Employer Help Sheet

We appreciate your interest in recruiting Bellarmine University students and alumni. Since August 2009, College Central Network provides our first integrated online career services management system. Please follow the instructions below to access our FREE job, internship and volunteer opportunity listings, as well as resume search and on-campus interviewing services.

Step 1. You must register and be approved in order to post opportunities and conduct searches. An email address is required to register, so contact our office if you do not have one.

- Go to **www.collegecentral.com/bellarmine**.
- Click the "Employers" icon and read the information on the second screen.
- Click the "Register Now" link, enter registration information and create an Access ID using up to 12 letters, numbers and/or the underscore character.
- Once approved, you will receive an email confirmation and Password, usually the same day.
- To log in to your account, return to the above website, select the "Employers" icon, click the "Online Services" link, and enter your Access ID and assigned Password.

Step 2. Use CollegeCentral to maintain your account, manage your listings and search resumes. You can perform the following activities from your employer home page.

Update or Review Registration Information

- Make sure your contact information and organizational details are current.

Post a New Opportunity

- **Give plenty of detail** to make your postings attractive to students and alumni. You may cut and paste descriptions from your own documents. List hours required for part-time positions.
- Please **list the city or area** where the job is located to aid jobseekers.
- You can change the **resume submission deadline** to meet your needs.
- Be sure to **provide an email address** in the contact information to receive resumes via CollegeCentral. This also helps us track student and alumni resume submissions.

Edit, Repost or Expire Opportunities

- Post, **edit and repost opportunities** as needed. This service is **FREE** and unlimited.
- Repost expired opportunities if they are still open or become open again.
- After filling positions, **expire listings** so they are no longer visible.

Search Student and Alumni Resumes

- Conduct a **proactive search** to identify and communicate with qualified students and alumni.

Post an Opportunity for On-Campus Interviewing

- **Post and edit positions** for which you plan to interview on campus. Contact Career Development for assistance with dates, schedules and other arrangements.
- Check frequently for submitted resumes. **Select qualified candidates** and invite them to register online for an interview. Flag less qualified candidates as alternates to keep them active for further consideration. Unqualified candidates marked as "Not Selected" will not be available for later review.
- **Monitor the selection process**, including candidate status and interview schedules.

Step 3. Report offers to and acceptances from Bellarmine students and alumni.

- Whether you listed the opportunity in CollegeCentral or not, please **record search results** for specific jobs, internships and volunteer positions so we can track the success and location of our students and alumni.