



C U Y A M A C A
· C O L L E G E ·

www.cuyamaca.edu/services/career

EMPLOYER HELP SHEET

We appreciate your interest in employing Cuyamaca College students and alumni. Employers can register online and post jobs FOR FREE to our College Central Job Board.

WHO IS ELIGIBLE?

Any employer who wants to post full-time, part-time, internships, volunteer and seasonal jobs is eligible. You must register and receive a password from the Career Center before posting jobs.

- 1 Go to our school's site listed on top of the page.
- 2 Click on the **Job Board (for Employers)** link
- 3 Click on the **Register for your free College Central Job Board account.**
- 4 Enter registration info with an email address so that we may contact you.
- 5 Once approved by our office, you will receive an email notification confirming your Access ID and informing you of your Password. **Note: Be sure your filter is turned off so you will receive our e-mail.**

Upon e-mail approval from the Career Center you may:

Update or Review Your Registration Information:

Keep your information up to date for the career center and students/alumni.

Post New Job:

We recommend that you choose only one or two specific Job Target headings to post your job under. More students with the skills you need will see your job.

Update/Preview/Repost Jobs:

Give plenty of detail to make your postings attractive to students/alumni!
Easily search for **Job Candidates.**

Search Student and Alumni Resumes:

Find outstanding candidates for your opportunities.

NOTE: As with any database search, the more criteria you chose, the more limited your results will be. Modifying your criteria may be useful for yielding many qualified candidates.