RIDGEWATER COLLEGE
CAREER SERVICES

www.ridgewater.edu/careerservices
(800) 722-1151 | (320) 222-6063
careerservices@ridgewater.edu

www.collegecentral.com/ridgewater
EMPLOYER REGISTRATION INSTRUCTIONS

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, graduates and alumni find gainful employment; and to help **employers like you find qualified and well-trained employees**. Through our College Central Network job posting website, you can post your employment opportunities for *free*! You'll gain access to our **database of resumes** from students, graduates, and alumni who are looking for full and part-time jobs, internships, or job shadowing opportunities. You will learn about options for participating in our Job Fairs, on-campus career and employment events, or other relevant seminars.

As an employer partner, you are eligible to use **Ridgewater College Career Services** online job posting website after registering:

- Go to **www.collegecentral.com/ridgewater**
- Click the "**Employers**" icon; then click "**Create Account**"
- Enter all your demographic information - fields with an (*) asterisk are required (such as contact name, company name, address, email, phone, industry, etc.)
- Create an **Access ID**
  - *Once approved by our Career Services office, you will receive an **email notification** confirming your **Access ID** and informing you of your password*
  - *Please keep your information up-to-date for your benefit and the accuracy of our records*
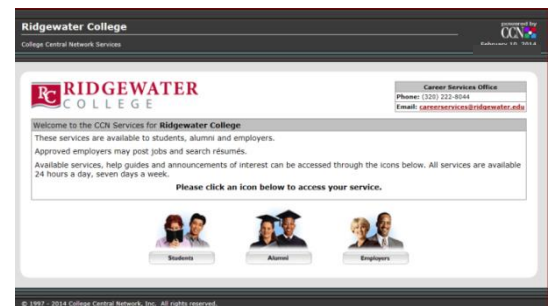
ONLINE EMPLOYER ACCOUNT
- Click on "**Post a New Job**", then enter information in the following categories:

- **Company Description**
- **Job Title**
- **Job Description**
  - *Give plenty of detail to make your postings more attractive*
- **Salary**
- **Type of Job** - *Full-Time, Part-Time, Internship, Volunteer*
  - *If posting part-time jobs, please list hours*
- **Job Location**
  - *Please list the city or area where the job is located*

- **Experience Level**
- **Degrees Wanted or Majors Wanted**
- **Job Targets Wanted**
- **Required Skills/Certifications**
- **Other Job Requirements**
- **Contact Information**
  - *Be sure to list an email address in the contact info to receive resumes via the Ridgewater CCN system*
- **Submission Deadline**

- Once you have posted a job, you can **post, edit, repost or expire your job postings**
  - **Post new job opportunities** - it's unlimited and *FREE*
  - **Repost expired jobs** if they are still open or become open again
  - **Edit job postings** as needed
  - **Expire jobs** when they have been filled prior to the deadline date

SEARCH FOR STUDENTS AND ALUMNI
- **Search student and alumni resumes and/or portfolios** by campus, veteran status, graduation date, degree or major, job targets, special skills and certifications, and location preferences

*You can now visit **www.collegecentral.com/ridgewater** any time, **24 hours a day, 7 days a week, 365 days a year!***

RIDGEWATER COLLEGE CAREER SERVICES	
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