

# Clarion University Career Services Center

## College Central Network Users Guide for Campus Recruiters

All employers scheduling a campus visit to conduct individual interviews must:

1. Complete a Campus Recruiting Program Request Form at [www.clarion.edu/15889](http://www.clarion.edu/15889)
2. Have an active account at [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).

Please contact the Career Services Center at 814-393-2323 or [careers@clarion.edu](mailto:careers@clarion.edu) to find out if your organization already has an account or to obtain your Access ID and Password.

### 1. How to Create or Update an Online Employer Account at [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion)

#### Create an Online Employer Account

- Go to [www.collegecentral.com/clarion](http://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 use.
- The system notifies us that you have registered.
- We will approve your account for *On-Campus Interviewing* 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*.

#### Update or review registration information if your organization already has an account

- Go to [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).
- Click on *Employers*; then *Online Services*.
- Select *Registration: Update or Review Registration Information*.
- Review and/or make changes; click on *Update Company Information*.

### 2. How to Post, Repost or Edit your Job/Internship Position for On-Campus Interviews

#### Post a new job/internship for which you plan to interview candidates on-campus

- Go to [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).
- Click on *Employers*; then *Online Services*.
- Select *On-Campus Interviewing: Post a Job for On-Campus Interviewing*
- Complete the *Job Posting Entry Form*.
- Click on *Save Job Posting*.
- After you submit your posting, an on-line schedule will be created by the Career Services Center and added to your On-Campus Interviewing account.

**Note:** If only one recruiter will be conducting individual interviews, ALL jobs for which you will be interviewing must be posted as one job posting on the Job Posting Entry to facilitate interview scheduling.

#### Edit or repost a job/internship for which you plan to interview candidates on-campus

- Go to [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).
- Click on *Employers*; then *Online Services*.
- Select *On-Campus Interviewing: Post, Edit or Repost OCR Jobs; Check Submissions and Schedules*
- Review and/or make changes; click on *Save Job Posting*.
- After you submit your posting, an online schedule will be created by the Career Services Center and added to your On-Campus Interviewing account.

### 3. How to Review and Respond to Resume Submissions to your On-Campus Interviewing Job/Internship Posting

#### Check Resumé Submissions and Interview Schedule

- Go to [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).
- Click on *Employers*; then *Online Services*.
- Select *On-Campus Interviewing: Post, Edit or Repost OCR Jobs; Check Submissions and Schedules*
- Visit the Job Postings for On-Campus Recruitment page frequently to view online resume submissions, accept or reject candidates online, view your schedule, or edit your job posting.

**Note:** Candidates cannot schedule an interview appointment time until you have responded online to their submission.

### 4. How to Use Other Features in your College Central Network Employer Account

#### Job Candidates: Search student and alumni resume database

- Tip: Maximize your candidate pool by using the Search Student and Alumni Resumes link. You may search resumes and contact candidates directly regarding individual interviews. Inform these candidates to submit their resume to your posting through their CCN account using the Search for On-Campus Recruitment Jobs link to begin the process of pre-scheduling an individual interview.
- Go to [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).
- Click on *Employers*; then *Online Services*.
- Select *Job Candidates: Search Student and Alumni Resumes*

#### Job Board: You can use this feature to post, edit, repost or expire job postings for which you are not interviewing candidates on campus

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

#### Hiring Information: Report offers/hires

- Go to [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).
- Click on *Employers*; then *Online Services*.
- Select *Hiring Information: Report Offers/Hires*