



## Instructions for Accessing PepPro for Employers

### PepPro is Pepperdine University's premier job posting and recruitment tool for the Graduate School of Education and Psychology

- **First - Time Employers**

1. Visit the following website to set up your account:  
<https://gsep-pepperdine-csm.symlicity.com/employers/>
2. Click on the "Register" tab. Fill out the necessary fields – organization name, description, services, full name, title, email, phone number, address etc. Click "Submit".
3. After you submit your registration, you will receive your username and password within one business day.
4. If you are a first time employer and want to post the job at the same time you register, click on "Register and Post Local Job".

- **Registered Employers**

1. Check your email account for the PepPro welcome message – it contains your log-in and password information.
2. If you forgot your password, please click on the "Forgot My Password" tab and enter your email address. Your password will be sent to your email address. To reset your password, contact us at [gsep.careerservices@pepperdine.edu](mailto:gsep.careerservices@pepperdine.edu).

- **How to Create a Profile:**

1. Log in to your PepPro employer account. Click on the "Profile" tab. Fill out as much information as you can.
2. If you want to go back please use the **PepPro "Back" button** instead of your browser's back button.
3. Click on "Save" changes and continue.
4. Fill out the information under other tabs – key statistics, company culture, logo (here you can upload a picture of your company logo)
5. AutoFill – Use this feature if you have registered and created a profile on other Symlicity powered systems. You may copy your profile data to PepPro from there. Select an entry from the list to continue, or simply click away to cancel this operation.

- **How to Change Account Settings:**

1. Under the "Password Preferences" tab you can change password settings.
2. You can change and review your privacy settings and activity summary.

## 1. How to Post Jobs:

Using PepPro you can post all of your employment opportunities to Pepperdine students and alumni free of charge.

1. Click on the “Jobs” tab. Scroll to the bottom of the page. Add a label, select document type, and upload the documents saved on your computer.
2. Select Non-OCR.\*
3. When posting jobs, please remember to mark “no” where it states:

Restrict Applications :  yes  no

Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set.

If “yes” is marked, information regarding how to apply will not show for students who may actually fit the criteria.

3. Under Jobs tab - check submitted student resumes.
4. Also under the “Multi-school Job Postings” tab is a button entitled “Post your NACELINK\* multi-school jobs here!”. For your convenience this feature allows you to post your position to multiple schools throughout the country. Under this tab, and for a nominal fee, you will be able to select additional schools besides Pepperdine University that will receive your posting. Check out the following website for more information. <http://www.nacelink.com/>
5. Make Publication Requests for Resume book - access students and alumni’s resumes’ that match your selection criteria. If you are interested in this service please contact career services.

## • Registering for Career Fair:

1. Log in to your PepPro account, the career fair is listed under events on the main homepage.
2. Please fill out the necessary fields. For attendee type select standard and select days/events you are planning to attend. Also, fill out contact information, profile information, number of representatives that will be attending and their information.
3. Scroll all the way to the bottom of the page to make the payment using a credit card. You can also pay by check. Please note that when "check" is selected, the credit card information fields are not required, and vice versa.

## • Searching for Upcoming Events:

1. Click on the “Events” tab to see a more comprehensive list of upcoming events hosted by Career Services.
2. Click on the “Calendar” tab to see the upcoming events on a specific day, week, month and year.

## • Frequently Asked Questions

### 1. What is Nace-link?

The NACELink Network, the result of an alliance among the National Association of Colleges and Employers, DirectEmployers Association, and Symplicity Corporation, is a national recruiting network and suite of web based recruiting and career services automation tools serving the needs of colleges, employers and job candidates.

### 2. What does Non-OCR stand for?

Non-OCR is abbreviated for Non On Campus Recruiting. Currently GSEP does not offer On Campus Recruiting thus Non-OCR means a regular job you have to post for our students and alumni.

**3. How do I change my username and/or password?**

Once your registration has been approved and you have received your login information, you can log into PepPro and select the “Account” tab to change your password. You must then use this new password.

**4. I forgot my password. What do I do?**

Go to the PepPro login page at <https://pepperdine-csm.symphlicity.com/employers/> and select the “Forgot my Password” tab. Enter your email address and a new password will be sent to you. You must then use this new password to login to PepPro, or any NACELink school site.

**Note:** the email address you enter to retrieve your password must match the address associated with your account.

**5. I tried to register, but received an error message. What do I do?**

You have probably neglected to complete a required field, or the email address you entered may already be linked to an existing account. Go to the top of the page to find the problems with your submission. Contact the Career Services at (310) 568-5666 or email [gsep.careerservices@pepperdine.edu](mailto:gsep.careerservices@pepperdine.edu) if you need assistance.

**6. How do I deactivate a job posting?**

All jobs are automatically archived 30 days after expiration. If you wish to deactivate your job posting, log into PepPro with your login information. Click the “Jobs” tab on the toolbar located at the top of your PepPro homepage. Locate the job you wish to deactivate and click “Deactivate” on the far right hand side.

**7. How do I activate an expired job posting?**

PepPro allows you to re-post your archived (or expired) positions, so you avoid the inconvenience of re-creating the posting from scratch. To do this, log into PepPro with your login information. Click the “Jobs” tab on the toolbar located at the top of your PepPro homepage. Change the expiration date to a future date. If having trouble with the page, email or call Career Services.

**8. Can I fax/mail my job listing or call the Career Service to list my job?**

Yes, you can. Career Services will also be more than happy to walk you through the PepPro registration and job posting process. In the near future, we will be accepting job postings made only through PepPro.

**9. What is the “Profile” tab used for?**

On the top toolbar located on your PepPro account, you can click “Profile” to create your profile. This areas allows you to showcase highlights of your organization, including awards, achievements, products/services, key statistics, company culture, and your logo. When your organization is listed in a job posting or career event, students have easy access to this information.

**For Questions please call GSEP Career Services @ 310-568-5666**

**Or email us at [gsep.careerservices@pepperdine.edu](mailto:gsep.careerservices@pepperdine.edu)**

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