

*University of Missouri-Kansas City  
Career Services  
Roo Career Network  
Employer User Guide*



- From the Career Services web site (<https://umkc-csm.symphlicity.com>), click on Employer Login.
- Select **Register** to set up the account for your company
- Within 1-2 business days you will receive an email outlining your access to Roo Career Network and be able to:

Enter/update your profile – Under **Account**, select **Personal Profile**

Enter/update your company information – Under **Profile**, select appropriate options.

You may now post a job. Click on **Job>Add New**, following the instructions, enter the job information. Click **Save** and the job will be submitted for approval. Your job will be approved in one to two business days.

You may now search for a student. After approval and depending on your status, you will be able to view applicants. Search for students by going to **Resume Search** and entering your search criteria.

Select **Report a Hire** and follow instructions to enter the information.

To register for Career Events, click on **Events** and select “**add new**”. Fill out the information and click submit

**The University of Missouri-Kansas City Career Services offers Roo Career Network as a service to employers at no charge.**