Employer Guide

Career Connections is the exclusive web-based job, internship, and volunteer posting system for the Community College of Denver. We are excited that you have chosen to use Career Connections to recruit potential employees from the student body at Community College of Denver!

You can access Career Connections by visiting www.ccd.edu/career and clicking on "Employers- Staff Your Business" located under the "Engage" topic heading at the lower left corner of the page. Click on the link for "Career Connections", once on the employer page. This link is located directly below the heading entitled "You Can Connect with CCD Students Through". This will bring you to the Career Connections EMPLOYER Login web page.

1. New Users - Registration: If you are not a current user, click on "Click here to Register!"
   • Type in the name of your Organization to see if a profile has already been created. If so, select your Organization. If it is not listed, click on "Can't Find Your Organization."
   • Complete all sections—required fields are marked with a red asterisk *.
   • Click on the "Register" button
   • To post a job, follow the "To Create a New Job" directions below under the "Existing Users" portion of this tutorial

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NOTE: Once you have registered and if you posted a job, both your account and job will be in "**Pending Status**." The Employer Relations Specialist 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 48 hours, please contact the Career Development Center at (303) 352-3097.

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2. Existing Users:
   • Access Career Connections at www.myinterfase.com/ccd/employer .
   • Enter your Username and Password
   • Click on "Login"

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 without entering any criteria
   • Once your search is complete, you may view and sort student information, save your search criteria, or perform a different search

To Create a New Job

   • Put cursor over "My Jobs" and click on "New Job."
   • Enter job information—fields with an asterisk * are required. Fill out as much information as possible to make the job posting complete.
   • In the field, "Application Instructions," enter the procedure in which an applicant may apply for this position. Click on "SAVE" to update this information.

Under the Posting Information section, there are two fields that you need to review. In "Show Contact Information," if you select No, your contact information will not be available to potential employees. In "Allow Online Referrals," if you select Yes, students can submit their resume to you via this system (i.e., you will receive email notification of students' job application and be able to view resumes 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 Development Center staff member before it is posted. Approval by the Career Development Center usually occurs within one business day.

To Register for a Career Event

- • Click on the Career Events menu
- • You will see a list of all current Career Events (Career Fairs, Teacher's Expos, etc.)
- • To view details or register, click on the Career Event's name.
- • Fill out your profile and select the appropriate fees (if any).

NOTE: Once you register for an event, you will be able to immediately print the invoice if a fee is involved (click on the gray Invoice button).

You will be emailed by our office to confirm your registration to the event. If you need to make changes to your profile after your registration has been confirmed, please contact our Employer Relations Specialist at 303-352-3097 or career@ccd.edu.

Community College of Denver
Career Development Center
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Mission of Career Development Center

The Career Development Center mission is "to serve the diverse career development needs of CCD students by providing lifelong career skills development and education in order to be successful in an ever-changing economy."

The Career Development Center will achieve this mission by helping students

- • develop a better understanding of themselves, including their skills, interests, and personality
- • connect to an appropriate career and academic major path
- • increase their self-confidence and ownership regarding their career planning
- • gain access to accurate and timely information regarding career options
- • develop tools that will help with finding successful employment and experiential learning during and after college

The Career Development Center at CCD is a member of the National Association of Colleges and Employers and complies with its "Principles of Professional Conduct."

We encourage you to check out the Career Development Center website (www.ccd.edu/career) or contact our Employer Relations Specialist at 303-352-3097 if you have any questions. We look forward to a continued partnership with your organization!