

**COLLEGE CENTRAL NETWORK SERVICES AT KING'S COLLEGE
WILL HELP YOUR COMPANY FILL JOBS!**

*Your search for candidates starts online at:
www.collegecentral.com/kingscollege*

Once you get to our College Central Network Services page, follow these steps:

- If you are working on your own computer, add this page to Favorites on your Internet Explorer browser (Note: Do not use Netscape)
- Click the icon for 'Employers'
- Take a moment to read about the services available to you
- Click [Register Now](#)

When you register for the first time:

- Complete all required fields (marked with an *) on the registration form.
- Enter a good Company Description that will attract interest in your business and job.
- Initial the EEOC statement.
- Enter an ID that you will easily remember.

We must approve your registration. Once it is approved, you will receive a confirmation that confirms your ID and tells you the password. Once approved:

- Go to www.collegecentral.com/school.
- Click 'Employers', then the words [Online Services](#).
- Click [Post A New Job](#) to enter a new posting.
- Click [Search Student and Alumni Resumes](#) to view resumes.

Visit www.collegecentral.com/kingscollege and click 'Employers' often to:

- Post/Update and Repost Jobs. Check Expired Jobs (highlighted in red) to see if you may have already posted a position that you want to repost. This will save time, as you will not need to type the job again.
- Click 'Expire' for any active jobs (highlighted in blue) that you may have filled.
- Search Resumes. New resumes are uploaded frequently.
- Check General Announcements and notices of Upcoming Programs and Events. After you click 'Students' or 'Alumni' at www.collegecentral.com/kingscollege, you notice that General Announcements and notices of Upcoming Programs and appear on the Employer page.

FOR BEST RESULTS

- Add www.collegecentral.com/kingscollege to Favorites on your home computer.
- Keep your ID and password in an accessible, but secure place.
- Keep your registration information current so we can keep in touch.
- Check to see if you have previously posted jobs that you would like to repost.
- Check www.collegecentral.com/kingscollege regularly for new announcements.

*Please let us know if you hired someone as the result of your posting or resume search!
Thank you for recruiting at King's College!*