

Dolphin CareerLink Employer Instructions

Dear Employers,

Thank you for your interest in posting an internship and/or job with CSU Channel Islands' Career Development Services. Listed below is a simple registration guide to assist you with posting your opportunity on the Dolphin CareerLink. The Dolphin CareerLink offers you a free and easy way to target your recruiting efforts toward current undergraduate/graduate students as well as CI alumni.

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Employer Registration:

1. Go to <https://csuci-csm.symplicity.com/employers/>
2. If you are a first time user, click *Register and Post a Job at CSUCI (Free)*.

Register for a new account at CSUCI

Register for a new account at CSUCI

Register For A New Account At CSUCI ▶

Register And Post A Job At CSUCI (Free) ▶

Register and Post A Multi-School Job ▶

3. Enter your company information and click **Next** when finished. Required information is indicated by an asterisk.

Register And Post A Job At CSUCI (Free)

Sign in	Forgot my password	Register for a new account at CSUCI	Register And Post A Job At CSUCI (Free)	Register And Post Job At Multiple Schools (Additional Fee)
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Next X Cancel

Company Information
Please provide as much information as possible

Organization Name*:

Description*: Enter a brief description of your organization.

4. When entering your position information select the position type.
*****Campus/Work Study should only be used by CSUCI staff/faculty*****

Position Type.*:

Positions can only be classified as Campus/Work Study if the position is posted from a university staff/faculty member

Campus/Work Study

Unpaid Career/Educational Internship (not for credit)

Paid Career/Educational Internship (not for credit)

Academic Internship (for credit)

Off Campus Full-Time

Off Campus Part-Time

Unpaid Career/Educational Internship*: Yes No

Paid Career/Educational Internship*: Yes No

Academic Internship*: Yes No

Only non-profit organizations **meeting ALL 6 criteria** in the Fair Labor Standards Act is eligible to post unpaid positions (*if your organization benefits in any way from hiring the intern you do not qualify for this classification*). Please review the [Internship 101 Guide](#) for further information and clarification. All unpaid positions that do not meet above criteria must be classified as Academic Credit and indicate in the position description that the student is required to receive school credit. Please also review the [Internship 101 Guide](#) on how to obtain Academic Credit.

5. Upon completion of filling out the required fields, click **Done**. Please note: **Please note, the registration and posting process may take up to 24-48 business hours. You will receive a confirmation email when your registration is approved.**

How to Update and Edit in Dolphin CareerLink:

Updating a Current position (changing details or removing a position):

1. Log-in

Log In
Please enter your username and password.

Username
(your email address)

Password

[Forgot Password](#)

2. Navigate to the Jobs & Internships Tab.



3. Click on the job/internship, and update any necessary information.

Items 1-3 of 3 SHOW 20 per page

Job Title	ID	Description	Type	Major(s)	Start	End	Approved	Options
Business Development Associate	11569	The Business Development Associate will be responsible for supporting all business development ne...	Off Campus Full-Time, Off Campus Part-Time	All Majors	July 05, 2013	August 30, 2013	✓	Deactivate
Excellent Opportunity for C, C++, Programmer and Ruby on Rails Developer	11587	CS Students - Full Time and Internship Opportunities Be Part of a Growing Technology Compa...	Off Campus Full-Time, Off Campus Part-Time	Computer Science	July 05, 2013	August 30, 2013	✓	Deactivate
Operations Specialist	11588	The candidate for the Operations Specialist position will be responsible for supporting office op...	Off Campus Full-Time, Off Campus Part-Time	All Majors	July 05, 2013	August 26, 2013	✓	Deactivate

Items 1-3 of 3

Adding a new position:

1. Log-in

Log In
Please enter your username and password.

Username
(your email address)

Password

[Forgot Password](#)

2. Navigate to the Jobs & Internships Tab. Or Use Shortcut on Homepage:

A screenshot of the Dolphin CareerLink homepage. The navigation bar at the top has tabs for Home, Account, Calendar, Profile, and Jobs & Internships. The 'Jobs & Internships' tab is highlighted. Below the navigation bar, there is a calendar for July 2013, an 'Announcements' section with a link to 'Internships 101 for Employers', and a 'SHORTCUTS' menu. The 'SHORTCUTS' menu is highlighted with a red box and contains links for 'Create Job Postings', 'View Job Postings', 'View Applicants', 'Post a profile', and 'Post a Job to Multiple Schools (Fee Based)'. The 'Create Job Postings' link is also highlighted with a red box.

3. Adding a new job:

job postings

Job Postings Student Resumes Multi-School Postings (Paid)

Keywords

(searches job title, ID, description, and organization name)

- To copy previously posted position use the Copy Existing section (select show archived if you do not see your position from the drop-down menu)

Position Information

Copy Existing: Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job

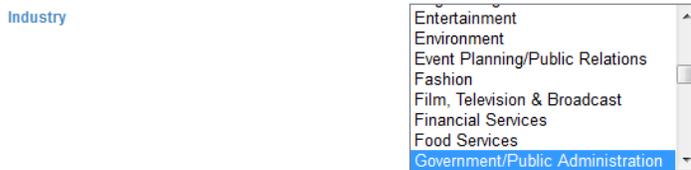
Tips to Increase Application Response:

We find the students are more likely to apply for positions on Dolphin CareerLink from employers who have a complete and thorough profile. We suggest you update the following information to maximize your recruitment efforts.

- Navigate to the Profile Tab



- Include a website and or any social media sites
- Create a brief “about us” paragraph about your organization in the
- Select the industry or industries your organization would like to be categorized (the more you select, the more likely students will find you in their search)



Helping students achieve success is one of our top priorities, as is providing a seamless registration system for interested employers, like you. Please do not hesitate to contact me or the Career Development Center for additional information and/or to provide feedback.

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

Sincerely,

Career Development Services
Student Life | Division of Student Affairs
California State University Channel Islands
One University Drive, Bell Tower 1548 | Camarillo, CA 93012
(805) 437-3270 (office) | (805) 437-8899 (fax) | career.services@csuci.edu