

Recruit a Raven

Sign Up & Navigation Help

#RecruitARaven Login Page

- Go to <https://racc-csm.symplicity.com/>
 - Click Student/Alumni Sign Up and follow the on-screen prompts.

If you do not know your student ID number, email careercenter@racc.edu for help. Input your information and submit. RecruitARaven will send you an email to verify you are using your own email address. Be sure to use an email you have access to and like the link in your email as soon as you can. This will allow for usage of all aspects of RecruitARaven.

Forgot Your Password?

If you forget your password, click on the *Forgot Password* link on the login page. Once you click the link it will take you to the *Forgot My Password* page. Enter your username (your RACC email address) and click *Go*.

You will receive an email with a link to create a new password.

NOTE: Do not register for a second #RecruitARaven account if you forgot your password.

Navigating #RecruitARaven

While navigating #RecruitARaven, use the backlinks/buttons within the system that are located near the top or bottom of the pages. You can also use the navigation bars to move around the system.

NOTE: Do not use your Internet browser's back button/arrow as it may bump you out of #RecruitARaven.

Complete Your Profile

- Click "Profile" in the top navigation > Click "Edit" in the "Personal" box. Complete all required fields, and do the same for the "Academic" tab.

Upload Your Resume

- Click the "Documents" tab on the top navigation bar > click "Add New" > Label your Resume (*this is visible to employers*) > Choose a file to Add > click "Submit." Your resume will convert to PDF format.

Search & Apply for Jobs

- Click the "Jobs" tab on the top navigation bar > click a position type or "Advanced Search" to open search options > View position details by clicking on the Job Title.
 - Review the job details and application instructions under "How to Apply."
- View a list of your job applications under "Jobs" > "My Job Applications."
 - Set up a search agent to save your searches and receive emails with jobs meeting your search criteria: "Jobs" > "Advanced Search" > Select your search criteria and "submit" > Click "Saved Searches" > Label your search and specify how you should be notified of updates.

View Resources

- Click the "Documents" tab > "Document Library" to review the career resources provided by our office.

Search Employers

- Click the "Employers" tab to learn about employers recruiting at our college