

Employer Guide For Big Foot Jobs!

Access the following website: www.scc.spokane.edu/?cces click on the "Employer box" then click on "Post a job"

1. **New Users - Registration:** If you are not a current user, click on "First time users Click here to Register" and follow the directions on that page.
 - Complete all sections. Required * fields are marked with an asterisk.
 - Click on the Register button
 - To post a job follow the Steps in To Create a New Job

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 24 hours, please contact our office at (509) 533 - 8678.

2. Existing Users:

- Enter your Username and Password
- Click on Login

To Create a New Job

- Bring your cursor over the My Jobs tab and then select new job from the small drop down box . Fields with an * are required information. Fill out as much information as possible to make the job posting complete. In the field, "Application Instructions," enter the procedure in which a potential employee may apply for this position. Click on SAVE to update this information.

In the "Allow Online Referrals" space, if you select Yes, students can submit their resume to you via this system (i.e., you will receive email notification of the students' Resume and be able to view it on-line).

To Make Changes to Current Jobs

- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.

NOTE: Once you add a job or make changes to a current job, this information will be reviewed by a Career Services employee before it is posted.

Update My Profile

- To update Employer Information, click on [Edit]. Make changes and click on SAVE to complete the changes.
- To update Contact Information, click on [Edit]. After making changes, click on SAVE to complete changes.

Student Search

- Select Search. Choose your criteria and click on SEARCH.
- To view all available students, just click on SEARCH.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email

To Register for a Career Event

- Click on the Career Events menu / You will see a list of all current Career Events
- To view details or register, click on the Career Event's name
- Fill out all registration information