Using RMC CareerLink

Students and alumni of Rocky Mountain College are able to access RMC CareerLink, an on-line job-posting site that employers from RMC, Billings, Montana and even across the nation use to post work study, internships, full- and part-time jobs, and seasonal opportunities. New opportunities appear every day, and announcements are posted regarding campus visits from employers or graduate schools, career or networking opportunities in the area, and workshops and events on campus that will benefit students and alumni in their career development process.

Basic Registration Steps for NEW Users:
1. Access website shown below (Figure 1) by typing it into your browser or by going to www.rocky.edu → Student Life → Student Support → Career Services → Jobs → Find a Job
2. Click on Register
3. Complete the Student Registration form (Figure 2), clicking on Submit when done, you’ll receive a confirmation message (Figure 3) NOTE: you must complete all fields or areas with a red asterisk (*)
4. You will receive TWO emails, and once you complete the steps in each email, you will have full access to RMC CareerLink.
   a. The first email directs you to confirm your email address (Figure 4), giving you another confirmation message (Figure 5)
   b. The second email directs you to set your password (Figure 6)

Basic Login Steps for PREVIOUS Users:
1. Access website shown below (Figure 1) by typing it into your browser or by going to www.rocky.edu → Student Life → Student Support → Career Services → Jobs → Find a Job
2. Sign in using the Username and Password that you set up previously – NOTE: This is NOT the Username and Password that you use to access your Campus Portal and other RMC e-services
   a. If you have forgotten your Password, there is a Forgot Password option on the screen (Figure 1), it will ask you to provide your Username, then the system will send you an email that allows you to reset your Password
   b. If you have forgotten your Username, you will need to contact Career Services at 406-657-1039, or careerservices@rocky.edu, or in the Bair Family Student Center – Student Services Offices

Basic JOB SEARCH Procedures:
1. Once logged into RMC CareerLink, under the Jobs tab, click on Rocky CareerLink (Figure 7)
2. This will show all current job postings - to create a more specific list, click on Advanced Search
3. You will be able to narrow the results by things like Position Type (Work Study, Full-time, Part-time, Internship), Posting Date (shows jobs posted in the last xx days), Location of job, Industry of job (Arts and Entertainment, Construction, Investment Banking, etc.), or Job Function (administrative support, graphic design, human resources, etc.). (Figure 8)
4. When you see a job that interests you, you can click on the job title to learn more – look for application instructions, contact person, qualifications (Figure 9)
Figure 1
October 14, 2014, 10:11 am

Dear Lisa,

Welcome to Rocky CareerLink! Your account has been activated.

Please point your web browser to:

http://rocky-mountain-csm.symplicity.com/students

The services you have been approved for are:

Your username and password are as follows:

Username: lisa.wallace
Password: Please set your password using the following URL:
http://rocky-mountain-csm.symplicity.com/students/index.php?type=password&token=51f277d19d4ebbc4635f9555c9a59c9

Don’t hesitate to contact the RMC Career Services office with any questions.

Thank you,

Lisa Wallace
Director of Career Services
Rocky Mountain College
careerservices@rocky.edu
406.657.1039
For a more specific list, click HERE.
Various things you can use to narrow your search
To learn more about THIS job, click on the job title...

...to get THESE details