

## 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](https://career.ufl.edu)
- Click on the "Employers" tab at the top right to reach the Employer home page
- Click the "GATOR CareerLink Employer Login" box
- Click "Register" or "Register and Post Local or Multi-School 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:

- Go to [career.ufl.edu/employers/](https://career.ufl.edu/employers/) and log in to GCL (Symlicity)
- Click "Jobs"
- Click "Add New"

NOTE: Approval of your job postings can take anywhere from 1-3 business days, depending on volume.

### 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 set up an OCI:

- Go to [career.ufl.edu](https://career.ufl.edu) and log in to GCL
- Click "On-Campus Interviews"
- 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:

- Go to [career.ufl.edu](https://career.ufl.edu) and log in to GCL
- Click "On-Campus Interviews"
- 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

### Registering for an Event (Career Fair or Information Session)

To register to attend a fair or to schedule an information session:

- Log in at [career.ufl.edu/employers](https://career.ufl.edu/employers)
- Click on "events"
- Click on "Career Fairs" or "Information Sessions"

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 Information Sessions:

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