Paladin Job Board (PJB) is the job posting and recruiting manager used by Furman’s Career Center to connect you to career opportunities. This user-friendly system will keep you organized and up-to-date as you navigate your job search and is a required component of the on-campus recruiting (OCR) program.

To Register:

Visit the Paladin Job Board website: https://furman-csm.symplicity.com/students/

- If you are a first-time user, click the “Sign Up” link to complete and submit the requested information. An email will shortly be sent to your inbox to verify the validity of your email address.
- If you are a returning user, enter your username and password to access your account. (You also have the option of signing in with your Facebook or LinkedIn credentials.)

* Download the Careers By Symplicity app to conveniently access the Paladin Job Board on your phone or tablet!

The purple menu on your homepage lists the following functions:

Jobs

The Jobs section contains two job listing sources: Paladin Job Board & NACElink Network. The Paladin Job Board contains listings of employers who have specifically targeted Furman as a recruiting site. NACElink Network is a “meta-search” site. A record of your Job Applications and OCR Applications are also listed there.

*USE CAUTION IN YOUR JOB SEARCH! The employers who participate in on-campus recruiting have been screened by the Malone Career Center and offer legitimate job opportunities. Those jobs postings on the Paladin Job Board that are not part of the on-campus recruiting program have not been screened. As with any job posting site, IT IS YOUR RESPONSIBILITY TO CHECK OUT ANY EMPLOYER PRIOR TO SUBMITTING YOUR RESUME TO DETERMINE THE LEGITIMACY OF THE POSTING AND CONSISTENCY WITH YOUR EMPLOYMENT GOALS. If you have concerns about a job listing, contact the Malone Career Center.

Profile

The Profile provides a robust way to present information about yourself by providing details related to your education, experience, projects, skills and competencies. You have the ability to control when your profile is public by toggling the switch to “publish” in your profile. If you choose to, you can share your profile via LinkedIn, Facebook, Twitter and URL. Refer to the “How to Set Up a Student Public Profile for Students” handout for further details.
When you are ready to apply for jobs or participate in the on-campus recruiting program, it is essential to upload a copy of your resume to the Documents section of your account. Click “Add New” to upload resumes, cover letters, unofficial transcripts, writing samples or other documents if needed. Should you decide to make your profile public, the default version of your resume will be visible to employers who use the system.

Information Sessions

This section highlights various employer information sessions and career events scheduled throughout the year.

Interviews

When you submit resumes to on-campus interview or resume collection listings, a record of these OCR applications will be displayed in the “Requested Interviews” column. Approved requests are then managed and displayed in the “Scheduled Interviews” column.

Employers

The Employers section provides a directory of all employers who currently have a job listing included on the Paladin Job Board. You can follow employers by clicking the yellow stars; when a new posting or information session is included by a “followed” employer, a notification will then appear on your news feed.

Resources

The Resources section contains Career Explorer which is an informational resource compiled by the U.S. Department of Labor that highlights popular careers and leading industries. Career Finder can help you discover your interests and how they relate to the world of work. The Document Library contains links to the NACE Salary Calculator Tool and the Student Public Profile Guide. The Career Advice section contains quick tips related to common topics related to the job search process.

Calendar

The Calendar will track resume deadlines, scheduled interviews and information sessions as well as personal events you may choose to submit.

My Account

This section contains your personal and academic account information. It also contains the button to opt in or opt out of the Promote Me to Employers function.

This function allows you to put yourself in front of thousands of hiring employers (who are carefully vetted) to view information that you share on your default resume and your profile. Recruiters may contact you about great career opportunities that fit with your education, skills and interests.

If you have any questions, please contact the Malone Career Center, 864-294-2106 or career.services@furman.edu.