



How to Request an Account in Cardinal Careers powered by Symplicity

Please review our employer policies at louisville.edu/career/employers/PostingPolicy.

1. Go to cardinalcareers-csm.symplicity.com/employers.
2. Click *Sign Up*. [You can also register and submit a job posting in one step, by selecting *Sign Up And Post Job*.]
3. Complete the fields and click *Submit* (Next if registering and posting job at one time).

When your registration request is reviewed and approved, your password will be emailed to you. System emails are sent from cardinalcareers@csm.symplicity.com.

How to Log into Cardinal Careers

1. Go to cardinalcareers-csm.symplicity.com/employers.
2. Enter username (email address) and password (emailed to you after registration).
3. Click *Sign In*.

How to Post a Job

Please review our posting policies at louisville.edu/career/employers/PostingPolicy.

1. Log into Cardinal Careers.
2. On the left side of the screen, select *Jobs*, then *Job Postings* sub-tab.
3. Scroll to the middle of the page and click *Post A Job*.
4. Select whether you want to post to multiple schools through Symplicity Recruit or to University of Louisville only.
5. Complete the fields and click Submit.

How to Register for a Career Fair

1. Log into Cardinal Careers.
2. Choose *Events* tab, then *Career Fairs* sub-tab.
3. Find the event in the list. Click on the event to see details; click *Register* to sign up.
4. Complete the fields, click *Next* at the top or bottom of each page to advance through the registration.
5. Click *Confirm* to complete registration.

College of Business

Ulmer Career Management Center
University of Louisville

[website](#)

(502) 852-7756

ulmer@louisville.edu

Speed School of Engineering

Office of Cooperative Education and Career Development
University of Louisville

[website](#)

(502) 852-0395

spdcadev@louisville.edu

University Career Center

University of Louisville

[website](#)

(502) 852-6701

ulcareer@louisville.edu

Center for Engaged Learning

University of Louisville

[website](#)

(502) 852-9540

CEL@louisville.edu