

RANKEN CONNECTION

<https://ranken-csm.symplicity.com/students/>

Sign up & Sign in

1. Select "Sign Up" or "Sign in" if you already have an account
2. Fill out your profile information (*Check your email for confirmation link. You will also receive a link to set your password*)

Helpful hints – Select "yes" to authorize Instructors to give references

Select "yes" to receive email notifications of job opportunities.

Select "yes" to have resume put in "resume book" for employers to view.

On the home page, under the School Announcements, are also jobs recommended for you (based on your major)

3. Go to the left maroon section and select the "Jobs" tab.
Helpful hints - Nacelink Network are jobs posted nationally.
4. Go to "Advanced search" to the right
5. Go to the "Add" button to select your major(s)
6. Select "No" for your major(s) only and "Yes" to include job for "all majors"

To Upload your resume

Go to the "documents" on the left maroon colored section

Select "opt in books" if you wish employers to have access to your resume on their own

To apply for jobs

Go to the top right of the job posting and hit "apply"

If you have any questions, please contact Janie Summers, Career Services Director, at careerservices@ranken.edu or call (314) 286-3665.