

**Creating a New Account**

1. Go to [www.collegecentral.com/bellarmino](http://www.collegecentral.com/bellarmino) and click on the "Employers" icon.
2. If you are creating a new account, click on the "Register Now" link. Enter all required contact information and your organization's description, web address and industry. If appropriate, enter your initials to indicate EOE compliance.
3. Create an Access ID consisting of up to 12 letters, numbers and/or the underscore character. Click the "Register" button.
4. Once your new account has been approved by the Career Development staff, usually the same business day, your Password will be sent to you by email. Please call our office if you need immediate assistance with your account or job listings.

**Logging Into an Existing Account**

1. Go to [www.collegecentral.com/bellarmino](http://www.collegecentral.com/bellarmino) and click on the "Employers" icon.
2. Click the "Online Services" link toward the bottom of the page.
3. Enter your Access ID and Password and click on the "Access Account" button. If necessary, you can also retrieve your Access ID and/or Password from this page. Please contact our office if you need any help with your account or job listings.

**Online Employment & Recruiting Services**

- [Update or Review Registration Information](#) – Change account holder's name, contact information and organization details.
- [Post a New Opportunity](#) – List full-time, part-time, temporary and seasonal job, internship and volunteer opportunities for Bellarmine students, alumni and community members.
- [Manage Listings](#) – Edit, expire, repost or delete opportunities that have already been posted through your account.
- [Job Applications](#) – Review applicant resumes, select qualified candidates
- [Resume Search](#) – Proactively search resumes and/or portfolios of Bellarmine students, alumni and community members.
- [On-Campus Interviewing](#) – In one online system, post positions for on-campus recruiting, manage your interview schedules, review applicant resumes and invite qualified candidates to sign up for interview times.
- [Other Employer Services](#) – Receive resume referrals from Career Development staff; report your job and internship offers and hires; participate in a career mentoring network with Bellarmine students, alumni, employers, faculty and staff.

**Other Career Development Resources**

- [CareerPortal](#) – New and improved Bellarmine University Career Development website arriving in Fall 2009. Go to [www.bellarmino.edu/careerdev](http://www.bellarmino.edu/careerdev) for all your college recruiting, internship and employment needs.
- [NACElink](#) – Online resource for local, regional and national job and internship listings sponsored by the National Association of Colleges and Employers and the Direct Employers Association. Employers who want to post the same position at Bellarmine and other colleges and universities may be interested in using this convenient service for a small fee.
- [On-Campus Recruiting Activities](#) – Set up an information table, host a company information session or conduct on-campus interviews. Contact the Career Development staff for registration forms, scheduling assistance and logistical support.
- [Workshops and Career Fairs](#) – Be the exclusive sponsor for one of our Career Development workshops and participate in an on- or off-campus career fair. Contact our office to discuss upcoming events and register your organization.
- [Employment Professionals](#) – Human resource professionals, hiring managers and third-party recruiters are invited to join this select group of volunteers, who assist with resume reviews, workshops, mentoring and other activities. Contact Ann Zeman at [azeman@bellarmine.edu](mailto:azeman@bellarmine.edu) or 502-452-8154 for more information.
- [Career Development Advisory Board](#) – A new advisory board of employers, recruiters, faculty and staff is forming to enhance the career development of Bellarmine students and alumni and to improve the services, programs and resources offered to all constituents. Contact Todd Reale at [treale@bellarmine.edu](mailto:treale@bellarmine.edu) or 502-452-8242 for more information.