

# College Central Directions—Employers

[www.collegecentral.com/sepche](http://www.collegecentral.com/sepche)

## Job Postings and Résumé Search Help Sheet

Thank you for your interest in employing our students and alumni. Our employment services involve a cooperative effort with **College Central Network, Inc.** where employers can register online and post jobs to our students and alumni and search résumés, both for no charge.

Please print a copy of this help sheet for your records or click the appropriate link below:

[WHO IS ELIGIBLE?](#)

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[HOW TO USE OUR RÉSUMÉ SEARCH SERVICES](#)

**WHO IS ELIGIBLE?**

All employer registrations are approved by our office.

Approved employers may post full-time, part-time, internship, co-op, seasonal/volunteer, freelance and work study jobs.

We reserve the right to review and approve your posting before it is displayed to students and alumni.

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## HOW TO REGISTER

Click **Register Now** on our Employer page.

Complete and submit the registration form.

Once your registration is approved, we will call or e-mail you to give you your password.

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## HOW TO USE OUR JOB POSTING SERVICES

### How do I post a job after I have registered?

1. Click **Online Services** on our **Employer** page.
2. Enter your Access ID and the Password that you received from our office.
3. After you have logged in, under the Job Board section, click **Post, Edit, Repost or Expire Job Postings**.
4. Click the **Post a New Job** button.
5. Complete the Job Posting Form (be sure to complete all required fields, select majors and job targets and do a complete job description).
6. Click the **Save Job Posting** button.  
You will receive confirmation that your job posting has been saved. You will then be asked if you would like to post another job, return to the list of jobs that you posted, or return to your Account Page.

Here are some answers to **frequently asked questions** about **job postings**:

### How do I edit my job posting?

1. After you have logged in, click **Post, Edit, Repost or Expire Job Postings** in the Job Board section, then click the **Edit** button for the posting you want.
2. Check your posting and edit the appropriate items. Please note that any changes to the Address fields (Street Address, City, State, Zip Code, Country) will be unique to this job posting and will not be reflected on your employer registration form or any other job postings.
3. Click the **Save Job Posting** button.

### **How do I delete my job posting?**

You may not delete a job posting, but you can expire it so that it is no longer visible to jobseekers.

### **Can I extend the deadline to fill a job or remove a posting once it has been filled?**

**To extend the deadline for a posting**, click **Post, Edit, Repost or Expire Job Postings** in the Job Board section, then click the **Edit** button for the posting you want to extend. Change the expiration date. Then save your posting.

**To remove a posting**, click **Post, Edit, Repost or Expire Job Postings** in the Job Board section, then click the **Expire** button for the posting you want removed. The Resume Submission Deadline will be set to yesterday's date, which will remove the job posting from any jobseeker searches.

### **Can I repost an expired job?**

Expired jobs are listed below currently active jobs and appear in red. Each expired job has a **Repost** button associated with it. Click the **Repost** button for the job, make any necessary changes to the posting, and click the **Save Job Posting** button.

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## **HOW TO USE OUR RÉSUMÉ SEARCH SERVICES**

### **How do I search for résumés of students or alumni?**

1. After you have logged in, click **Search Student and Alumni Résumés**.
2. Select your Search Criteria.
3. Click the **Begin Search** button.
4. Your search results will include a list of the names of all persons who meet your criteria. Click the résumé symbol for each person who is listed in your search results.

Please note that résumés have been entered by students/alumni in several different formats. The type of browser that you are using will effect how you can view the résumés.

**If you are using Internet Explorer**, when you click on a résumé that is in Microsoft Word (.doc), Rich Text Format (.rtf), or Adobe Acrobat (.pdf) format, your browser will automatically load the résumé in your browser. You may then print the résumés by clicking the Print button on your browser.

**If you are using Netscape Navigator or Communicator**, when you click on a résumé that is in Microsoft Word (.doc), Rich Text Format (.rtf), or Adobe Acrobat (.pdf) format, you may be asked to open Microsoft Word or Adobe Acrobat in order to view the résumé. You may then print the résumé directly from that application.

**NOTE: You must have a word processor program that can read Microsoft Word (.doc) and Rich Text Format (.rtf) files in order to view these types of résumés. You must have Adobe Acrobat Reader installed on your computer in order to view résumés created with Adobe Acrobat (.pdf).**