

2014 Job Fair Registration Directions for Employers

1) Visit the Fort Lewis College Career Services Home Page:

<http://www.fortlewis.edu/careerservices/home.aspx>

2) Returning users sign into the Skyhawks Job Source.

Using the navy blue left hand navigation bar: **Skyhawks Job Source – Employer Login**

<https://fortlewis-csm.symphlicity.com/employers/>

OR

New users create a new account by picking **REGISTER**. Follow directions to create your account.

3) You should see the following log in screen. Pick the link under **ATTEND EVENTS** that says **Spring Job Fair 2014 is currently active** to register.

The screenshot shows the Fort Lewis College website interface. At the top, there is a navigation bar with links for Admitted Students, Alumni, Donors, Faculty & Staff, Parents, Visitors, Phone Directory, A-Z Directory, and the Fort Lewis College logo. Below this is the 'Skyhawks Job Source' header. A secondary navigation bar contains links for home, account, calendar, profile, jobs, resume books, and events. The main content area is divided into three columns. The left column features a calendar for November 2013, a 'Connect with LinkedIn' button, and a feedback icon. The middle column is titled 'Announcements' and contains a large 'HELP WANTED' sign graphic. Below the sign, it reads 'REGISTRATION NOW OPEN!', 'Attend Our Annual Spring Job Fair', 'Wednesday February 5th, 2014', '10:00 a.m. - 4:00 p.m.', and 'Student Union Ballroom'. It also includes a 'Register Now!' call to action. The right column is titled 'SOCIAL NETWORKING' and lists links for Facebook, Twitter, and LinkedIn. Below that is a 'SHORTCUTS' section with links for 'Create Job Posting', 'View Job Postings', 'View Applicants', 'Post a profile', 'Request New Information Session', 'Post a Job to Multiple Schools (Fee Based)', and 'View Multi-School Postings'. At the bottom of the right column is an 'ATTEND EVENTS' section with a link for 'Spring Job Fair 2014 is currently active'. A black arrow points from the text in step 3 to this specific link.

4) Fill out the registration form.



2014 SPRING JOB FAIR

When you choose this box for standard registration. This box should come up.

Events and Fees

Please select the appropriate registration type for your organization.

Registration Type*:

- Standard: 2 employers including 1 table, 2 chairs, parking pass & lunch for 2 representatives.

2014 Fort Lewis College Spring Job Fair	
\$45 registration fee includes a table, 2 chairs, parking pass and lunch for two representatives.	
Registration Fee:	\$45.00

Days/Events Attending*:

Please select the day(s) you would like to attend.

- 2014 Fort Lewis College Spring Job Fair**
Wednesday, February 5, 2014
10:00am-4:00pm
[More Information](#)
Student Union Ballroom

This contact information should auto populate for you if you are already registered in our system.

Contact Information

Please fill out as completely as possible.

Organization Name*: Career Services Office, Fort Lewis

Fullname*: Jill Kolodzne

Email*: jskolodzne@fortlewis.edu

Title*: Career Services Coordinator

Street Address*: 1000 Rim Drive
Jones 105A

Check Spelling
(maximum characters: 255) 229 remaining.

Division:

City*: Durango

State*: Colorado

Zip Code*: 81201

Phone*: 970-247-7321

Fax:

5) Representatives

Display

Please note if you are interested in a booth with electricity.

We have a limited number of spots with an electrical outlet and will assign them on a first come first serve basis.

Electricity*: yes no

Tables do not automatically come with a table cloth. Please pick yes, if you are interested in Fort Lewis College providing you with a plain white table cloth.

Table cloth: yes no

Representatives

Please fill out as completely as possible. Please open a new representative form and complete for each person attending. T

Number of Representatives Attending*:

Representative Information*:

Name*

Title

Email Address

Phone

Alumnus?
Is this representative an alumnus?
 yes no

You can register more than once for other people at your organization. Please fill out the representative info as completely as possible.

Pick OPEN NEW REPRESENTATIVE FORM to add the second person's contact info to the registration.

Note: You can only register 2 people at a time. You will need to start a new form & pay for the additional people.

Payment Information

Please note that when "check" is selected, the credit card information fields are not required. Once you choose "check" or "credit card" so you may need to click SUBMIT again. You will need to re-enter your information again & will need to CONFIRM your registration to submit it.

Payment Method*: check credit card

Please enter the 3 digit number from the back of your card.

CVV number:

6) Payment Information: Pick one. The page will reload then click SUBMIT. If you picked credit card the page will reload with additional fields to fill out. Nothing changes if you picked check.

- 7) Pick SUBMIT. You should then see the following three screens. Click OK. Then review your information and at the bottom pick CONFIRM to finalize your registration. Once you confirm your registration you will get a Thank You screen.

PLEASE NOTE: You must confirm your information by clicking the confirm button or your registration will not be saved

OK



FORT LEWIS COLLEGE
DURANGO, COLORADO

[Admitted Students](#) [Alumni](#) [Donors](#) [Faculty & Staff](#) [Parents](#) [Visitors](#)

[Phone Directory](#) [A-Z Directory](#) [the Fort](#)

Skyhawks Job Source

[home](#) [account](#) [calendar](#) [profile](#) [jobs](#) [resume books](#) [events](#)

BACK

Jill Kolodzne @ Career Services Office, Fort Lewis College [?](#) [Print](#) [Star](#) [Log Out](#)

Spring Job Fair 2014

NACElink NETWORK software by simplicity™

Review your registration information and scroll down to the bottom of the page. Please click the 'confirm' button to verify your registration information, or click 'modify' to make changes.

Events and Fees

Registration Type: Standard: 2 employers including 1 table, 2 chairs, parking pass & lunch for 2 representatives.

Days/Events Attending: **2014 Fort Lewis College Spring Job Fair**
Wednesday, February 5, 2014
10:00am-4:00pm
[More Information](#)
Student Union Ballroom

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Spring Job Fair 2014

NACElink NETWORK software by simplicity™

[Career Fairs](#)

[Information Sessions](#)

[Publication Requests](#)

Thank you for registering for the 2014 Fort Lewis College Spring Job Fair! We appreciate your support!

You will receive a confirmation email from fortlewis-csm@simplicity.com that will also include your invoice for this event within 24 business hours.

Questions? Please contact us at 970.247.7552.

[Return To Events List](#)

- 8) You will then receive a *Confirmation email* from fortlewis-csm@symplicity.com with your attached invoice. You will also be able to see and re-print the invoice under your account if you look at the **EVENTS** then **REVIEW-CONFIRMED** then **ACCOUNTING** tabs. If paying by check please process for payment.

Fort Lewis College logo and navigation menu (Admitted Students, Alumni, Donors, Faculty & Staff, Parents, Visitors, Phone Directory, A-Z Directory, the Fort).

Skyhawks Job Source

Navigation: home | account | calendar | profile | jobs | resume books | **events**

Welcome, Jill Kolodzne | Jill Kolodzne @ Career Services Office, Fort Lewis College | Log Out

events | NACElink NETWORK software by symplicity™

Career Fairs | Information Sessions | Publication Requests

Items 1-1 of 1 | SHOW 20 per page

Options	Label	Days
Review - Confirmed Register	Spring Job Fair 2014	2014 Fort Lewis College Spring Job Fair

Items 1-1 of 1

NACElink CAREER SERVICES MANAGER | NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. | [NACElink Privacy Policy](#) | [NACElink User Agreement](#)

FORT LEWIS COLLEGE | 1000 RIM DRIVE | DURANGO, COLORADO 81301 | (877) FLC-COLO (toll free) | [CONTACT ADMISSIONS](#) | [T.O.P.S.](#)

Navigation: home | account | calendar | profile | jobs | resume books | **events**

BACK | Jill Kolodzne @ Career Services Office, Fort Lewis College | Log Out

Spring Job Fair 2014 | NACElink NETWORK software by symplicity™

Registration Info | **Accounting**

You are viewing the Accounting tab.

This registration has been confirmed.

Events and Fees

Registration Type: Standard: 2 employers including 1 table, 2 chairs, parking pass & lunch for 2 representatives.

Days/Events Attending: 2014 Fort Lewis College Spring Job Fair
Wednesday, February 5, 2014

- 9) Please feel free to enter any job descriptions into our system. Under **SHORTCUTS** on the **HOME** page pick **Create Job Posting** and fill out the form. You are welcome to do this at any time during the year to advertise to our students & alumni. It's FREE! 😊