

Student Guide For Big Foot Jobs!

Access the following website: www.scc.spokane.edu/?cces
Click on the Student box, then click on "Job Search"



1. New Student Registration: (Registered at SCC one month or less), follow these steps:

- Click on the "first time users Click here to Register!" link.
- Carefully go through each section and complete all of the fields. (required fields are marked with an asterisk *).
- After all fields are complete click on "Register"
- Click on the Submit Profile button

Submit Profile

NOTE: If a message appears stating you need to be entered into the "Fire Wall" contact our office and we will take care of you. (509) 533-8678.

Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification.

2. Existing Users: Log into the system using your Student ID and Password (username and password was created when you registered).

NOTE: If you have never registered your Password will be your Student ID. This can be changed if you choose. Just follow the steps below.

Existing Users - Update and/or complete your profile

- Put your cursor over My Account and select My Profile.
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. If changes need to be made, click on this link to edit fields within the section.

NOTE: In the Major's section only select your Program of Study. If you would like to broaden your job search for General jobs and not Program specific, you may also add Liberal Arts to your Major selection.

We highly encourage you to up-load your Resume, sign the "Disclosure" form and return the form to our office. This gives the employer the opportunity to view your Resume within the system.

Upload your documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document (must be saved in Word 03 format)
- Select the correct document and name it
- Click the Upload button

(If you need help putting together a Resume' and Cover Letter please contact our office.)

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

Searching for Jobs

- Put your cursor over Jobs and select Job search
- Fill in the search criteria to narrow down your job search
 - click on the search button
 - then click on “Save Search” Name your search and check the box that says “please send me an e-mail when any new jobs matching this search are available.
- Or just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply

Searching for Career Events:

- Click on the Career Events menu
- You will see a list of all current Career Events (Job Fairs, Resume Workshop, Labor Market Info Workshop, etc.)
- To view details, employer’s registered for Job Fair or RSVP for the workshops, click on the Career Event’s name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

Viewing Your Activity

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view
 - *Referrals* – These are resume referrals that you’ve submitted to an employer
 - *Placements* – These are current job placements
 - *RSVPs* - These are the Career Events that you have currently RSVPed for.

WORKSHOPS CURRENTLY BEING OFFERED IN THE CCES OFFICE:

- Commissioner Approved Training (CAT)
 - Monday’s 2:30 pm – 3:30 pm
 - Thursday’s 10:30 am – 11:30 am

You can RSVP by calling our office at 533-7249