



# COLLEGE CENTRAL INSTRUCTIONS EMPLOYERS

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The Career Development Center is your connection to thousands of exceptional Bellarmine University students and alumni, as well as our distinguished faculty and staff. Thank you for your interest in hiring Bellarmine students and alumni for job/internship and volunteer opportunities. The following instructions outline how you can connect with our students and alumni using our free recruitment system.

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## CREATE AN ACCOUNT

You must register and be approved in order to post jobs and conduct resume searches. In an effort to eliminate duplicate accounts, if you believe your organization has had an account in the past, please email [careerdev@bellarmine.edu](mailto:careerdev@bellarmine.edu) for log in credentials.

1. Go to: [www.collegecentral.com/bellarmine](http://www.collegecentral.com/bellarmine)
  2. Select the **Employer** icon, and read the information and announcements on the next page.
  3. Click **Create Account**.
  4. Complete the registration form and then click **Register**.
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## APPROVAL PROCESS

1. Once approved by our office, you will receive an email notification confirming your Access ID and informing you of your password. Please allow up to 48 hours for the approval process.
  2. You may then **Sign In** using your Access ID and password to begin using College Central.
  3. Please keep your information **up-to-date** for the accuracy of our records.
  4. **Note for Childcare Listings:** Your family name should be used as the company name (ex. Jones Family) and complete all of the required contact information. Share your neighborhood (Highlands Area, St. Matthews, East End, etc.) in the job description. For safety purposes, delete the street address, city, state, zip code and country data, leaving only a phone number and/or email address for candidates to contact you.
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## POST OPPORTUNITIES

1. On your homepage select the **Post, Edit, Repost or Expire Job Postings** link under the Job Board heading, and then click **Post a New Job**.
2. Please provide plenty of **detailed information** in the required fields to ensure adequate marketing of opportunities to students and alumni. (Hours, Salary, Location, Benefits)
3. At the bottom of the page you can **edit the job submission deadline** date to best fit your needs. The system provides tools to edit job posting as needed, repost expired jobs, and expire jobs so they are no longer visible.

*\*\* Please complete the Report Offers/Hires from your account page when you hire a student or alum from our school so we will be informed of their successful employment.*