# CROWDER COLLEGE CAREER AND TRANSFER SERVICES

### **College Central Network—Getting Started for Employers**

- 1. Visit <u>www.CollegeCentral.com/Crowder</u>
- 2. Click on the box for employers. (Figure 1)
- 3. Under the sign in option, click on "Create Account". (Figure 2)
- The next screen will require you to enter information in a form. It will be required that you provide information for all fields that are marked (\*) required.
- 5. At the bottom of the form, you will create a User ID that is unique to you. This will be your username for your account.
- Upon submitting the form, you will be redirected to a screen that shows that you have completed your registration. Before you may begin posting jobs within your company or organization, your form must be approved and authorized by the Career and Transfer Services Office. (Figure 3)
- Upon approval, you will receive an email from College Central Network notifying you that you may active your account by creating a password to login. (Figure 4)

#### Figure 3

#### **Employer Registration**

Thank you for registering with Crowder College.

Your registration information will be reviewed and, if approved, you will be notified by email. If you do not hear from us within 2 business days, please contact our office.

We hope that you will have a successful recruiting experience.

#### Return to the School Home Page

#### Figure 4

Your company has been approved to post jobs and search résumés online at Crowder College.

Please use this secured link to activate your account and then you can begin posting jobs.

In the future, go to <u>https://www.collegecentral.com/crowder</u> whenever you want to post jobs and search résumés. Please include a salary or salary range in the position description as you will achieve better results.

Thank you for your interest in recruiting with us!

## You're ready to go!

Questions? Email: CareerServices@Crowder.edu Call: (417) 455-5618



Figure 2 CROWDER COLLEGE
User ID
Password
Sign in
Forgot your User ID or Password?
Not registered? Sign up!
Create Account