



EMPLOYER HELP SHEET

www.collegecentral.com/nashuacc

We appreciate your interest in employing **Nashua Community College** students and alumni. Our recruitment services involve a cooperative effort with College Central Network, Inc. Follow the instructions below to access our FREE online job posting and resume search recruitment system.

Step 1. You must register and be approved in order to post jobs and conduct resume searches. An email address is required to register. Contact our office if you do not have access to email.

- Go to the URL listed at the top of this page.
- Select the **Employers** icon. Read the information on the second screen.
- Select **Create Account**. Enter registration info and create an Access ID.
- Once approved by our office, you will receive an email notification confirming your Access ID and informing you of your Password.

****Note:** The **Help Page** link will give you detailed directions and other useful information**

Step 2. Using the CCN Recruitment Services for Employers once approved:

- Go to our school's site as above and choose the **Employers** icon.
- Next, click the link to **Sign In**.
- 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.

Post a New Job

Give plenty of detail to make your postings attractive to students/alumni.

- If posting part-time jobs, please **list hours** required.
- Please list the **salary** and **list the city and zip code** 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 an email address in the contact information** to receive resumes via the system. This also helps us track student resume submissions.

Once you have posted a job, you can **Post, Edit, Repost or Expire Job Postings**

- 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 chose, the more limited your results will be.
- You may also **Search Student and Alumni Portfolios**

Please complete the **Report Offers/Hires** from your account page so we can be informed of our student and alumni successful employment.

If you have questions, contact our office at: (603) 578-8906