

# www.collegecentral.com/pasystem

## EMPLOYER HELP SHEET

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](http://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.