

# EMPLOYER GUIDE TO THE ELON JOB NETWORK (EJN)

**Use the following link to access EJN:**

<https://elon-csm.symplicity.com/employers>

## **Sign Up**

Choose this option to create an account before you have a position description ready. You will be prompted to input organization and individual contact information. Your account will go through an approval process before you can post a position. You will be notified when approval is complete.

## **Sign Up And Post Job**

Choose this option to create an account and post a position. You will be prompted to input organization and individual contact information. Your account and position will go through an approval process. You will be notified when approval is complete.

## **Sign In**

If you already have an account, simply sign in. If one was created for you, you can use the Reset or Generate Password option to set a password.

**Once you have access to EJN, you can:**

## **Create Job Postings**

When creating a posting, please be prepared with a title, description, qualifications, location, and dates for the posting (viewable and expiration dates). You have the option to collect applications in the Elon Job Network, have applications emailed directly to you, or direct applicants to apply via your website. Also, you can copy previously posted positions to quickly and easily repost each recruiting cycle.

## **Create On-Campus Interview Schedules**

Applications will collect in the Elon Job Network for your review. Then, you make selections and students and alumni can schedule interview times pre-determined by you.

## **Register for Career Fairs**

Attend one of our many career fairs throughout the year to grow your organization's brand on campus and meet talented Elon students and alumni.

If you have any questions about navigating EJN or campus recruiting, please contact our office:  
Elon University Student Professional Development Center, 336-278-6538, [careerservices@elon.edu](mailto:careerservices@elon.edu)