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).

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

4. When entering your position information select the position type.

***Campus/Work Study should only be used by CSUCI staff/faculty***

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

2. Navigate to the Jobs & Internships Tab.

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

Adding a new position:

1. Log-in

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

3. Adding a new job:
4. 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**

<table>
<thead>
<tr>
<th>Copy Existing:</th>
<th>Pick a position from which you’d like to copy data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please review and edit your job title when copying a job</td>
</tr>
<tr>
<td></td>
<td>Show Archived</td>
</tr>
</tbody>
</table>

**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.

1. **Navigate to the Profile Tab**

2. Include a website and or any social media sites
3. Create a brief “about us” paragraph about your organization in the
4. 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**

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