

## [www.collegecentral.com/jjc](http://www.collegecentral.com/jjc)

### JOB SEEKER REGISTRATION INSTRUCTIONS

All students, alumni and community residents of District #525 are eligible to use the JOLIET JUNIOR COLLEGE online job board after completing the following registration process through a site that has been specially designed by College Central Network:

- Go to: **www.collegecentral.com/jjc**
- Select the **Student, Alumni, or Community** icon, and read the information and announcements on the next page.
- Go to the **Register Now** link.
- Create an **Access ID** and a **Password** that you will remember (do not use your Soc. Sec. #)
- Then **Continue Registration**.

#### REGISTRATION ENTRY

- Complete all requested information on the registration form. Employers will search this information to choose appropriate candidates, so be as thorough as possible.
- Be sure to select the degree and major that you are pursuing so that the Job Agent can notify you of jobs posted to your school that match your interests.

#### JOB SEARCH

- From your homepage, select **Search for Jobs/Opportunities Posted to My School**, enter criteria specific to the type of job you are seeking, and then **Begin Search**. You may also **Search for Jobs in CCN's Jobs Central**, our national jobs database.

Note: When conducting a job search using CCN, be aware that by selecting several search criteria you are narrowing your search. It is a good idea to conduct a focused search, but also try searching different criteria.

- To monitor your job search, select **View My Job Search History** from your homepage.
- From your homepage, complete the **Report Offers/Hires** when you are offered a job.
- Review the **Career Advice Video Library** to get additional job search tips and company info.

#### RESUME ENTRY

- On your homepage, select **Upload a Resume** and follow the instructions. Acceptable formats are listed.
- Use your uploaded resume to apply directly to postings of your choice and provide employers the ability to search matching your skills to their job to increase your employment opportunities. *If you do not want to grant employers search rights to your resume, you may mark it private.*
- When a new resume is uploaded it takes the place of the current resume. Resumes that have not been updated in 18 months will be purged from the database.

#### SETTINGS

- Choose the Headlines categories that are of interest to you.

You can **visit the Web site 24/7**. To login, after selecting your appropriate icon from the homepage, select **Student or Alumni Central** on the next screen. Enter your **Access ID** and **Password**. It is imperative to keep your information updated.