

www.collegecentral.com/rhodesstate

STUDENT REGISTRATION INSTRUCTIONS

Students are eligible to use the **Rhodes State College** online job board after completing the following registration process through a site that has been specially designed by College Central Network (CCN):

- Go to: **www.collegecentral.com/rhodesstate**
- Select the **Student** icon, and read the information and announcements on the next page.
- Go to the **Create Account** button.
- Use your R# for your **User ID** and create a **Password** that you will remember.
- Then **Continue**.

REGISTRATION ENTRY

- Complete all requested information on the registration form. Employers will search this information to choose appropriate candidates. And, the **Job Agent** will notify you of jobs posted to your school that match your interests.

JOB SEARCH

- From your homepage, select **Search Postings to My School**, enter criteria specific to the type of job you are seeking, and then **Begin Search**. Also **Search for Jobs in CCN's Jobs Central**, our national jobs database, and for internships in **Intern Central**.
- To monitor your job search, select **My Job Search History** from your homepage.
- From your homepage, complete the **Report Offers/Hires** when you are offered a job.
- Review the **Career Document and Media Libraries** to get additional job search tips and career information via printed documents, podcasts, and videos.

RESUME ENTRY

- On your Dashboard, select **My Resumes** and follow the instructions. **If you do not have a resume in the system, employers will not be able to find you when they search for candidates** and you may miss out on opportunities.
- Your resume will be reviewed and approved by the Director of Career Development before it can be submitted via the system and searched by employers. You will be notified by email when your resume is approved.
- Resumes that have not been updated in 18 months will be purged from the database.

CREATE A PORTFOLIO

- Build a career portfolio to show prospective employers samples of your class work, achievements and work experience. This will help you gain an advantage over other job seekers. Keep the portfolio hidden from employers while you are working on it; select "Show" when completed.

You can **visit the Web site 24/7**. To login, after selecting the **Student** icon from the home page, enter your **User ID** and **Password** and select **Sign in** on the next screen. It is imperative to keep your information updated so employers are not searching on outdated information or find old resumes.

If you have any questions, please contact Ms. Krista Richardson, Director, Career Development, at (419) 995-8312 or Richardson.K@RhodesState.edu.