

# How to Post a Work-Study Job on Cat Connect

- 1) Click on: <https://linfield-csm.symplicity.com/employers/>
- 2) If this is your first time using Cat Connect, please select “Register And Post Local Job”. Returning users will “Log In”.

**Sign in** | Forgot my password | Register | Register And Post Local Job | Register and Post Job At Multiple Schools

**Log In** Returning users...  
Please enter your username and password.  
**Username**  
(your email address)  
  
**Password**  
  
Go ▶ | Reset | [Forgot Password](#)

**Register** First time users...  
Register for a new account.  
Register ▶  
Register And Post Local Job ▶  
Register and Post A Multi-School Job ▶

- 3) Enter information about your specific department (aka “organization”).

## Register And Post Local Job

Sign in | Forgot my password | Register | **Register And Post Local Job**

Next | X Cancel

### Company Information

Please provide as much information as possible

**Industry\*:**

**Organization Name\*:**

**Description:** Enter a brief description of your organization.

**Website:** (If applicable)

**Always select “Education as your default industry. You may also choose multiple industries by holding down the control key (or if Mac, the Apple key).**

**Please follow an exact format when creating your department name:  
Linfield College – Department Name**

**\*e.g. Linfield College – Human Resources  
Linfield College – Cleaning Services**

**4) Be sure to check “Job Postings” and any other boxes that apply.**

### Services Requested

Please select which services you wish to register for below.

Services\*:  
 Job Postings  Profile  Profile Viewable Contact  Information Sessions  Professional Network

**5) Important – Enter the information of the person who will regularly post and manage the student work-study positions. The password entered at the end will be their unique login password. Additional contacts can be added to each department once this profile is completed.**

### Contact Information

Please provide as much information as possible

Salutation: (mr., ms., mrs., etc)

Full Name\*: (first mi last)

Title:

Division:

Email\*:

Phone: (###) ###-####

Cell Phone: (###) ###-####

Fax: (###) ###-####

### Address

Please provide as much information as possible

Street\*:

City\*:

State\*:

Zip Code\*:

Country:

Enter Password\*:

Verify Password\*:

Enter the phrase seen here, matching case exactly\*:



6) Select one of the three student employment work-study options. After you've made your selection, wait a few seconds while the form updates.

### Position Information

**Position Type\*:** Please check all that apply. (PDX=Portland Campus)

- Applied Research Position
- Campus Leadership
- Full Time
- Internship
- Part-Time Off-Campus
- PDX Part-Time Off-Campus
- PDX Student Employment On-Campus
- PDX Volunteer
- Student Employment Off-Campus
- Student Employment On-Campus
- Summer Off-Campus
- Volunteer

**Student Employment work-study options... \*Select "off-campus" if the worksite is off Linfield campus (e.g. Kids on the Block, America Reads).**

Wait for the form to update, then complete the following fields:

### Position Information

**Position Type\*:**  PDX Student Employment On-Campus  
 Student Employment Off-Campus  
 Student Employment On-Campus

**Restrict Applications\*:** Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set.  
 yes  no

**Position Title\*:**

**Job Description\*:**

**Qualifications:** Enter any required skills needed to perform this job. If your requirements are part of the job description, type "see job description" in the box.

**Application Form Receipt\***

Select methods for the employer to receive student emails for positions.

E-mail  Accumulate Online  Other (enter below)

**Default email for application form.**

Enter an email address to which submitted application form will be sent.

**Additional Documents**

Which additional documents do you request?

Resume  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

**Documents Required**

From Additional Documents selected above, which do you want required?

Resume  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

**Requested Document Notes**

Special instructions regarding requested documents.



**Display Contact Information To Students**

If checked, please provide information in 'Contact Information' field



**Contact Information\***

Contact information visible to students.

**Posting Date\***

**Expiration Date\***

**Work Period\*:**

Full Academic Year  Fall  January Term  Spring  Summer

**Class Level:**

Please enter the desired class levels.

**Desired Major(s):**

**Hours Per Week\*:**

**Hourly Wage\*:**

Minimum wage is \$8.80 effective January 1, 2012.

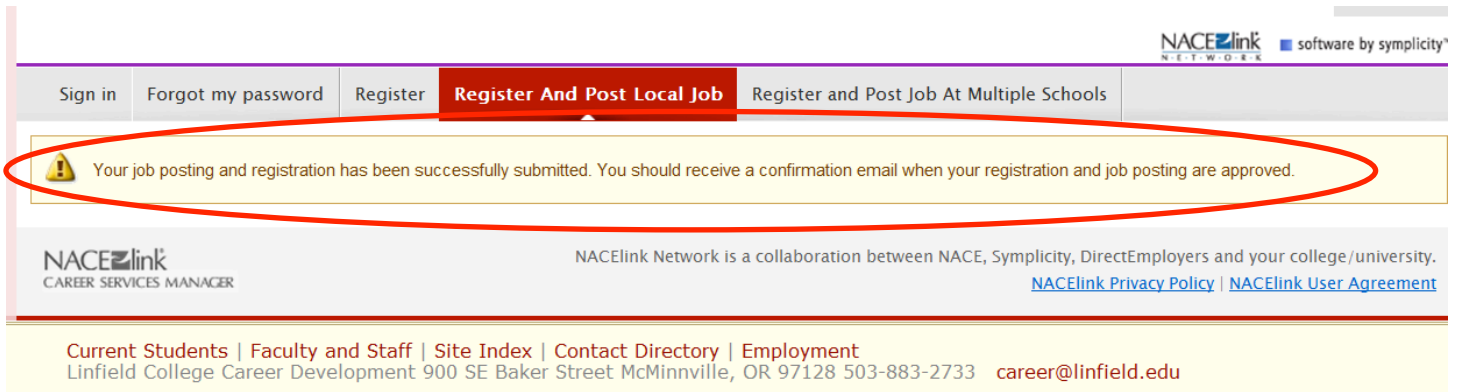
**Campus Funding Type\*:**

**Campus Work Location:**

**Required Work Schedule:**

Select "Done" and you are finished posting!

- 7) **You will receive a confirmation email with your password when your registration and job posting are reviewed approved by Human Resources.** Applications are typically approved the next business day. Your temporary password can be changed once you log into the system. To change your password in Cat Connect, go to “Account” and then “Password/Preferences”. You may log in at any time to make job changes, add new jobs or department contacts, and remove postings.



The screenshot displays the NACElink Career Services Manager interface. At the top right, the logo for NACElink NETWORK is visible, with the text "software by symlicity" next to it. Below the logo is a navigation bar with several buttons: "Sign in", "Forgot my password", "Register", "Register And Post Local Job" (highlighted in red), and "Register and Post Job At Multiple Schools". A yellow message box with a warning icon and a red border is circled in red, containing the text: "Your job posting and registration has been successfully submitted. You should receive a confirmation email when your registration and job posting are approved." Below the message box, the NACElink logo and "CAREER SERVICES MANAGER" are on the left, and the text "NACElink Network is a collaboration between NACE, Symlicity, DirectEmployers and your college/university." is in the center, with links to "NACElink Privacy Policy" and "NACElink User Agreement" on the right. At the bottom, a footer contains the text: "Current Students | Faculty and Staff | Site Index | Contact Directory | Employment" and "Linfield College Career Development 900 SE Baker Street McMinnville, OR 97128 503-883-2733 career@linfield.edu".

Contact Cosette McCracken at [cmccracken@linfield.edu](mailto:cmccracken@linfield.edu) or 503-883-2594 for questions about posting student employment positions on Cat Connect.