

www.collegecentral.com/cup

EMPLOYER HELP SHEET

We appreciate your interest in employing California University of Pennsylvania 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 viewed by Cal U Students.

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 our school's site at www.collegecentral.com/cup
- Click on the **Employers** icon.
- Choose the link for **Register Now**.
- Enter registration info with an email address so that we may contact you.
- 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.

- Go to our school's site as above and choose the **Employers** icon.
- Click the link for **Online Services**.
- 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.