

EMBA and MBA@UNC

Career Connections



UNC
KENAN-FLAGLER
BUSINESS SCHOOL

To help your organization connect with UNC Kenan-Flagler MBA students, we use an online system called **Career Connections**. This online tool allows employers to directly post positions to the School's internal job board, collect and review candidate resumes in the system and access resume books. You'll also be able to share information about your organization with students, including linking them directly to your website.

Registering and Posting Jobs in Career Connections:

1. Visit <https://emba-kenan-flagler-csm.symplicity.com/employers/>.
2. Select the "Register and Post Jobs" option to request system access, provide information about your organization and submit a job posting.
3. Within one business day (Monday-Friday) you will receive a confirmation email with a system user name and password; you may then use this login information to view your posted position, make updates to your job, post new opportunities, etc.
4. To update job postings or add new opportunities in the system, please select "Jobs" from the main menu at the top of your home page. You may also use the shortcuts menu on the right side of your home page – select the "Create non-OCR Job Posting" option.

Accessing Resume Books in Career Connections:

1. To download student resume books, please select "Resume Books" from the menu at the top of your home page.
2. Select the resume book you would like to download by clicking on the name.
3. Once you click on the name of the resume book, you will be able to view a list of all students included in the book. Please also feel free to use the "Advanced Resume Search" tab to filter and customize your resume book.
You may also use the "Advanced Search" tab to narrow the profile of the students included in your resume book.
4. You have the option to generate a full PDF file of all resumes included in the book (click the "+" to select all students, then choose the "Generate Book" button above the student name list). You may also view the resumes of individual students directly in the list view by clicking on the icon that looks like a piece of paper (appears in the "Resume" column).
5. If you choose to generate a complete resume book, you will receive an automatic email when the PDF resume file is ready to be retrieved from the system (typically within 30 minutes).

Questions? Contact us at EMBACareerManagement@kenan-flagler.unc.edu.