



Employer QuickStart Guide for College Central Network

Create New Account

1. Go to www.collegecentral.com/ctstate-naugatuckvalley.
2. In the sign in box choose **Employer** in the "I am..." box. Click "**Sign Up.**"
3. In the User Type box choose **Employer**. Enter your **Email Address**. Click **Sign Up**.
4. Complete and submit the short application. (*See Employer Profile & Job Posting Tips below.*)
5. Once we have reviewed and approved your application you will get an email to complete the process.

Already Have an Account?

1. Go to www.collegecentral.com/ctstate-naugatuckvalley.
2. In the sign in box choose **Employer** in the "I am..." box, enter your **User ID** and **Password** and click **Sign In**.
3. From your account home page you can choose to:
 - a. Update Your Profile, Change Password
 - b. Post, Edit, Repost or Expire Openings
 - c. Search posted Student and Alumni Resumes and Portfolios
 - d. Report Offers and Hires

Forgot Your Password?

1. Go to www.collegecentral.com/ctstate-naugatuckvalley.
2. In the sign in box click on "**Need Help signing in?**", then choose "**Forgot your User ID?**" or "**Forgot your Password?**"
3. Follow the instructions for requesting your User ID and/or Password. You must use the email account that you entered when registering your account. An email with instructions for recovering your account will be sent to this address.

Forgotten Your Account Email Address or It Is No Longer Valid?

If you have forgotten your account email address or it is no longer valid or accessible, please contact the CT State Naugatuck Valley Center for Job Placement at cjpco@nv.edu or 203-575-8158 for assistance.

Employer Profile & Job Posting Tips

1. Your profile and job posting may be your first impression on a student. Just as you would like your first impression of them to be good, they will want the same. Be sure that your profile and job postings include good grammar and punctuation. Capitalize words that should be capitalized. Correct all typos.
2. **Company Description and Web Address:** Include a good description of your company/organization in your profile when registering for your job board account. Let students and alumni know who you are and what you do. Including your website address in your profile will encourage them to take the opportunity to do more research on your organization. **Note:** Do not confuse Company Description in your profile with

the Job Description that will appear in your Job Posting.

3. **Job Title:** A descriptive title will get attention and increase interest in your opening. Titles such as “Banking”, “Retail” or “Intern” are very general and can mean many things. Specific titles will help your openings show up in more keyword searches.
4. **Job Description and Requirements:** Include a detailed job description and specific knowledge/experience required with each posting. This will help your opening to be found in more keyword searches and generate more interest from students and alumni. If you will consider applicants with less experience or less education than you have specified be sure to indicate that in your posting.
5. **Job Location:** Whenever possible include the city and zip code where the job is located. Students will often search by location.
6. **Keep your profile up to date:** Update changes in contact name, phone number, email, address, etc. This is important for our communications with you as well as information to students. Contact information can be entered individually for each job posting as needed but there should be one contact for the account.