EMPLOYER HELP SHEET

www.collegecentral.com/ship

On-Campus Recruitment

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

1. Contact the Career Development Center, (717) 477-1484 for an On-Campus recruitment date.

2A. Follow the registration instructions below, if you are <u>not</u> registered on College Central Network.

How to Register:

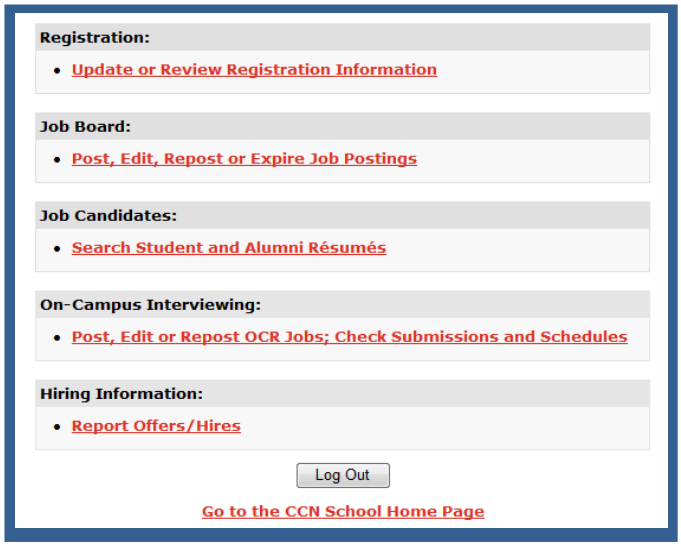
- Go to www.collegecentral.com/ship
- Click on icon.
- Click "**Register Now**".
- Complete registration form. Please enter an email address that can be used to contact you. Create an Access ID that you will remember.
- Click on [Register] at the bottom of form.
- Once registered, your registration will 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.)

2B. Follow the instructions below, if you are registered on College Central Network.

How to Use Job Posting Services:

Posting Jobs for On-Campus Recruiting:

- Click on icon.
- Click "Log in to your Account".
- Enter your Access ID and password.
- Click [Access Account].
- Under "On-Campus Interviewing" click "**Post, Edit, or Repost OCR Jobs; Check Submissions and Schedules**".
- Click [Post a New Job].
- Complete the Job Posting Form.
- Click [Save Job Posting].



Edit, or Repost Job Posting:

- Click "**Post, Edit, or Repost OCR Jobs; Check Submissions and Schedules**".
- From here, edit or repost the job as needed. [Edit] [Submissions] [Schedule]
- Click [Edit] for the posting you want, edit changes and click [Save Job Posting].
- To repost an expired job (listed in red), click [Repost], make changes, and click [Save Job Posting].

Deleting a Job Posting:

Contact the Career Development Center to delete a posting. We will need to know the reasons for the removal of the posting and may need to contact people who have submitted their resumes or selected interview times.

Steps taken by the Career Development Center after job is posted:

An interview schedule will be setup for your posting. Two dates will be assigned:

- **Resume Submission Deadline:** The last day that resumes may be submitted to the posting (generally one week before your visit.)
- **Interview Date:** The day on-campus interviews are conducted for your job(s).

How to Check Your Resume Submissions and Schedule:

- Click on icon.
- Click "Log in to your Account".
- Enter your Access ID and password.
- Click [Access Account].
- Under "On-Campus Interviewing" click "**Post, Edit, or Repost OCR Jobs; Check Submissions and Schedules**".

Resume Submissions:

- Click [Submissions].
- View the resumes submitted to your job posting.
- All resumes are first assigned "No Action" status meaning you have not reviewed and/or have not made a decision.
- After you have viewed and made a decision, you can change the status to one of the following:
  Interview: This invites the person to interview with you. An e-mail is automatically sent to each person that you want to interview. Each person selects an interview time slot, which automatically updates your interview schedule.

  Alternate: This means that you might consider this candidate at a later date. Students/Alumni do not receive any notification if selected as an "Alternate". If you decide to invite then to interview, change their status by clicking "Interview". They will receive an e-mail to schedule an interview.

  Not Selected: This means that you do not wish to invite the person to interview.

  Note: We recommend **not** choosing candidates to be interviewed until the resume submissions deadline.

Schedules for your Jobs:

- Click [Schedule].
- You may view the current schedules, but may not make schedule changes online. Please contact the Career Development Center, if you wish to make changes to your interview schedule or cancel the interviews.