

Please follow the steps below to register and post any full-time, part-time/seasonal, and internship positions on Laker CareerZone.

1. First Time User: **Select Register and Post Local Job** under the subtitle Register
  - a. Previous User (at Clayton State or other OneStop Institution): Enter your username and password. After logging into your account or completing the registration information, you will be taken to the Laker CareerZone home page.
2. Under the home page, select from the Tabs or Shortcuts the action you want to execute.
  - a. To post at Clayton State University **free of charge**, click on Create Job Posting.
  - b. To post to multiple schools for a **fee**, click on Create OneStop Job Posting.
3. Please read the hints (light bulb) in the green box (es) above or click on the Help button for further explanation. Copy and paste items will appear in plain text.
4. You may post your position(s) to other schools FREE of charge, by logging-out of Laker CareerZone. Bring up the desired school's Career Database System within OneStop and Login to that system with your Username and Password.
5. Now you are ready to post a job: <https://clayton-csm.symplicity.com/employers>