

The University of Scranton
Career Services

STUDENT

Instructions for On-Line Registration Process

The Career Services Office is using College Central Network for On-Line/On-Campus Recruitment and Resume Mailings.

To participate go to: <http://www.collegecentral.com/scranton>

TO REGISTER

- Go to <http://www.collegecentral.com/scranton>
- Select the Students icon
- Click Register Now hyperlink
- Enter University of Scranton, create an access ID, enter a password and then re-enter your password
- Click Continue Registration at bottom of screen and go through registration process
- All fields with an asterisk are required
- Follow directions to upload resume (From your homepage, click Upload a resume. You should have a resume completed on disk at this time to upload. Browse the file, select it, click Upload your resume.)
- The resume will be approved by a member of our staff within 48 hours. If revisions need to be made you will receive an email with the necessary suggestions.

ON CAMPUS RECRUITMENT

- Go to <http://www.collegecentral.com/scranton>
- Select Students icon
- Enter access ID and password
- Click on Search for On-Campus Recruitment Jobs hyperlink
- Leave the selection field blank to view all companies coming on campus Click Begin Search icon
- Submit your resume to the organizations you're interested in and qualify for
- If chosen, an e-mail will be sent to you telling you to select an interview time
- Interviews are held on campus at the Career Services Office

RESUME MAILINGS

- Go to <http://www.collegecentral.com/scranton>
- Select "Search for Jobs posted to my School"
- To view a specific job opportunity, type the **JOB ID** number we've given you in the provided space
- To view all resume mailings, type **RESUME** in the **SCHOOL JOB ID** space
- Select the Job ID link to review the individual postings and submit your resume

If you need additional assistance, please contact Cheryl Collarini in Career Services at 941-5986.