



Instructions for Using Tiger Tracks

For DePauw University Mentoring, Job Shadowing, Posting Jobs and Internships, and Managing a Short-Term Internship

Step One: Go to <https://depauw-csm.symplicity.com/mentors/>

Step Two: Sign-up for an account and fill out your profile.

Step Three: Your account will be approved by the Hubbard Center.

If you are a sponsor of a short-term internship:

Go to the tab at the top on the far right to access the needed forms.

If you are interested in signing-up to be a DePauw University mentor:

Go to the “Tigers Connect Network” tab, which is the second tab from the right on the top. You will be able to access/change your profile as well as see any students who have applied to be mentored by you.

If you are interested in posting a summer job, summer internship, or post-graduate job opening:

Go to the fifth tab from the left at the top, which is “Jobs and Internships.” You will be able to post your opening. (Note: Non-OCR stands for Non-On Campus Recruiting. If you are interested in coming to campus to recruit, please call Pam Woodard at 765-658-4281).

If you are interested in hosting a student for job shadowing:

Stay on the “Jobs and Internships” tab. The sub-tab is on the lighter color line below the main line of tabs and toward the middle of the page. There, you can access information on any students who have applied to visit you for a job shadowing session.

For questions on utilizing TigerTracks, call Pam Woodall, Employer Relations Specialist, at 765-658-4281. You can also e-mail Pam at pamelawoodall@depauw.edu.

If you would like to talk about other opportunities to connect with DePauw students you may call or e-mail either Erin Mahoney, Associate Director for Programming and Advising at 765-658-4278 or emahoney@depauw.edu, or Deb Jones, Director of Career Services, at 765-658-4279 or deborahjones@depauw.edu.