



## North Central State College Employer Guide [www.collegecentral.com/ncstatecollege](http://www.collegecentral.com/ncstatecollege)

Please follow the instructions below to access our *FREE* on-line job posting and resume search system through College Central Network.

**Step 1. You must first register and be approved in order to post jobs and conduct resume searches.** An e-mail address is required to register. Contact our office if you do not have access to e-mail.

- Go to <http://www.collegecentral.com/ncstatecollege>
- Click on the **Employers** icon. Read the information on the second screen.
- Choose the link for **Register Now**. Enter registration info and create an Access ID. If the ID is already in our database, try adding a letter(s) or number(s) or an underscore. All IDs must be unique.
- Once approved by our office, you will receive an e-mail notification confirming your Access ID and informing you of your Password.
- Note: The **Help Page** link will give you detailed directions and other useful information \*\*

**Step 2. Using the CCN Recruitment Services for Employers once approved:**

- Go to our school's site as above and choose the **Employers** icon.
- Click the link for **Log in to your Account**.
- Enter your Access ID and assigned Password.
- Upon accessing your account page, you may:

### Update or Review Registration Information

- Please keep your information up-to-date for the accuracy of our records.

### Post a New Job

- **Give plenty of detail** to make your postings attractive to students/alumni. You may cut and paste job descriptions. If posting part-time jobs, please list hours required.
- Please **list the city** or area where the job is located to aid job seekers.
- You can **edit the resume submission deadline** date to best fit the job.
- Be sure to **list an e-mail address in the contact information** to receive resumes via the system. This also helps us track student resume submissions.

Once you have posted a job, you may **Post, Edit, Repost, or Expire Job Postings**

- Post new job opportunities - it's unlimited and free.
- Edit job postings as needed.
- Repost expired jobs if they are still open or become open again.
- Expire jobs when they have been filled so they come off view.

If approved for this feature, you can easily **Search Student and Alumni Resumes**

- The more criteria you chose, the more limited your results will be.
- Use the toolbar Back button to exit out of resumes opened in Internet Explorer.

Note: Please make sure that your e-mail is set up to read HTML otherwise messages may be jumbled.

If you have questions, contact Alicia Camak, Career Pathway & Internship Coordinator at North Central State College,  
[acamak@ncstatecollege.edu](mailto:acamak@ncstatecollege.edu)