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/employers and click on the "Gator CareerLink" button under Quick Links
- Click "Sign Up" or "Sign Up 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).
- After activation, you will log-in at
https://ufl.csm.symplicity.com/employers/

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:
- In GCL, click "Jobs", then "Job Postings" on the left
- Click the "Post A Job" button
- Choose "Post to This School Only" to post only to UF students and alumni. Alternatively, choose "Post to Multiple Schools" to post to the Symplicity Recruit platform (this is not managed by UF – fees apply).
- Fill out all of the required fields and submit
NOTE: Approval of your job posting(s) may take 1-3 business days, depending on volume.

Registering for a Career Fair or Employer Hosted Event

Career Fairs:
- Click on the "Events" link in the left column, then click "Career Fairs" – all fairs will be listed
- Click on the "Sign Up" button for the fair for which you would like to register and complete the form.
- Click "Submit"

Employer Hosted Events (Info Sessions, Coffee Chats, etc.):
- Click on the "Events" link in the left column, then click "Employer Hosted Events"
- Click the "Request Employer Hosted Event" button
- Complete the form and click "Submit"

Scheduling On-Campus Interviews

On-Campus Interviews (OCI) can be set up through GCL. There are multiple options available for scheduling. Details about on-campus interviews can be found at
https://career.ufl.edu/recruiting/on-campus-interviews/.

To setup an interview schedule:
- In GCL, click "OCI", then "Schedules" in the left column
- Click the "Request A Schedule" button
- Complete the form
- Click "Add Item" to select the job(s) 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 Interview Schedule

GCL now allows you to add a candidate to your interview 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:
- In GCL, click "OCI" then "Schedules" in the left column
- 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 only graduate and/or professional students do not have resume books.

To access resume books:
- Click "Resume Books" in the left column, then click "Resume Books"
- Click on the college to view the student resumes within that college.

To inquire about purchasing Resume Books outside of a Career Showcase registration, please email HireGators@ufsa.ufl.edu.