Create an Account & Post a Position in TartanTRAK

TartanTRAK (powered by Symplicity) is Carnegie Mellon's online recruiting system. Employers can request accounts to:

- Post jobs and internships
- Review candidate application materials
- Request on-campus interviews and information sessions
- Request resume books

Create an Account:

1. Go to TartanTRAK Employer Login page: TartanTRAK Employer Login
2. Click on “New Account Request”
3. Complete company profile and submit
4. You will receive notification of approval at which point you will receive a login ID & the ability to create a password
5. Follow the link to set your password
6. Update employer profile

Post Jobs:

1. Click on “Jobs” tab
2. Choose “Add New”
3. Choose whether this post will be viewable by just CMU students or multiple schools (fee associated for multiple schools)
4. Submit Job

Post a Job via CMU Alumni Account on TartanTRAK:

1. Send your job posting to McKenna Houston
   (mhouston@andrew.cmu.edu), Associate Director of Employer Relations at the CPDC

Post On Campus Recruiting (OCR) Job:

I. Request Dates
   1. Click on “On Campus Recruiting (OCR)” tab
   2. Choose “Request a Schedule”
   3. Complete Questionnaire and submit
   4. You will receive confirmation once your request is approved at which point you will be able to post the position

II. Post Position
   1. Click on “On Campus Recruiting (OCR)” tab
   2. Select “Attach a Position”
   3. Complete all required fields
   4. Wait for final approval from administration