We appreciate your interest in employing Pennsylvania State System of Higher Education (PASSHE) 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.

WHO IS ELIGIBLE?

Any employer who wants to post full-time, part-time, internships, 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.

- Go to the PASSHE site at www.collegecentral.com/pasystem
- Click on “Job Postings and Resume Searches”, then click on “Register.”
- Enter registration info with an email address so that we may contact you.
- Once approved by the central administrator, 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.

- Go to the PA SSHE site as above and choose the “Job Postings and Resume Searches” icon.
- Click on “Access Account.”
- Enter your Access ID and 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
- Update/Preview/Repost Jobs
  Give plenty of detail to make your postings attractive to students/alumni!

Easily search for Job Candidates.

- Search Student and Alumni Resumes
  Find outstanding candidates for your opportunities.

* NOTE: 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.

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