

EMPLOYER HELP SHEET

We appreciate your interest in employing Anderson University students and alumni. Our employment services involve a cooperative effort with **College Central Network, Inc.** Employers can register online and post jobs for FREE to our Web site at www.collegecentral.com/anderson.

WHO IS ELIGIBLE?

Any employer who wants to fill full-time, part-time, internship, co-op, seasonal, and freelance jobs. All employer registrations will pass through the Career Center for approval.

Step 1. You must register and receive a password from the Career Center to post jobs and conduct resume searches. Note: You must have an e-mail address to register.

How do I register?

- * Go to our school's site listed on top of the page.
- * Click on the icon labeled "**Employers.**"
- * Choose **Job Postings and Resume Searches**, and then click on **Register**.
- * Enter registration info with an e-mail address so that we may contact you.
- * Career Services will e-mail or call you with your password.

**Note: The [Need Help?](#) link will give you detailed directions and other useful information. **

Step 2. Using the CCN Employer Services Module to Post Jobs and Search Resumes:

- * Go to our school's site as listed above and choose the "**Employers**" icon.
- * Click **Job Postings and Resume Searches**.
- * Choose **Access Account**.
- * Enter your Access ID and assigned Password.

You may now:

Access your **Registration**.

Update or Review Your Registration Information

Keep your information up-to-date for the career center and students/alumni.

Work with your **Job Postings**.

Post New Job (give plenty of detail including work hours and salary; entering an e-mail address in the Contact information will allow online resume submission). Post jobs often – it's FREE!

Update/Preview/Repost Jobs.

Repost jobs if they have expired and are still open. Remember, the deadline date for applying can be edited for new jobs and reposted jobs.

Easily **Search Student and Alumni Resumes**.

Find outstanding candidates for your opportunities.

* NOTE: As with any database search, the more criteria you choose, the more limited your results will be. Modifying your criteria may be useful for yielding many qualified candidates.