



APPLY FOR JOBS ON CAMPUS!

1. Log onto CareerLink at <http://slu-csm.symlicity.com/students>
2. Complete your profile if you have not done so
3. Click "**View Document Library**" under "quicklinks" on your homepage
4. Open, fill out and save the "**On-Campus Job Application**" form to your desktop
5. Click on your "**Resumes & Documents**" tab
6. Scroll to the bottom and select the "**Add New**" button in your "Approved Documents" tab
7. Label it "**On Campus App**" and select "**Resume**" as the Document Type. Upload your form from your desktop
8. Once approved, you may use it to apply for any/all on-campus jobs.
9. Click "Search Jobs" under your "quicklinks" on your homepage
10. In the "Position Type" field, select either "On-Campus Federal Work Study" or "On-Campus Non Federal Work Study" and then Search
11. Find a position you are interested in, click on the job title to open it
12. Read the position and apply on the right under the "How To Apply." Select your application and "Submit"
13. You will be notified by the department contact via email or phone if you are selected

If you are having difficulties with the system, feel free to call or e-mail

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