

## 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
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
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 eo 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 406o 657o 1039, or [careerservices@rocky.edu](mailto: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)

https://rocky-mountain-csm.simplicity.com/students/index.php

ROCKY MOUNTAIN COLLEGE NACElink CAREER SERVICES MANAGER MODULAR EDITION software by simplicity

Sign in **Previous Users** **New Users**

**Log In**  
Please enter your username and password.

**Username**  
(your user name)

**Password**

Go Reset [Forgot Password](#)

**Register**  
Register for a new account.

Register

*Forgot password?*

Learn More About Career Services Manager

Built from the ground up by career services professionals, CSM enhances how information is shared and processed both within the university and between students and employers. Learn more about CSM's unique features below!

**Resume Builder and Letter Writing Tools**

- Career Events and Job Fairs
- Employer Information Sessions
- Resource Library
- Jobs and Internships
- Extended Job Search

Create great resumes and cover letters that employers will notice! The Enhanced Resume and Cover Letter Builder provides all the online tools and professional assistance you need to create an unlimited number of cutting edge documents.

Find a variety of 'starter' resumes with various section headers and real-life resume examples. Strengthen your resume with our suggested action words and customizable bullet points.

Preview and select from a wealth of customizable, modern resume layout styles. Upon completion, save your resume as a PDF/Word docs, or

Figure 1

mountain-csm.symplicity.com/students/index.php

ROCKY MOUNTAIN COLLEGE NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symplicity

Register

Sign in Forgot my password Register

### Student Registration

\* indicates a required field

**Full Name\*:** First Mi Last

**First:**

**MI:**

**Last:**

**Email\*:**

**Phone\*:**

**School Address\*:**

**Address**

Please provide as much information as possible

**Street Address**  
Enter the Street Address, using multiple lines if necessary

**City**  
Enter the City.

**State/Province**  
Enter the State/Province.

Figure 2

https://rocky-mountain-csm.symplicity.com/students/index.php?signin\_tab=2#form\_error\_message

ROCKY MOUNTAIN COLLEGE NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symplicity

Register

Sign in Forgot my password Register

Your registration has been received. An email will shortly be sent to your email to verify validity of your email address.

NACElink CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

Privacy Policy | Terms of Use

Figure 3



Figure 4

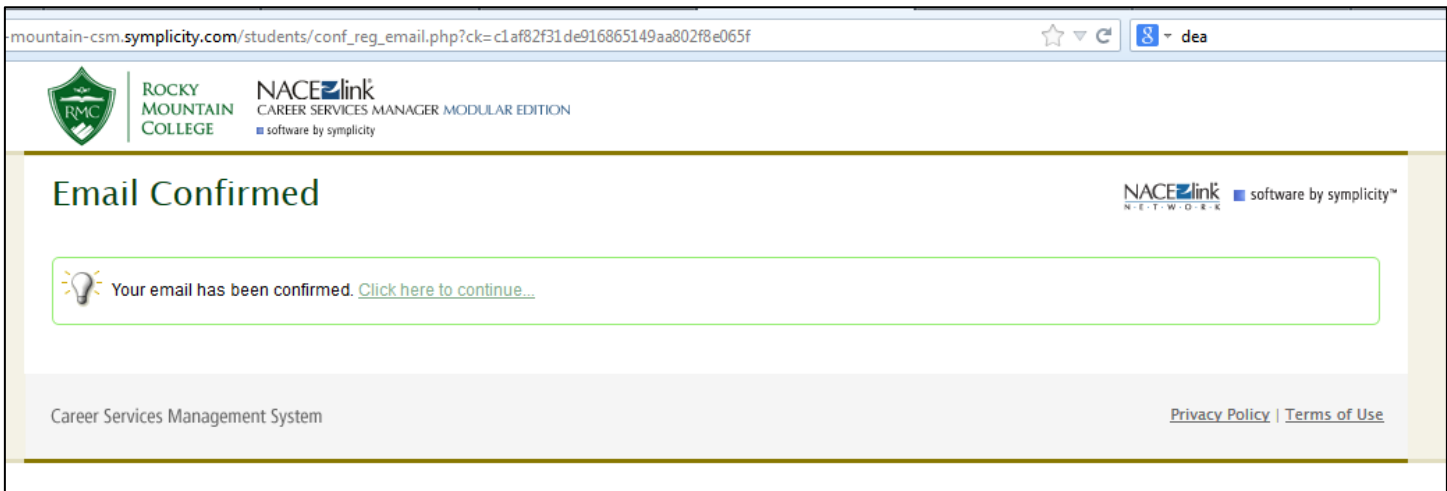


Figure 5

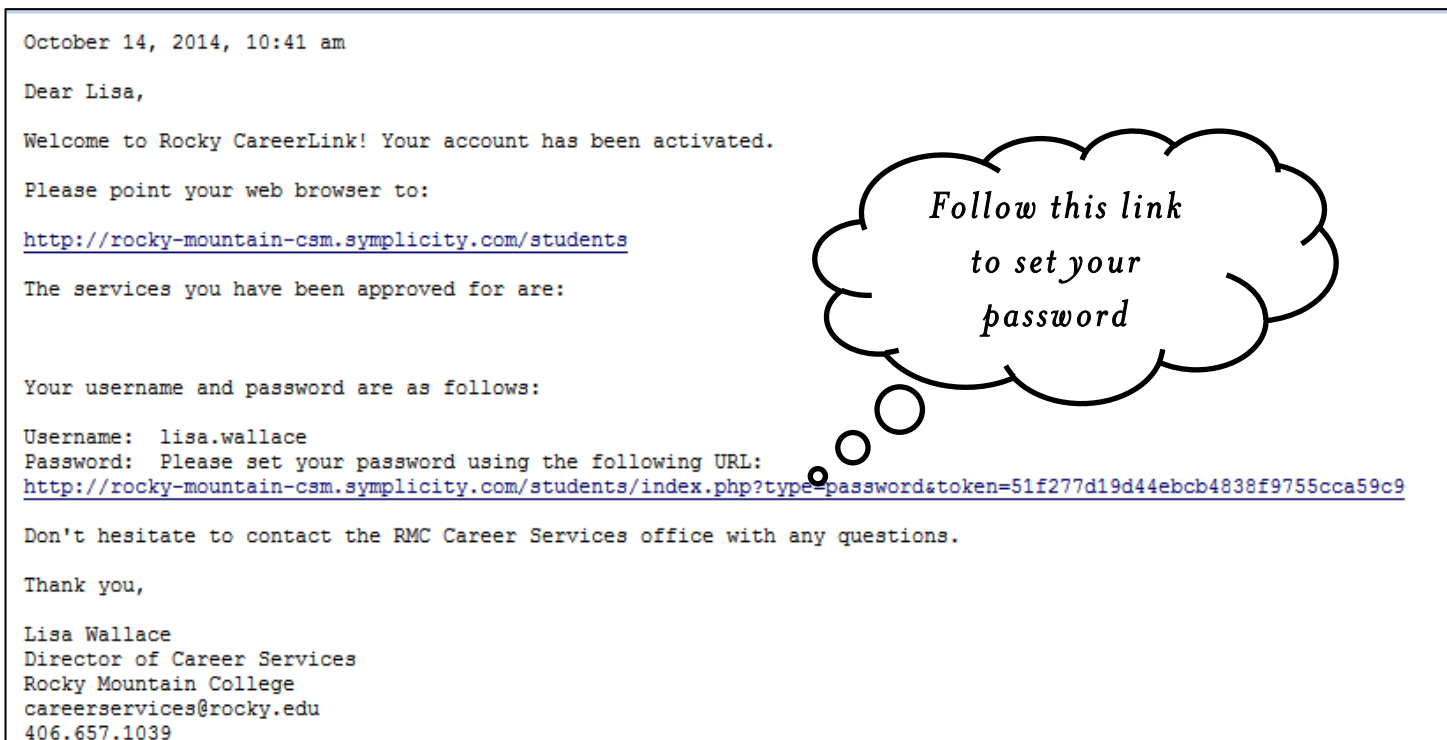


Figure 6

**ROCKY MOUNTAIN COLLEGE**  
**NACElink**  
 CAREER SERVICES MANAGER MODULAR EDITION  
 software by simplicity

[Home](#) [Profile](#) [Documents](#) [Resources](#) [Jobs](#) [Employers](#) [Events](#) [Calendar](#)

Home > Jobs Search  [Log Out](#)

**job postings**

[Jobs](#) [My Favorites](#) [Applications](#)

Find jobs by description, location and more   [Advanced Search](#) [Saved Searches](#)

Show Me: All Job Listings

(0 items selected) SORT BY:  SHOW  per page Page

- Blue Engine Teaching Assistant**

BETAs (Blue Engine Teaching Assistants) work in school-based teams, collaborating with school staff to help entire grade levels make dramatic gains in academic achievement. During the 2014-2015 academic year, BETAs will support students enrolled in ... [More](#)

<b>Application Deadline:</b> November 20, 2014	<b>Posted:</b> October 14, 2014
<b>EMPLOYER</b> <a href="#">Blue Engine</a>	<b>POSITION TYPE</b> Internship/Co-op, Entry Level (Seniors and Recent Grads), Full-time Experienced
<b>LOCATION</b> New York, New York	<b>ID</b> 4311
- KTVQ Newscast Assistant**

KTVQ television is looking for a motivated person to assist in multiple areas of newscast production. Learn how to assemble and edit elements of a newscast for on-air presentation, including operating studio cameras, audio board ... [More](#)

<b>Application Deadline:</b> November 30, 2014	<b>Posted:</b> October 14, 2014
<b>EMPLOYER</b> <a href="#">KTVQ Television</a>	<b>POSITION TYPE</b> Part-time
<b>LOCATION</b> Billings , Montana	<b>ID</b> 4312
- Overseas Work Opportunity**

Do you feel like trying something totally new for a change? If the

<b>Application Deadline:</b> December 12, 2014	<b>Posted:</b> October 14, 2014
<b>EMPLOYER</b> <a href="#">Davidson Recruiting Services</a>	<b>POSITION TYPE</b> Entry Level (Seniors and

For a more specific list, click **HERE**

Figure 7

# job postings

Jobs My Favorites Applications

Find jobs by description, location and more Search [Advanced Search](#) [Saved Searches](#)

Show Me

All Job Listings

Exclude Jobs I've Applied For

yes  no

Jobs located within  
U.S. jobs only (maximum 150 miles).

miles of zip code

Job Function

- Accounting/Auditing
- Administrative/Support Services
- Advertising
- Agribusiness/Agriculture/Forestry
- Architectural Services

Industry

- [no selection]
- Accounting
- Administrative, Technical, and Professional Services
- Aerospace/Defense
- Agriculture
- Architecture/Urban Planning
- Arts and Entertainment
- Automotive

Ignore National Jobs

yes  no

Position Type

- [no selection]
- Entry Level (Seniors and Recent Grads)
- Full-time Experienced
- Internship/Co-op
- Part-time
- Work-Study

Posting Date (last # days)

Search Reset [More Filters](#)

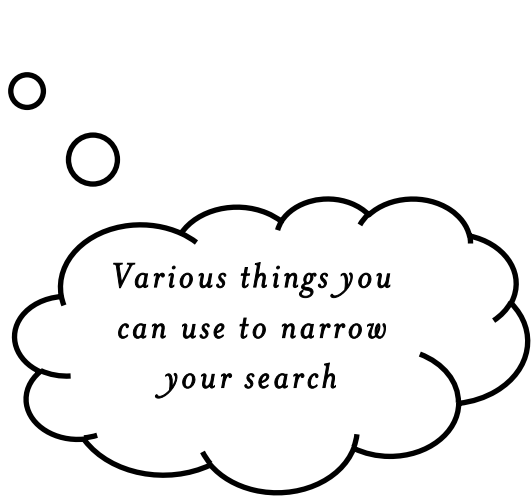


Figure 8

