www.collegecentral.com/sagu
EMPLOYER HELP SHEET

We appreciate your interest in employing **Southwestern Assemblies of God University** students and alumni. Our recruitment services involve a cooperative effort with College Central Network. Follow the instructions below to access our FREE online recruitment system.

You must register and be approved to post jobs and conduct résumé searches. Go to this Web address: **www.collegecentral.com/sagu.**

- Once at the site, select **Sign Up** next to the Need an Account?
- Select **Employers** in the **"I am"** field and enter your email.
- Next, complete the registration form and then Register.
- Once approved by our office, you will receive an email that includes a link to activate your account.

You will immediately have access to your account page so that you can:

1. Post a New Job

Give plenty of details to make your postings attractive to students/alumni.

- If posting part-time jobs, please **list hours** required.
- Please list the **salary** and **list the city and zip code** where the job is located to aid jobseekers.
- You **can edit the résumé submission deadline** date to best fit the job.
- Be sure to **list an email address in the contact information** to receive résumés via the system. This also helps track résumé submissions.

2. Search Student and Alumni Résumés and Portfolios if approved for this feature.

You may access your account at anytime:

- Go to our school's site (above URL) and choose **Employers**.
- Next, enter your User ID and Password and **Sign In**. (Forgot your User ID or Password is available, if needed.)

From your account page, you may:

1. Post, Edit, Repost, or Expire Job Postings

- Post new job opportunities — it's unlimited and free.
- Edit job postings as needed.
- Repost expired jobs if they are still open or become open again.
- Expire jobs when they have been filled and they will be removed from viewing.

2. Update or Review Registration Information

- Please keep your information up to date for the accuracy of our records.

Complete the **Report Offers/Hires** when you hire a student or graduate from our school so we will be informed of their successful employment.

If you have questions, contact our office: careerdevelopment@sagu.edu or 972.825.4797