

## EMPLOYER HELP SHEET

We appreciate your interest in employing **Edgecombe Community College** students and alumni. Our recruitment services involve a cooperative effort with College Central Network, Inc. Follow the instructions below to access our FREE online job posting and resume search services.

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

- Go to the URL listed at the top of this page.
- Select the **Employers** icon. Read the information on the second screen.
- Choose the link for **Register Now**. Enter registration info and create an Access ID.
- Once approved by our office, you will receive an email 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 **Online Services**.
- Enter your Access ID and assigned Password.
- From 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 jobseekers.
- You **can edit the resume submission deadline** date to best fit the job.
- Be sure to **list an email 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 can **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, you can easily **Search Student and Alumni Resumes**

- As with any database search, the more criteria you chose, the more limited your results will be. Modifying your criteria may be useful for yielding many qualified candidates.
- Use the toolbar Back button to exit out of open resumes via Internet Explorer.

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

If you have questions, contact our office at: [careerservices@edgecombe.edu](mailto:careerservices@edgecombe.edu) or 252-823-5166 X 166.