

Employer Instructions

Ozarks Technical Community College & College Central Network

(For questions or assistance, contact OTC Career Employment Services, 417-447-6964)

We appreciate your interest in employing Ozarks Technical Community College (OTC) students and alumni. Our employment services involve a cooperative effort with **College Central Network, Inc. (CCN)**. Employers who want to post full-time, part-time, internship, co-op, seasonal, and freelance jobs may be eligible to register on our web site to post jobs and conduct résumé searches for **FREE**. All employer registrations will pass through Career Employment Services (CES) for approval.

CES reserves the right to determine which jobs are suitable for listing on our OTC College Central Network web site after consideration of the students' best interest, the college's potential liability, and the nature of the positions.

The opportunities listed are for information only. CES does not evaluate employment or internship sites for ADA, safety, or other compliance criteria and is not responsible for practices and policies at these sites. CES is not responsible for the actions of individuals applying for or subsequently employed at these sites.

STEP 1. To register for the FIRST time:

- Access OTC's College Central Network by going to www.collegecentral.com/otc or through our homepage at <http://www.otc.edu/students/offices/employment/index.php>
- Click on the “**Employers**” icon on the right-hand side of the screen.
- Choose “**Job Postings and Résumé Searches**”, then click on “**Register**”

When you have completed the registration information, click on Register at the bottom of the entry screen. Once approved, CES will send your Access Account PASSWORD via email.

(NOTE: This process could take up to 24 hours for approval. Once you are approved, you will have immediate access to job posting/editing/résumé review).

STEP 2. IF you are already REGISTERED and want to post jobs and search résumés:

- Access OTC's College Central Network by going to www.collegecentral.com/otc or through our homepage at <http://www.otc.edu/students/offices/employment/index.php>
- Click on the “**Employers**” icon on the right-hand side of the screen.
- Choose “**Job Postings and Résumé Searches**”, then click on “**Access Account**”

Enter the Access ID YOU created and the Password CES assigned for you.

You may now:

- **Update or Review Your Registration Information**—Keep your information up to date for the career center and students/alumni.
- **Post a New Job**—Give plenty of detail to make your postings attractive to students/alumni!
(NOTE: College Central Network will automatically have the job entry viewable for ONE month. If you wish the job information to be viewed for a LONGER period of time, YOU must CHANGE the date at the bottom left of the entry screen).
- **Update/Preview/Repost Jobs**—Manage the postings currently in your account.
- **Search Student and Alumni Résumés**—Find outstanding candidates for your employment needs. 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.