HOW TO FIND JOBS ON TRITON COLLEGE'S ONLINE JOB POSTING SERVICE: COLLEGE CENTRAL NETWORK
www.collegecentral.com/triton

All students, alumni and community members are welcome to use the **Triton 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/triton**
- Select the **Student [or Alumni]** icon, and read the information and announcements on the next page Community Members: please use the student icon
- Go to the **Register Now** link
- Create an **Access ID** and a **Password** that you will remember (do not use your Soc. Sec. #)
- Then click **Continue Registration**

REGISTRATION ENTRY
- Please complete all requested information on the registration form. Employers will search this information to choose candidates, so be as thorough as possible.

- Be sure to select the degree and major and/or career interest that you are pursuing so that the Job Agent can notify you of jobs posted 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 click **Begin Search**. You may also **Search for Jobs in CCN's Jobs Central**, our national job database.

Note: It's better to use a couple of search terms instead of many. When conducting a job search using CCN, by selecting several search criteria you are narrowing your search and therefore generating fewer job leads.

- 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 Video Library** to get additional job search tips and company info.

RESUME ENTRY
- It is important to post your resume. Recruiters regularly review resumes posted on the College Central Network.
- On your homepage, select **Upload a Resume** and follow the instructions**.** Acceptable formats are listed. If you do not post a resume, employers will not be able to find you when they search for candidates and you may miss out on job opportunities.
- When a new resume is uploaded it takes the place of the current resume. Resumes that have not been updated in 18 months will be purged from the database.

SETTINGS
- Choose the Headlines categories that are of interest to you.

You can visit the website 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 important to keep your info updated.