If you have never used ChathamCareerLink before, please follow the directions for first-time users. If you are already registered, please follow the directions for registered students. If you were on the previous NACELink system you are NOT a first time user.

**DIRECTIONS FOR FIRST-TIME USERS…**

1. Go to [https://chatham-csm.symplicity.com/students/](https://chatham-csm.symplicity.com/students/).
2. Log in using your Chatham email and password, click **GO**.
3. If you are not prompted to complete your profile, click on the profile tab to edit your information
   - You will want to select your major(s) in order to receive internship and job e-blasts in your field
   - Be sure to also sign up to receive e-blast and social media notifications about career opportunities available!
4. Please note that posting your resume to your account is *NOT* required to review the online opportunities, but is highly recommended.
5. See below for directions on how to search for jobs, internships, and other career opportunities!

**FINDING AND APPLYING FOR JOBS ON CHATHAMCAREERLINK BY POSITION TYPE…**

6. Log on to the ChathamCareerLink site by going to [https://chatham-csm.symplicity.com/students/](https://chatham-csm.symplicity.com/students/).
7. Enter your username and password, choose **Go**.
8. Using the tab at the top choose **Jobs, Internships, Volunteer Postings & More**.
9. Choose **Exclusively for Chatham**.
10. Using the **Advanced Search** button, choose a Position Type from the drop-down menu.
11. Choose **search**.
12. All available positions will appear.

**FINDING AND APPLYING FOR JOBS ON CHATHAMCAREERLINK BY KEYWORD SEARCH…**

1. Log on to the ChathamCareerLink site by going to [https://chatham-csm.symplicity.com/students/](https://chatham-csm.symplicity.com/students/).
2. Enter your username and password, choose **Go**.
3. Using the tab at the top choose **Jobs, Internships, Volunteer Postings & More**.
4. Choose **Exclusively for Chatham**.
5. Using the **Advanced Search** button, enter a keyword into the field box and then hit **Search**.
6. All available positions will appear.

If you have questions, please contact Career Development at 412-365-1209 or careers@chatham.edu. You can also visit Career Development on the 1st floor of Dilworth.