SPEED LEARNING SESSION:
Making NACELink Symplicity Work For You!

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Making NACELink Symplicity Work For You!

CAREERS.RUTGERS.EDU/EACE
Quick Tips in ~18 Minutes

- Image Banners as Tool Tips
- More Than Just a Fair Module
- Meaningful Navigation Menus
- Career Interest Cluster Fields
Making NACELink Symplicity Work For You!

IMAGE BANNERS AS TOOL TIPS
Image Banners as Tool Tips

Job/Internship Postings

- Practice job board safety!
- Don’t fall for a posting scam. Practice job search safety!

Schedule an Appointment

- Drop-in Resume Hours
- Now that you have your resume, drop in and meet with us.
Image Banners as Tool Tips

SIMPLE STEPS:
1. Manager Interface
Image Banners as Tool Tips

SIMPLE STEPS:
1. Manager Interface
2. Tools > Help/Hints
Image Banners as Tool Tips

SIMPLE STEPS:
1. Manager Interface
2. Tools > Help/Hints
3. Locate hint to edit
Image Banners as Tool Tips

SIMPLE STEPS:

1. Manager Interface
2. Tools > Help/Hints
3. Locate hint to edit
4. Place HTML code into both “question” and “answer” fields
Image Banners as Tool Tips

HTML CODE:
```
```

- `<a>` : Link to where the visitor will go upon clicking the banner
- `<img>` : Location of image on your website
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MORE THAN JUST A CAREER FAIR MODULE
More Than Just a Career Fair Module

RUTGERS EXAMPLES:

1. Undergraduate Career Conference Student Registration
2. Internship Excellence Award Nominations
3. Career Mentor of the Year Awards Nominations
4. Recruiter Volunteer Programs
More Than Just a Career Fair Module

Recruiter Volunteer Programs:

1. Add volunteer events as separate “days”
2. Set different times, dates, locations, and capacities for each event
3. Add different registration options (representatives, cluster information, etc.) for each event
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MEANINGFUL NAVIGATION MENUS
Meaningful Navigation Menus
Meaningful Navigation Menus

SIMPLE STEPS:
1. Turn on Text Editor
Meaningful Navigation Menus

SIMPLE STEPS:
1. Turn on Text Editor
2. “Login as” Student and select “Edit Text” near “My Account”
Meaningful Navigation Menus

SIMPLE STEPS:
1. Turn on Text Editor
2. “Login as” Student and select “Edit Text” near “My Account”
3. Edit Navigation Text (including sub-menus)
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CAREER INTEREST CLUSTER FIELDS
Career Interest Cluster Fields

STUDENT PROFILE:

EMPLOYER JOB POSTING:
Career Interest Cluster Fields

STUDENT-ALUMNI CAREER CONNECTIONS (SACC):

WORKSHOPS:
Career Interest Cluster Fields

SIMPLE STEPS:
1. Manager Interface
2. Tools > Form Field
Career Interest Cluster Fields

SIMPLE STEPS:
1. Manager Interface
2. Tools > Form Field
3. Select a Form to Edit
Career Interest Cluster Fields

SIMPLE STEPS:
1. Manager Interface
2. Tools > Form Field
3. Select a Form to Edit
4. Add a Field
Career Interest Cluster Fields

SIMPLE STEPS:
1. Manager Interface
2. Tools > Form Field
3. Select a Form to Edit
4. Add a Field

DON’T FORGET TO SELECT WHERE YOU WANT YOUR NEW FIELD TO BE DISPLAYED →
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