A Jump Start Guide for Employers

To POST JOBS, go to www.jccc.edu/career-development. 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!

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To **SEARCH CANDIDATES**, go to www.jccc.edu/career-development. 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!

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