EMPLOYER GUIDE
TO RADYLINK

MBA Career Connections

I. GETTING STARTED

RadyLink, powered by Symplicity, is a career management system that allows employers to manage on-line job and internship postings, search resume books, and register for Career Fairs.

To post a job announcement, you must be registered as an employer in RadyLink.

**Please note: If you have an account with UC San Diego Port Triton, you may log into RadyLink using the same username (your email address) and password.

Creating an Account

1. Access RadyLink: [https://rady-ucsd-csm.symplicity.com/employers](https://rady-ucsd-csm.symplicity.com/employers) and select the [Register] tab on the right side of the screen.
2. Complete the requested company and contact information. All fields marked with a red asterisk are required.
3. Select [Submit] to process your registration or [Cancel] to return to the previous page.
4. Once approved, you will receive a welcome message with your RadyLink username and password. Your password is blocked for privacy and can be changed at anytime.

II. JOB POSTINGS

Posting a Job

1. Log into [RadyLink](https://rady-ucsd-csm.symplicity.com/employers) and select the [Post a job/internship] tab on the top navigation bar.
2. Select [Add New] button at the bottom. Complete the information about the position and click the [Submit] button. After submission, your posting will remain inactive until approved by Rady Career Connections staff.
Frequently Asked Questions:

What happens after I have posted a job?
The job still has to be approved by Rady Career Connections staff. Once approved, it will be viewable to students.

How do I know what jobs have been approved?
If a job posting is approved, there will be a green checkmark in the 'Approved' column. Also, you will receive an email reminder that your job posting has been approved.

How can I review information for a posting?
To review job posting information, click on the [Jobs] link in the header. Then, click on the appropriate position in the 'Title' column.

What options do I have for receiving resumes from students?
When adding a job posting, you may choose to receive resumes via email by check-marking the 'Email' option in the Resume Submission section. If you choose the email option, the page will refresh and create a new field that allows you to input a default email address for all resume submissions. To view resumes online, check-mark the 'Online' option. If you check-mark both options, then students will have the option of emailing a resume or submitting one online.

If I choose to receive resumes online, where may I view student resumes?
To view student resumes online, click on the [Student Resumes] tab. Then, click on the appropriate icon in the 'Resume' column.

How will I be notified if a student has taken interest in a job?
An alert on your homepage will inform you how many non-OCR resume submissions you have received. To view non-OCR resumes at any time, click on the [Jobs] link in the header. Then, click on the [Student Resumes] tab. To view and edit all information concerning non-OCR job postings, including the default email address for resumes submissions, click on the appropriate position in the 'Title' column.
III. RESUME BOOKS

Rady Career Connections staff designates the system rights for each employer contact based on each employer's registration requests. If you find your [View Resume Books] tab grayed out in your navigation bar and would like to have this service, please contact careers@rady.ucsd.edu.

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<th>Viewing Resume Books</th>
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<td>1. Log into RadyLink and select the [View Resume Books] tab on the top navigation bar.</td>
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<tr>
<td>2. Browse through the names and descriptions of the various books to find the ones that interest you.</td>
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<td>3. Click on the appropriate link in the 'Name' column to view a list of students and their respective resumes.</td>
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<td>4. Use the dropdown filters above the student list to sort by major, year in school, applicant type, and degree level.</td>
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Frequently Asked Questions:

*How do I create a custom Resume Book?*
Click on the Advanced Search tab or dropdown filters to refine the list criteria. Checkmark the result and select [Generate Book].

*Can I browse through any resumes I wish?*
The resume book section shows you resumes that students have given permission to publish.

*How do I utilize Resume Books?*
Browse through the names and descriptions of the various books to find the ones that interest you. Click on the appropriate link in the 'Name' column to view a list of students and their respective resumes. Use the dropdown filters above the student list to sort by major, year in school, applicant type, and degree level.

*How do I print a Resume Book?*
Generate a Print-ready, PDF resume book by checkmarking target resumes, clicking Generate Book, and then clicking the Submit Request button. You will be emailed when the book is ready to be viewed/printed. View completed publications in the On-Campus Recruiting (OCR) section, under the Publications Requests tab.
How do I contact students in the Resume Book?
Employers and recruiters are encouraged to contact students directly via the contact information listed on their resume. If you would like to setup interviews with multiple students, please contact chriskelly@ucsd.edu.

IV. EVENTS

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<td>1. Log into RadyLink and select the [Events] tab on the top navigation bar.</td>
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<tr>
<td>2. Click the [Register] button next to the event you want to register for, fill out the form and click [Submit].</td>
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Frequently Asked Questions:

What information does the Career Fair tab provide?
Next to each event under the Career Fair tab, you will find either a [Review] or [Register] button. Select [Register] and complete the following Registration Form to sign up to attend a career fair. Select [Review] to view the event details and the invoice for a career fair that you have already registered for.