

www.collegecentral.com/rhodesstate

EMPLOYER HELP SHEET

We appreciate your interest in employing **Rhodes State College** students and alumni. Our recruitment services involve a cooperative effort with College Central Network, Inc. Follow the instructions below to access our FREE online recruitment system.

You must register and be approved in order to post jobs and conduct resume searches. An email address is required to register.

- Go to the URL listed at the top of this help sheet.
- Once at the site, select **Employers**.
- Next, **Create Account**. Complete the registration form and then Register.
- Once approved by our office, you will receive an email confirming your approval status and providing a link where you can activate your account and create your password.

You will immediately have access to your account page so you can...

Post a New Job

Give plenty of detail to make your postings attractive to students/alumni.

- If posting part-time jobs, please **list hours** required.
- Please list the **salary** and **list the city and zip code** 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 track resume submissions.

Search Student and Alumni Resumes and Portfolios if approved for this feature.

You may access your account at anytime:

- Go to our school's site (above URL) and choose **Employers**.
- Next, enter your User ID and Password and **Sign In**.
(Forgot your User ID or Password is available if needed.)

From your account page, you may:

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 and they will be removed from viewing.

Update or Review Registration Information

- Please keep your information up-to-date for the accuracy of our records.

Complete the **Report Offers/Hires** when you hire a student or graduate from our school so we will be informed of their successful employment.

If you have any questions, please contact Career Development at
(419) 995-8352 or CareerDevelopment@RhodesState.edu.