

# CAREER SERVICES

## Employer Quick-Reference Job Posting Guide

### First-time Users:

1. Go to [www.cpcc.edu/career/jobs](http://www.cpcc.edu/career/jobs)
2. Click on [Post open positions and internships]
3. Click on [Create Account]
4. Agree to the terms and conditions
5. Input email address
6. Reenter email address and create a password
7. Select your company name. If your company is not listed, click on [Add Company]. Press continue.
8. Fill in [Employer – Recruiter Contact Detail Form] and save
9. Congratulations you've created your account!

### Returning Users:

1. Go to [www.cpcc.edu/career/jobs](http://www.cpcc.edu/career/jobs)
2. Click on [Post open positions and internships]
3. Log into your existing account
4. Click on green [Add New Job Posting] button
5. Complete [Job Posting Form] and click the save button
6. Your position should now be posted. You can manage your job postings in your profile dashboard.

### Posting Positions:

1. Go to [www.cpcc.edu/career/jobs](http://www.cpcc.edu/career/jobs)
2. Click on [Post open positions and internships]
3. Log into your existing user account
4. Click on green [Add New Job Posting] button
5. Complete [Job Posting Form] and click the save button
6. Your position should now be posted. You can manage your job postings in your profile dashboard.

### Career Event Sign-up (Career Fairs, Part-Time Job Fests, & Other):

1. Go to [www.cpcc.edu/career/jobs](http://www.cpcc.edu/career/jobs)
2. Click on [Post open positions and internships]
3. Log into your existing user account
4. Go to [Request On-Campus Recruiting Event] and select [Career Fair] in the employer profile dashboard
5. Complete [Add New OCR Request Form] and choose (Preferred Event)
6. Click the submit button. Career Services staff will approve or deny the request.

### On-Campus Request Sign-up (Single Company Recruiting Table)

1. Go to [www.cpcc.edu/career/jobs](http://www.cpcc.edu/career/jobs)
2. Click on [Post open positions and internships]
3. Log into your existing user account
4. Go to [Request On-Campus Recruiting Event] in the employer profile dashboard, and select [On-Campus Recruiting]
5. Complete [Add New OCR Request Form]
6. Click the submit button and the Career Services staff will approve or deny the request