1. Importance of Reporting

- The information received from placement reporting is critical for our statistics and is now easier than ever to do.
- We use this information to build stronger recruiting relationships, increase the effectiveness of students’ searches, and attract more qualified students (future graduates) to Auburn University.

2. Log Into Your Existing Account

- Go to hire.auburn.edu (or bookmark https://auburn-csm.symplicity.com/employers) and log-in

3. Report Placements

- Click on the Employment tab
- Click on Add New
- Complete the placement form
- Please complete the form as fully as possible. Fields with red asterisks are required.
- Student Name: Type the last name in the keyword box and hit the Go button. Open the “Select” drop down menu to choose the correct students.
- Note: The student must have an account in TRL in order to be reported in the system. If the student is not in TRL, please email Jay Skipworth at jbs0003@auburn.edu to report the placement.
- The most important criteria are Placement Type; Student Name; State Date (approximate); Job Title; and Compensation.
- The End Date field is only applicable for Internships and Student Employment: Seasonal and Temporary.
- Click Submit when finished.

For assistance, please contact Jay Skipworth at skipworth@auburn.edu in the Auburn University Career Center (334-844-4744).