

www.collegecentral.com/gastoncollege

STUDENT REGISTRATION INSTRUCTIONS

All students are eligible to use the **Gaston College** online job board after completing the following registration process through a site that has been specially designed by College Central Network:

- Go to: **www.collegecentral.com/gastoncollege**
- Select the **Student** icon, and read the information and announcements on the next page.
- Go to the **Register Now** link.
- Create an **Access ID** and a **Password** that you will remember.
- Then **Continue Registration**.

REGISTRATION ENTRY

- Complete all requested information on the registration form. Employers will search this information to choose appropriate candidates, so be as thorough as possible.
- Be sure to select the degree and major that you are pursuing so that the Job Agent can notify you of jobs posted to your school that match your interests.

JOB SEARCH

- From your homepage, select **Search for Jobs/Opportunities Posted to My School**, enter criteria specific to the type of job you are seeking, and then **Begin Search**. Also **Search for Jobs in CCN's Jobs Central**, our national jobs database.
- To monitor your job search, select **View My Job Search History** from your homepage.
- From your homepage, complete the **Report Offers/Hires** when you are offered a job.
- Review the **Career Advice Documents and Career Advice Media Library** to get additional job search tips and career info via **podcasts** and **videos**. Read the **Headlines** for timely articles.

RESUME ENTRY

- On your homepage, select **Upload a Resume** or **Build a Resume** and follow the instructions. **If you do not have a resume in the system, employers will not be able to find you when they search for candidates** and you may miss out on opportunities.
- Your resume will be reviewed and approved by our office before it can be submitted via the system and searched by employers. You will be notified by email when your resume has approved.
- Resumes must be updated every 18 months.

CREATE A PORTFOLIO

- Build a career portfolio to show prospective employers samples of your class work, achievements and work experience. This will help you gain an advantage over other job seekers. Keep the portfolio hidden from employers while you are working on it; select "Show" when completed.

You can **visit the Web site 24/7**. To login, after selecting the **Student** icon from the homepage, select **Student Central** on the next screen. Enter your **Access ID** and **Password**. It is imperative to keep your info updated.

You must login and keep your information up to date every 18 months or your registration will be purged.