

## **College Central Network – for supervisors**

Choose Employers tab - [www.collegecentral.com/washjeff/](http://www.collegecentral.com/washjeff/)

**Sign in** or **Create Account** (If you have a previous account but can't remember your Access ID and Password, it is okay to create a new account).

**Note:** as there are many W&J departments entering positions, to ensure yours is unique, enter in the employer field "**W&J – your department name**" e.g. **W&J – Financial Aid**.

### **HOW TO REGISTER**

- Click on the gray **Create Account** Tab in the employer module.
- Complete and submit the registration form.
- Once your registration is approved, you will be able to create a password (up to 10 characters).

### **HOW TO USE OUR JOB POSTING SERVICES**

#### **How do I post a job after I have registered?**

1. Click **Employer** tab on [www.collegecentral.com/washjeff/](http://www.collegecentral.com/washjeff/)
2. Enter your User ID and your Password.
3. After you have logged in, under the Job Board section, click **Post, Edit, Repost or Expire Job Postings**.
4. For a new position, click the **Post a New Job** button
5. Complete the Job Posting Form (be sure to complete all required fields, select majors and job targets and do a complete job description).
6. Click the **Save Job Posting** button.  
You will receive confirmation that your job posting has been saved. You will then be asked if you would like to post another job, return to the list of jobs that you posted, or return to your Account Page.

#### **How do I edit my job posting?**

1. After you have logged in, click **Post, Edit, Repost or Expire Job Postings** in the Job Board section, then click the **Edit** button for the posting you want.
2. Check your posting and edit the appropriate items. Please note that any changes to the Address fields (Street Address, City, State, Zip Code, Country) will be unique to this particular job posting and will not be reflected on your employer registration form or any other job postings.
3. Click the **Save Job Posting** button.

#### **How do I delete my job posting?**

You may not delete a job posting, but you can expire it so that it is no longer visible to jobseekers.

#### **Can I extend the deadline to fill a job or remove a posting once it has been filled?**

- **To extend the deadline for a posting**, click **Post, Edit, Repost or Expire Job Postings** in the Job Board section, then click the **Edit** button for the posting you want to extend. Change the expiration date. Then save your posting.
- **To remove a posting**, click **Post, Edit, Repost or Expire Job Postings** in the Job Board section, then click the **Expire** button for the posting you want removed. The Resume Submission Deadline will be set to yesterday's date, which will remove the job posting from any jobseeker searches.

#### **Can I repost an expired job?**

Expired jobs are listed in red below currently active jobs. Each expired job has a **Repost** button associated with it. Click the **Repost** button for the job, make any necessary changes to the posting, and click the **Save Job Posting** button.