



EMPLOYER REGISTRATION GUIDE

www.collegecentral.com/morainevalley <http://www.collegecentral.com/morainevalley/>

Posting A Job on CCN through Moraine Valley Community College

STEP 1.

You must register and be approved in order to post jobs and conduct resume searches. An email address is required to register. The **Help Page** link will give you detailed directions and other useful information. **Note: 3rd Party Recruiting Agencies may post jobs provided there is full disclosure of the company being represented, however, the resume review search tool is not an available option.** If you have questions, please contact the MVCC Job Resource Center at 708-974-5737.

- Go to the URL listed at the top of this page to post to Moraine Valley Community College.
- Select the “**Employers**” icon. Read the information on the second screen.
- Choose the link for “**Register Now**”. Enter registration information and create an Access ID. **If the ID you choose is already in our database, add a letter or number(s).** All IDs must be unique.
- Please make sure you add “**MVCC**” in the **School ID** field.
- Once approved by our office, you will receive an email notification confirming your Access ID and informing you of your Password.

STEP 2

Using the CCN Recruitment Services for Employers once approved:

- Go to our school’s site as above and choose the **Employers** icon.
- Click the link for **Online Services**.
- Enter your Access ID and assigned Password.
- From your account page, you may:

Update or Review Registration Information

- Please keep your information up-to-date for the accuracy of our records and make sure that your email is set up to accept our mail in HTML (please check your SPAM or Junk folder periodically).

Post a New Job

- **Give plenty of detail** to make your postings attractive to students/alumni. You may cut and paste job descriptions. If posting part-time jobs, please list hours required. **Do NOT check off “Student Employment”.** This resource is for MVCC On-Campus Student Employment *only*.
- **Wage Information must be disclosed. This information is required for our records.**
- Please **list the city** or area where the job is located to aid jobseekers.
- You **can edit the resume submission deadline** date to best fit the job.
- Be sure to **list your email address in the contact information** to receive resumes via the CCN system. This also helps us track student resume submissions.

Edit, Repost or Expire Job Postings once you have been registered

- Post new job opportunities - it’s unlimited and free.
- Edit job postings as needed.
- Repost expired jobs if they are still open or become open again.
- Expire jobs when they have been filled so they come off view.

If approved for this feature, you can easily Search Student and Alumni Resumes

- The more criteria you choose, the more limited your results will be.
- Use the toolbar Back button to exit out of resumes opened in your web browser.

DISCLAIMER: The MVCC Job Resource Center reserves the right to refuse to post or to remove a job posting that contains misrepresented information or information deemed inappropriate to potential job seekers. Please no commission only positions or undisclosed 3rd-party recruiting. Questions? Please contact the Job Resource Center at: 708-974.5737