



College Central - Employer Help Sheet

Midland University's Job Board

We appreciate your interest in employing Midland University students and alumni. Midland's job board is College Central. Follow the instructions below to access this FREE online job posting and resume search system.

Step 1. You must register and be approved in order to post jobs and conduct resumes searches. An email address is required to register. Contact ccenter@midlandu.edu if you do not have access to email.

- Go to <http://www.midlandu.edu/career-resources-employers>
- Click on the **College Central graphic**.
- Click on **Create an Account**. Enter your registration information and create an Access ID. **If the ID you choose is already in our database, add a letter(s) or number(s) or an underscore.** All IDs must be unique.
- Once approved by our office, you will receive an email notification confirming your Access ID and informing you of your Password. (Approval is typically within 24 hours).

****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.
- 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 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.

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<http://www.midlandu.edu/basic-page/midland-university-personal-career-development-center>