

Career Services is a vital link in Ridgewater College's chain of success. It is our mission to help our students make smart career choices, to help our students and alumni find gainful employment, and to help employers find qualified and well-trained employees.

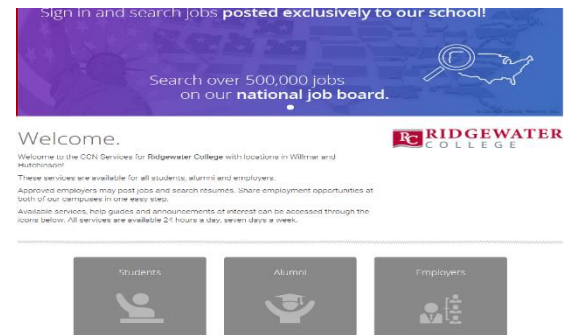
From the moment you step on campus to any time after you leave, our dedicated Career Services staff are available to help you with career planning, resume writing, interview preparation, job searching, and creating connections with local employers that need skilled workers.

www.collegecentral.com/ridgewater
STUDENT & ALUMNI REGISTRATION INSTRUCTIONS

One of the primary benefits of being a Ridgewater College student is access to our **College Central Network job posting website**, where you can search for full and part-time jobs posted by our employer partners across the region, state, and nation who are specifically looking for Ridgewater graduates!

All students and alumni are eligible to use the **Ridgewater College Career Services** online job posting website after completing the easy registration process:

- Go to www.collegecentral.com/ridgewater
- Click the **“Student”** or **“Alumni”** Icon; then click **“Create Account”**
- Create an **Access ID (use your Star ID)** and a **Password** that you will remember; confirm your **password**
- Click **“Continue Registration”**



REGISTRATION INFORMATION ENTRY

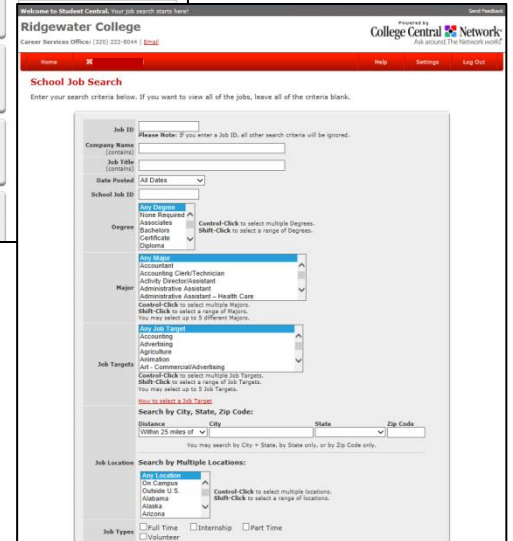
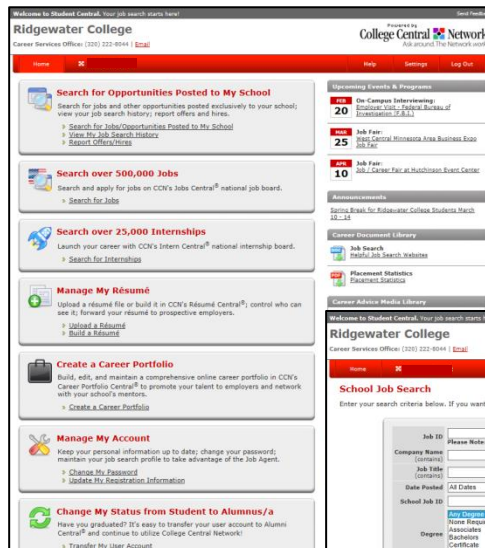
- Enter all your demographic information - fields with an (*) asterisk are required (such as name, email, address, phone)
- You will also answer questions about where you want to work, your degree and major, your graduation date, any special skills and certifications, and the kinds of jobs that interest you. Please be as thorough and complete as possible, since employers will search this information!
- We recommend you allow us in our Career Services office to send occasional emails to you through our website about jobs matching your interests.
- *Check everything that you have entered for spelling and accuracy. College Central is not responsible for factual, grammar or spelling errors. Everything that you put on your registration will appear **exactly** as you entered it!*
- Click **“Submit Information”**

The image shows a registration form with two main sections. The first section, "Name and Contact Information", includes fields for School/Company, First Name, Middle Name, Last Name, Email, Home Address, City, State, Zip Code, Country (United States), Telephone, and Fax. The second section, "Preferences and Qualifications", includes fields for Work/Other Address, City, State, Zip Code, Country (United States), Telephone, and Fax, along with a dropdown menu for Job Location (Outside U.S., California, Alaska, Arizona).

You can now visit www.collegecentral.com/ridgewater any time, **24 hours a day, 7 days a week, 365 days a year**. Just click through to **Student Central** or **Alumni Central** and **Sign In** with your **Access ID** and **Password!**

JOB SEARCH ACTIVITY

- To search for jobs, click on **“Search for Jobs/Opportunities Posted to My School”**
- Your **“School Job Search”** has options to filter your results by:
 - Job ID
 - Company Name
 - Job Title
 - Date Posted
 - Degree or Major
 - Job Targets
 - Distance from specific cities or zip codes
 - Job Locations in Other States or Nations
 - Job Types (*Full-Time, Part-Time, Internship*)
- To view all jobs posted, leave all the search fields blank
- Click **“Begin Search”**



RESUMES AND PORTFOLIO

- Upload your resume** file or build it in **CCN’s Resume Central®** to send to prospective employers
- Make your resume available for employers to search for your skills and contact you directly
- Build, edit, and maintain a comprehensive **online career portfolio** in **CCN’s Career Portfolio Central®** to promote your talent to employers and create a strong job network
- Access **CCN’s Career Document** and **Career Advice Media Library**, each containing hundreds of helpful resources for resume writing, job hunting, interviewing, and more

UPCOMING EVENTS AND ANNOUNCEMENTS

- Keep track of **Ridgewater College Career Services** events such as **job fairs, employer visits, office appointment availability**, and more
- Make the most of the **Career Services** available **free of charge** to **students, graduates, and alumni!**
 - Mock job Interviews** are provided upon request
 - Multiple resources** to use to search for part-time and full time employment
 - Personal assistance** to job seekers including job development, cover letter/resume development/review, interviewing skills, etc.

RIDGEWATER COLLEGE CAREER SERVICES

Dayna Latham,
Training & Outreach Manager
(320) 222-6063 | dayna.latham@ridgewater.edu

Brea Lohn,
Training & Outreach Assistant
(320) 222-6064 | brea.lohn@ridgewater.edu