How to Register on MySpartanCareer.com

1. Go to https://msu-csm.symplicity.com/employers/
2. Click on Register
3. Your username and password will be sent to you via email in at least 48 hours

*Please disregard the previous instructions if you already have an account with Nacelink/Symplicity through another school, you can link MSU to your account

How to Create a Job Posting (Non-OCR)

Log-on to MySpartanCareer.com and follow these simple steps:

1. Click on the Jobs tab, and then Add New

2. Fill in all the necessary/required fields, and click submit

3. Check ‘Yes’ under ‘Automatic Application Packet Generation’ to receive a packet with all candidate applications once the job posting expires

Choose how you would like to receive student resumes for non-ocr positions.

- E-mail
- Accumulate Online
- Other (enter below)

Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

- Yes
- No

The Lear Center will approve the Pending Job Posting in 1-2 days. The position will be active for 28 days unless otherwise indicated.
How to Request OCR (On-Campus Recruiting) Dates Online

Log-on to MySpartanCareer.com and follow these simple steps:

1. Click on the On-Campus Recruiting (OCR) tab, Schedules, and then Request a Schedule
2. Fill in the appropriate information (be sure to select Lear Center as the Location) and click Submit.

3. Pre-Select means that once students have submitted applications, the employer will login and invite the candidates they would like to interview
   Pre-Select to Alternate means that you will select alternate candidates in addition to pre-select in case pre-selected candidates decline an interview.
   Open means that any eligible student can schedule an interview without being per-screened by the employer.
4. Click ‘Yes’ next to ‘Receive Auto-Generated Resume Packet’ to automatically receive a packet of all candidate resumes once the deadline for resume submission ends.

If the Lear Center can accommodate your request we will approve the OCR Request in 1-2 days. Otherwise, we will contact you to discuss alternative dates.
How to Attach a Job Description to a Schedule

Log-on to MySpartanCareer.com and follow these simple steps:

1. Click on the On-Campus Recruiting (OCR) tab, Schedules, and then Attach Position

2. Click Copy/Create a New Position

Would you like to link an existing position or copy/create a new position to this schedule?

Copy/Create A New Position [Link A Position From Another Schedule] [Done] [X Cancel]

3. Complete/Update the Position Information form and click Save and Finish

*The Lear Center will approve the Pending Schedule(s) in 1-2 days. The position will go live 28 days prior to your on-campus interviews.*
How to Pre-Select Students

Log-on to MySpartanCareer.com and follow these simple steps:

1. Click on the On-Campus Recruiting (OCR) tab, Applicants, and then select the position you are making your pre-selects for.

2. Check off the students that you would like to invite, and then change their status to “invited.”

After you have made your selections, the invited students will be notified to schedule their interview time via MySpartanCareer.com.
How to Add Students to a Schedule

1) Under the On-Campus Recruiting tab, click schedules. Then click on the link to the date of your OCR.

2) Scroll all the way down and under ‘Applicants’ click ‘Add New’

3) Type in the student’s name (or email address) that you wish to add, and select their name in the student drop box. Then select the position that the student applies for, and finally select the status: invited, not invited, or pending. Then click ‘Submit’.
How to Request an Employer Event

Log-on to MySpartanCareer.com and follow these simple steps:

1. Click on the Events tab, then Employer Event, and then Add New

2. Fill in all of the appropriate fields and click Submit

*The Lear Center will approve the event in 1-2 days.*