



A Jump Start Guide for Employers

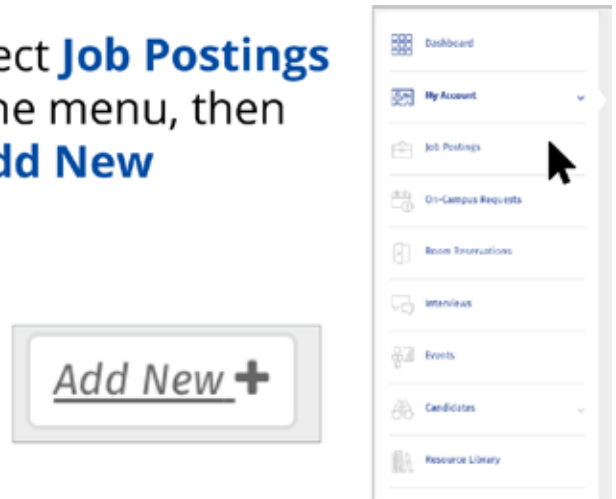
To **POST JOBS**, go to jccc.edu/EmployerPartnerships.
Click on Employer Recruitment Services, then Employer JobLinks login.

If you are a first time user, click on the **CREATE ACCOUNT** link to get started, and complete all the requested fields. Once you have been approved, you will have full access to all Employer features.

1 From your Dashboard, select **Job Postings**



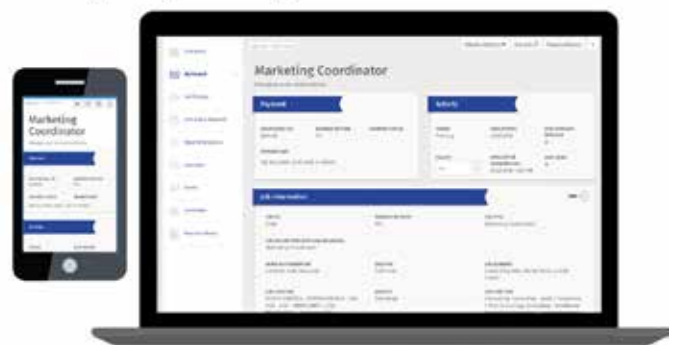
2 Or, select **Job Postings** from the menu, then click **Add New**



3 Enter **Job Information**, choose **Save**



4 **View** job posting.



It's that easy!



Career Development Center
Discover the possibilities

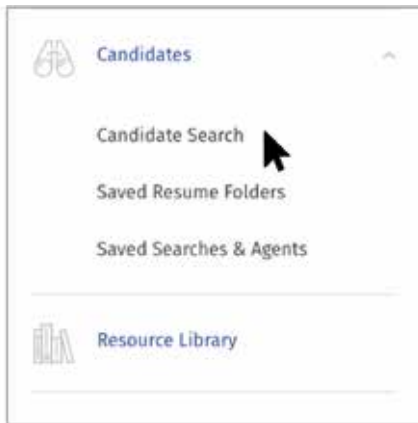
913-469-3870 • careerdevelopment@jccc.edu



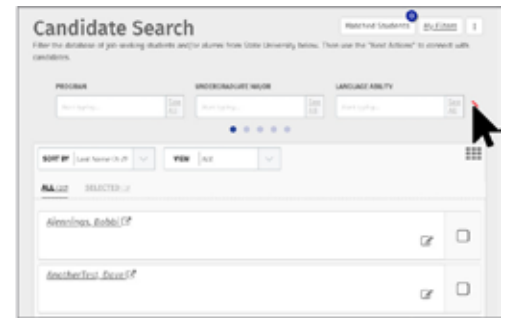
A Jump Start Guide for Employers

To **SEARCH CANDIDATES**, go to jccc.edu/EmployerPartnerships.
Click on Employer Recruitment Services, then Employer JobLinks login.

1 From your Dashboard, select **Candidates**



2 Search by **Last Name** or **Revise Search** to search by other criteria



3 Select one or more **Students**



4 **View** candidate profiles and resumes



It's that easy!



Career Development Center
Discover the possibilities

913-469-3870 • careerdevelopment@jccc.edu