



Employer Quick Start Guide to Gator CareerLink

Registering for GCL

A Gator CareerLink (GCL) account will allow you to post opportunities to our website, enabling you to receive resumes and cover letters and schedule interviews. GCL registration is quick and easy.

To register:

- Go to career.ufl.edu
- Click on the "Gator CareerLink" tab at the top right
- Click "Employer Login"
- Click "Register" or "Register And Post Job"
- Fill out the profile (put as much information as possible in your profile – this is free advertising!)
- Wait for an email that has your password and an activation link (your email address is your user name).

Posting Jobs

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

To post a job:

- Follow steps 1 to 3 under "Registering for GCL" or go to <https://ufl-csm.symphlicity.com/employers/> and login
 - Click the "Jobs" tab at the top of the page
 - Click "Add New"
 - Fill out all of the required fields and submit
- NOTE: Approval of your job postings can take anywhere from 1-3 business days, depending on volume.

Registering for a Career Fair or Employer Hosted Event

To register to attend a fair or to schedule an Employer Hosted Event:

- Once your GCL Account has been created, log in and click on "events" tab on the left hand
- Click on "Career Fairs" or "Employer Hosted Events"

For Career Fairs:

The open fairs will be listed.

- Click on "register" for the fair for which you would like to register and complete the form.
- Click "submit"

For Employer Hosted Events (Info Sessions, Coffee Chats, etc.):

- Click on "+add new"
- Complete the form
- Click "submit"

Posting a job for an event:

When registering for an event you will be prompted with the option to post a related job.

Scheduling On-Campus Interviews

On-Campus Interviews (OCI) can be set up through GCL. Before beginning your request, be sure you are registered for GCL.

To setup an OCI:

- Follow steps 1 to 3 under "Registering for GCL" or go to <https://ufl-csm.symphlicity.com/employers/> and login
- Click "On-Campus Interviews" tab at the top right
- Click "Request a Schedule"
- Fill out your request (pay special attention to the availability box on the right-hand side)
- Add in the jobs for which you wish to recruit
- Click "Submit"

You will be contacted with a confirmation of your on-campus interview. Please do not book your flights or hotels until you have received the final confirmation from our office.

Adding a Candidate to Your OCI Schedule

GCL now allows you to add a candidate to your OCI schedule. This feature is helpful for situations when you meet candidates at Career Showcase, information sessions, or other events around campus, but they may not have submitted their resume to your position through GCL.

To add a student to your schedule:

- Follow steps 1 to 3 under "Registering for GCL" or go to <https://ufl-csm.symphlicity.com/employers/> and login
- Click "On-Campus Interviews" tab at the top right
- Click on the date of your interview
- Scroll down to the bottom and select "Add New"
- Search for the candidate's name, select them in the drop down, and select whether they should have a status of invite, alternate, or pending

Resume Books

The Resume Books module is a compilation of student resumes arranged by college. Contacts with approved Career Showcase registration have access to these books until the end of the semester. Colleges with exclusively post undergraduate students do not have resume books.

To use resume books:

- Follow steps 1 to 3 under "Registering for GCL" or go to <https://ufl-csm.symphlicity.com/employers/> and login
- Click "Resume Books" tab at the top center
- Click on the college to view the student resumes within that college.

To inquire about purchasing Resume Books outside of a Career Showcase registration (\$1500 per semester), please email CCCHireGators@ufsa.ufl.edu.