

HOW **2** guide: *Posting a Job/Internship at FGCU*

We appreciate your interest in employing Florida Gulf Coast University students and alumni. Our recruitment services involve a cooperative effort with **College Central Network, Inc.** Follow the instructions below to access our free online job posting and resume search services.

Step 1: You must register and be approved in order to post jobs and conduct resume searches. An **active** email address is required to register.

- Print this page (it is in Word format) for you to refer to during the registration process.
- Go to www.collegecentral.com/fgcu Bookmark this site on your computer.
- Select the **Employers** icon. Read the information on the second screen.
- Choose the link for **Register Now**.
- Enter registration information.
- Create an Access ID. We recommend an ID that includes some part of your company name or initials. For example, "Florida Gulf Coast University" would be "FGCU", or "Everglades Travel" would be "gladestravel."
- Once approved by our office, you will receive an email notification within two business days confirming your Access ID and informing you of your Password.
- Please write your Access ID and Password down so that you have it for your records. If you have printed this document for your records, you can make note of the information below:
Access ID: _____ Password: _____

Step 2: Using the College Central Network system once approved:

- Go to our school's site (listed above) and choose the "Employers" icon.
- Click the link for "Online Services."
- Enter your Access ID and assigned Password.

From your account page, you may:

Update or Review Registration Information

- Please keep your information up-to-date for the accuracy of our records.

Post a New Job

- Post full-time, part-time, and internship opportunities
- Give plenty of detail to make your postings attractive to students/alumni.
- You may cut and paste job descriptions. You can edit the resume submission deadline date to best fit the job. Be sure to list an email address in the contact information to receive resumes via the system.

Once you have posted a job, you can Post, Edit, Repost or Expire Job Postings

If approved, you can easily Search Student and Alumni Resumes

- 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.

Restrictions on Usage

- **Business opportunities** – If your opportunity involves any upfront fees or purchase of inventory, it is considered a business opportunity rather than an employment opportunity, and is not eligible for posting in College Central Network.
- **Third-party recruiters** – you may register in the College Central Network system, but the job postings you submit must identify the name of the employer where the opportunity is available in the "Job Description" section of the posting. If you are unable to provide the name of the employer, we will not approve your posting. Feel free to contact us for alternative ways to post your positions in the Career Center.

If you have questions, please contact the FGCU Career Center at 239-590-7946 or by email at CareerCenter@fgcu.edu.