



# FACULTY GUIDE FOR BIG FOOT JOBS

## Logging In

- Access the following website: [www.scc.spokane.edu/?cces](http://www.scc.spokane.edu/?cces)
- Click on the Faculty box then, Click “Access Jobs”
- *New User:* If you are not a current user, please contact the CCES Dept. at 533-8678 or email us at [lwilson@scc.spokane.edu](mailto:lwilson@scc.spokane.edu) to start your account with us.
- *Existing User:* Log into system using your User ID and Password

## Update your profile

- Click on “My Profile” to make any changes to your profile.

## Searching for Students

- Click on Students
- There are three ways to view all students: just click on SEARCH to view all students in your program. Click on desired field under Applicant type to view your students of those desired fields, Type in students name in the first and last name box to view a specific student
- Once your search is complete, you may view individual students by clicking on their name. If they have a Resume you can see it by clicking on View Resume. To check on their Graduate Placement click on View Activity. You also can see groups of student's resumes at one time by creating a resume packet which you can print or receive via email.

NOTE: Please encourage your students to upload their Resume and sign the Disclosure form. Employers do use the system to search for students.

## Searching for Employers

- Click on Employers
- To view all employers, just click on SEARCH or you can type their organization under the organization name box
- Once your search is complete, you may view individual employers by clicking on the Organization Name.

NOTE: You have access to all employers but not their contact information, or which programs they hire from.

## Searching for Jobs, Internships and Co-ops

- Click on Jobs
- To view all current Program related jobs, just click on SEARCH: or you can type the name of the job under keyword, or you can click on an option under applicant type
- Click on the Job ID to see the specifics of the position.

NOTE: For ALL searches you can click on the save search tab at the top of the result box on the right hand side of the screen in order to save your searches (this will always give you the most current results).