How to Register for DC IMPACTlink

February 8, 2019
Employer Registration
Log in to your Symplicity Account

Log into (or make) your Symplicity account using the following link: https://metrolink-csm.symplicity.com/employers/
Create a New Schedule Request
Once logged in, look under “Interviews” to “Create a New Schedule Request”
On-Campus Recruiting

It will take you to this page (below).

Fill it in with the following information:
1. Recruiting Session: DC IMPACTlink 2019
2. OCR Model: Preselect to Alternate
   • If you do not fill up your interview schedule and wish to open the available positions to all students who have applied, select “Preselect to Alternate to Open” instead. Please note that this is not recommended.
3. Interview Date Choice 1, 2, and 3: Feb 8th
4. Time Slot: Full Day
5. Number of Rooms: [Please fill this is depending on how many schedules you are requesting]
6. Location: Metrolink DC – Carnegie Endowment for International Peace
7. Interview Length: 30
8. Interviewers: [Insert Interview Names Here]
9. Allow Multiple Student Interview: [“Yes” if you are recruiting for multiple sessions and would like to allow one student to apply for more than one position and “No” if otherwise]
10. Position Type: [Select Accordingly]
11. [Please fill in the rest of the form accordingly]
Add the Position You Are Recruiting For

Once all the information is added, add the position(s) that you are recruiting for:

Submit the form once complete.