

College Central Network for Employers

Create New Account

1. Go to www.CollegeCentral.com/nvcc and click on the Employers link.
2. In the sign in box click on Create Account.
3. Complete and submit the short application. (See Employer Profile & Job Posting tips below.)
4. Once we have reviewed and approved your application you will get an email to complete the process.

Forgot Your Password?

1. Go to www.CollegeCentral.com/nvcc and click on the Employers link.
2. In the sign in box click on "Forgot your Password?"
3. Enter your User ID and the Email Address that is listed on your registration form below. An email with instructions for recovering your account will be sent to this address.

Forgot Your User ID? Account Email Address Is No Longer Valid?

If you have forgotten your User ID or the email address on your account is no longer valid or accessible, please contact the NVCC Center for Job Placement at cjpc@nv.edu or 203-575-8158 for assistance.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 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.