post Job."**
3. Fill out the profile with as much information as possible. *We highly recommend a full and detailed profile – you'll have the opportunity to add more later.*
4. Once approved, you'll receive an email with your login information, including a temporary password and an activation link.
5. Profile requests are typically processed within two business days.

POSTING JOBS

Job Postings are a great way to showcase your organization and the opportunities available (full-time, internship, & part-time) to FSU students and alumni.

To post a job:

1. Within NoleNetwork, click the **"Jobs"** tab in the left side menu and select **"Job Postings."**
2. Click the **"Post a Job"** button in the middle of the page - Fill out all of the required fields and submit – remember the more detailed the better!

NOTE: Approval for job postings can take anywhere from 1-3 business days, depending on volume.

SCHEDULING ON-CAMPUS RECRUITMENT (OCR)

You must have an approved active account in NoleNetwork before you can request on-campus or virtual interviews.

To setup an OCR:

1. Click **"OCR/Interviews"** in the left side menu.
2. Select **"Schedules"** in the drop-down menu.
3. Click **"Request a Schedule"** and fill out your request (pay special attention to the notes on our availability on the top of the page).
4. Add in the jobs for which you wish to recruit – remember, the more detail your job description has, the better response rate you may have.
5. Click **"Submit"** - Requests will be processed within two business days and you'll receive a confirmation email when approved.

NOTE: **Please do not book your flights or hotels until you have received the final confirmation from our office.**

RESUME BOOKS

The Resume Books module is a compilation of resumes by students and alumni who have made them public for employers to view. With access, you can filter for specific criteria, such as class level, degree level, GPA, graduation date, major, and more, as well as search via key word within the document.

To request access to resume books:

1. Click **"Surveys"** in the left-hand menu.
2. Select **"Employer Resume Book User Agreement Policy."**
3. Complete the agreement and click **"Finalize."**
4. Requests are typically processed within two business days.

To use resume books:

1. Click **"Resume Books"** in the left-side menu.
2. Click on the name of the resume book you wish to review - throughout the year, we may have several for special populations but will always have our general student resume book.

REGISTERING FOR A CAREER FAIR OR INFORMATION SESSION & ENGAGEMENT EVENTS

To register to attend a fair or to schedule an employer Information Session & Engagement Event at FSU, click on the **"Events"** tab in the left side menu. Then you'll be able to select Career Fairs OR Information Session & Engagement Event.

Career Fairs – All of the career fairs open for registration will be listed on this page. Click the **"Register"** button if you wish to register. Registrations are typically processed within two business days, depending on volume.

Information Sessions & Engagement Events

1. Click on **"Events"** in the left side menu, then **"Information Sessions & Engagement Events."**
2. Click **"Request New Event"** in the middle of the page and complete form.

NOTE: Event approvals may take two+ days for processing, depending on space and date/time availability. Staff may be in contact with additional questions to help facilitate your request.