

Clarion University Career Services Center College Central Network Users Guide for Employers

This document provides instructions for employers on how to use www.collegecentral.com/clarion to establish an online account, post jobs, and/or search resumes for part-time, summer, seasonal, internship, or full-time opportunities.

If you have scheduled a campus visit date and plan to conduct individual campus interviews, please print the instructions at the following address: www.clarion.edu/57331.pdf. You must complete steps that differ from the following instructions.

If you have questions, please contact the Career Services Center at 814-393-2323 or careers@clarion.edu.

How to Create an Online Employer Account at www.collegecentral.com/clarion

- Go to www.collegecentral.com/clarion. Bookmark the Employer Log-in page for future reference.
- Click on *Employers*; then *Register Now*.
- Complete the *Employer Registration Form*. Please record your *Access ID* for future reference.
- The system notifies us that you have registered.
- We will determine the level of access that you need and assign a *Password*.
- You will receive an e-mail notification with the *Password*.
- At any time, you can enter your account and access *Online Services*.

How to Update or Review Your Employer Account Information

- Go to www.collegecentral.com/clarion.
- Click on *Employers*; then *Online Services*.
- Make changes and click on *Update Company Information*.

How to Post a New Job

- Go to www.collegecentral.com/clarion.
- Click on *Employers*; then *Online Services*.
- Select *Job Board: Post a new job for candidates to view*
- Complete job information and click on *Save Job Posting*.

Tips for Campus Offices/Departments:

- **Department:** Type name of campus office or department
- **Organization Name:** Type *Clarion University [name of office/department]*.
Examples: *Clarion University Biology Department...Clarion University Recreation Center*
- **Type of Job:** Select *Student Employment*
- **Job Location:** Select *On Campus*

Tips for Clarion Area employers posting part-time jobs:

- **Type of Job:** Select *Part-Time*
- **Job Location:** Select *Pennsylvania*

How to Edit, Repost, or Expire Job Postings

- Go to www.collegecentral.com/clarion.
- Click on *Employers*; then *Online Services*.
- Select *Job Board: Edit, Repost or Expire Job Postings*

How to Search Resumes (if approved)

- Go to www.collegecentral.com/clarion.
- Click on *Employers*; then *Online Services*.
- Select *Job Candidates: Search Student and Alumni Resumes*
- Complete search criteria and click on *Begin Search*

Tip: As with any database search, the more criteria you choose, the more limited your results will be. Modify your criteria to yield more candidates.

How to Report Offers/Hires

- Go to www.collegecentral.com/clarion.
- Click on *Employers*; then *Online Services*
- Select *Hiring Information: Report Offers/Hires*
- Select candidate's name, report information, and click on *Submit*