User guide

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Welcome to Roane State Community College’s 

RaiderRecruit

RaiderRecruit is our college’s online comprehensive placement resource for students, alumni and employers. RaiderRecruit provides student and employer data bases with auto matching capabilities, follow-up tracking, resume/cover letter templates, calendaring/announcement options and NACElink Network information. All of these services can be synced with your connections to Facebook, Twitter and LinkedIn.

Please remember at any point and time you may access help by clicking on the mark found in the upper right hand corner of your screen or you may contact Roane State’s Placement Director at harriskb@roanestate.edu.
How to register, log in and update your profile information

Step 1: Go to https://roanestate-csm.symplicity.com and click on the student/alumni box
How to register, log in and update your profile information

**Step 2:** If you have never created a username/password, click on the REGISTER button. (If you have already registered, continue by typing in your username and password then click GO)
How to register, log in and update your profile information

**Step 3:** Complete the registration form. If you are a current student or post doc, be sure to supply us with your Roane State email address. Once your registration is submitted, our staff will approve it and you will receive an email that contains your username and password.

![Register Form](image)
How to register, log in and update your profile information

**Step 4:** This is your homepage. Take note of the tabs at the top of the page: Profile, Documents, Jobs and Internships, Employers, Interviews, Surveys, Events and Calendar. These will all be explained in subsequent user guides.
How to register, log in and update your profile information

Step 5: Click on the PROFILE tab and complete the required information contained in both the PERSONAL and ACADEMIC sub-tabs. This information will be used as criteria for job applications.

Step 6: Click on the PASSWORD/PREFERENCES tab if you would like to change the system generated password that you received in your registration e-mail.
How to enable text messaging alerts, calendar synchronization and talent search options

**Step 1:** Login to your RaiderRecruit account and click on the PROFILE tab. Once you are there, click on the PRIVACY sub-tab. This is where you are able to set up Google Calendar (gmail) synchronization as well as enable text messaging alerts.

- By syncing to our RaiderRecruit calendar, you will have up-to-date access to companies coming on campus, upcoming interviews and workshop and information session reminders.
- Text messaging alerts can be sent to your phone for your personal interview appointments as well as workshops and information sessions you have signed up to attend.
- By enabling Job Blasts, you will receive an email once every two weeks with newly posted internships and full-time positions that you may be able to apply for.

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<th>Choose 'yes' to receive email notifications.</th>
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How to enable text messaging alerts, calendar synchronization and talent search options

**Step 2:** Once you have completely filled out your privacy tab, continue onto the Talent Search tab. Talent Search is a place for employers to search for students that are qualified for their positions and this profile must be filled out in order to be considered. This is not the same as job postings and is not a replacement for applying to positions. It is another job search tool for you to utilize.
How to upload your resume, cover letter, transcript and other documents

**Step 1:** Click on the DOCUMENTS tab at the top. This is where you will add documents that need to be submitted to job applications in **RaidRecruit**. Click the ADD NEW button to begin the process.
How to upload your resume, cover letter, transcript and other documents

**Step 2:** Choose which type of document you are going to upload and label it accordingly. Each document can be a maximum of 200KB and there may be up to 10 documents stored in your profile at any time.

*Special note: When an uploaded document is used to apply to a position on RaiderRecruit, it will always stay attached to that position. In turn, you are able to remove a document from your profile in order to make room for more without fear that it will effect historical job applications made through the system. This rule DOES NOT apply to transcripts; only one transcript may be uploaded at any time and any change made to a transcript document (deletion or replacement) will result in that document being replaced in a historical job application.*

**Student Document**

Label: 

**Document Type**

- Resume
- Cover Letter
- Unofficial Transcript
- Writing Sample
- Other Documents

Maximum file size: 500KB

**File**

Please select your document to upload.

Browse...
How to utilize job search tools

Step 1: Use your mouse to scroll over the Job tab of your screen. You will see two options appear:
• Jobs for Roane State students and alumni: This job search tool contains job postings and on-campus recruiting positions specifically for Roane State students and alumni.
• NACElink Extended Job Search: This job search tool is a national job posting system that over 900 colleges and universities across the nation utilize at their career centers.
How to utilize job search tools

Step 2: After clicking on the option to view jobs posted specifically for Roane State students and alumni, you will be taken to this page that displays all job postings and on-campus recruiting positions.
How to utilize job search tools

**Step 3:** You will most likely want to display jobs that are of interest to you, which can be done by applying search filters through the Advanced Search tab. As a rule of thumb, it is recommended that students only choose one filter at a time.

**Step 4:** Any search that you create can be saved as a Search Agent. This helps you to remember and keep track of any historical searches. Place a check in the box next to “save as” and create a name for your search.

**Step 5:** Once you have named your search in order to create a search agent and submitted it, you may now navigate to the Search Agent Tab to begin to utilizing this job search tool.
How to utilize job search tools

**Step 6:** You may also choose to view employers that are registered in the system by clicking on the Employers tab. This feature allows you to view employer profiles and see their current recruiting activity, such as job postings and career fair attendance.
How to apply for jobs

**Step 1:** Start by selecting the job and reading the description and application requirements. Have all required documents ready and uploaded in your Documents tab. If you are not qualified for a certain position, the reason will be explained to you on the right side of the posting.

Note: NACE Salary Survey calculator icon will be displayed on every job posting that specifies salary level. By clicking on this icon, you will be taken to a web page administered by NACE that will calculate a fair salary range for you based on academic and employment history along with job location. This should not be used strictly as a negotiating tool, but rather as a way to educate yourself on possible salary options.
How to apply for jobs

**Step 2:** Once you find a job that you qualify for and is open for application, you may click on the Apply button and a pop-up screen will appear where the required documents may be submitted. Your application will not be accepted without the submission of documents that have been requested by the employer.
How to schedule interviews for on-campus positions and view job applications

Step 1: Once you have applied for a job, you are able to view your application. To know where to go, you must know the type of job you applied for, On-Campus Recruiting or Job Posting. We will begin with On-Campus Recruiting. This type of position is specified by a “Recruiting On Campus” statement below the job title and a “Interview Requested” icon that appears after you have applied. This simply means that you are applying for a position where the employer will be coming on a Roane State campus for the first round of the interview process.

*Please note: A very limited amount of interviewers take advantage of this opportunity. Do not wait just for these employers that may come here to interview.
How to schedule interviews for on-campus positions and view job applications

Step 2: Once your application is complete and you have submitted any required documents, RaiderRecruit will let you know your interview status via email. If you are chosen by the employer for an interview, you will receive an e-mail letting you know that you have been pre-selected by the company to interview on campus. Instructions will appear that will let you know when to sign up for an interview time via RaiderRecruit. If you were not selected, an e-mail will also be sent by the system to give you this information. At any time you may check your status by logging into your RaiderRecruit account and navigating to the Interviews tab. By clicking on the Interview Requests sub-tab, you are able to view all jobs you have applied for as well as withdraw your application. Withdrawal is only an option if the position is still accepting applications.
How to schedule interviews for on-campus positions and view job applications

**Step 3:** After you have been invited to interview by the employer, you may schedule an interview by selecting a time. This interview will appear under the Scheduled Interviews sub-tab. You may attempt to reschedule your interview by clicking on the Reschedule button, but it is not guaranteed that this will be an option. Additionally, you may cancel your interview here as well.
How to schedule interviews for on-campus positions and view job applications

Step 4, Job posting: This type of position is not attached to an on-campus interview. You apply to the position as instructed by the employer, which may be through email, RaiderRecruit submission, other request or a combination of all three. You can view your job applications through the Applications sub-tab under the Jobs and Internships tab. You are able to withdraw your application for as long as the posting is open.

*Please note, if the posting did not require you to submit via RaiderRecruit link, no positions will appear under the Applications tab.
How to view and RSVP for events and use the calendar feature

**Step 1:** The Events tab allows you to view events on campus, including job fairs, information sessions and workshops.
How to view and RSVP for events and use the calendar feature

**Step 2:** Click on the Job Fairs sub-tab. From here, you can click on the active job fair and be taken to the Participants sub-tab. You are able to view job fair attendees and click their names to view employer profiles as well as view any current positions they may have available.

*Please note: Information will be as detailed as the employer gives the system.*
How to view and RSVP for events and use the calendar feature

**Step 3:** Click on the Information Session sub-tab. You are able to view upcoming employer information sessions, including their time, date and location, as well as RSVP to reserve yourself a spot for the event. Any events you RSVP to are linked to a text message alert feature that you are able to turn on and be viewed in your personal calendar.
How to view and RSVP for events and use the calendar feature

**Step 4:** Click on the Workshops sub-tab. Here, you will be able to view active workshops that are being sponsored and oftentimes presented by the *Placement Office*. You may also RSVP to these workshops just as you would for Information Sessions to reserve yourself a spot at the event. If the *Add to Waitlist* button appears, this means that the maximum number of reservations has been received and we are accepting waitlist students. If you add yourself to the waitlist be sure to attend the event, as there is often room for additional students.
How to view and RSVP for events and use the calendar feature

**Step 5:** Click on the Calendar tab. It is here that you will be able to view all events sponsored by the *Placement Office*, as well as all of your scheduled interviews and specific events you may have RSVP-ed for. You may also use this calendar to store any personal events you would like to keep track of, such as tests and homework assignments.
How to view and RSVP for events and use the calendar feature

**Step 6:** You are also able to sync your RaiderRecruit calendar containing all events and interviews sponsored and organized by the Placement Office to your GMAIL (Google) calendar. You are able to do this by navigating to the Profile tab and Privacy sub-tab. Place a check next to all of the options that you would like synced with your GMAIL (Google) calendar in the Synchronizing Options section. Once you have done this, press the Authorize button to begin the synchronization process. Syncing should be completed every 5-15 minutes in order to ensure up-to-date information.