EMPLOYER HELP SHEET
www.collegecentral.com/ship

Shippensburg UNIVERSITY

Career Center
Phone: (717) 477-1484
Email: career@ship.edu

Welcome to the CCN Services for **Shippensburg University**

These services are available to students, alumni and employers.

Approved employers may post jobs and search résumés.

Available services, help guides and announcements of interest can be accessed through the icons below. All services are available 24 hours a day, seven days a week.

Please click an icon below to access your service.

We appreciate your interest in employing Shippensburg University students and alumni. Our employment services involve a cooperative effort with College Central Network, Inc. You can register online and post positions for free.

Who is Eligible?

All employer registrations are approved by the Shippensburg University Career Development Center. Employers may post full-time, part-time, internships, co-op, seasonal/volunteer, and freelance jobs. You must register and receive a password from the Career Development Center to post jobs.

How to Register:

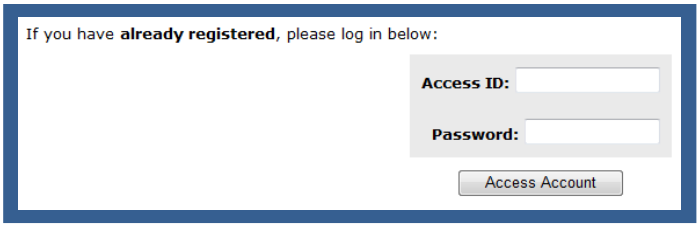
- Go to www.collegecentral.com/ship
- Click on icon.
- Click "**Register Now**".
- Complete registration form. Please enter an email address that can be used to contact you. Create an Access ID that you will remember.
- Click on Register at the bottom of form.
- Once registered, your registration will be approved and you will be assigned a password. Password emails are automatically generated. If you have not received a response within 48 hours, please contact us at 717-477-1484 (as some employers' firewall/security settings block these emails.)

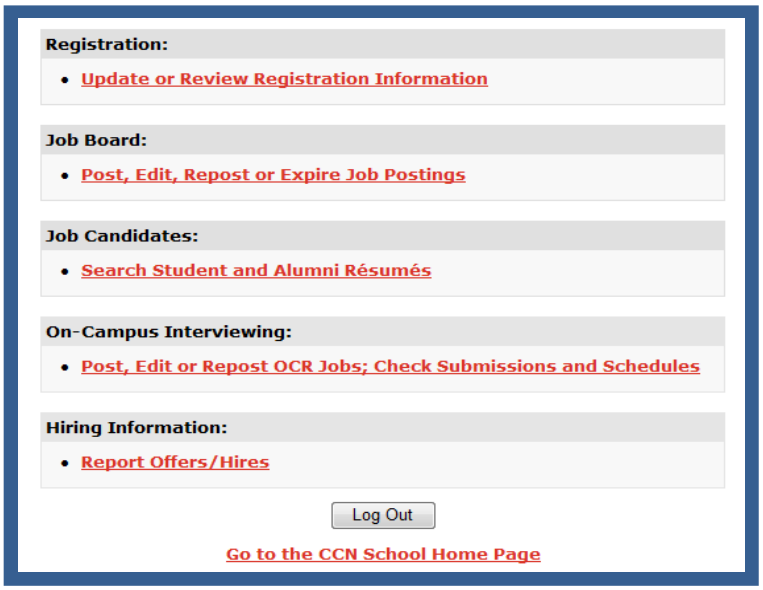
How to Use Job Posting Services:

Job Posting:

- Click on

icon.
- Click "Log in to your Account".
- Enter your Access ID and password.
- Click Access Account.





- Under "Job Board", click "**Post, Edit, Repost or Expire Job Postings**".
- Click Post a New Job.
- Complete the Job Posting Form.
- Click Save Job Posting .

Edit, Repost or Expire Job Posting:

- Click "**Post, Edit, Repost or Expire Job Postings**".
- From here, you can view, edit, repost or expire a job posting.

How to Use Resume Search Services:

- Click on the employers' icon.
- Click "Log in to your Account".
- Enter your Access ID and password.
- Under Job Candidates section, click "**Search Student and Alumni Resumes**".
- Select search criteria and click Begin Search.
- Your results will include a list of names that meet your criteria. Click to view resume.