

Employer Guide: How to navigate GCSU Career Connection System

Career Connection is a FREE online system provided by the Career Center that will help your company or organization connect with GCSU students for full-time positions, part-time jobs, internships, and summer opportunities.

How to Register/Login

- Visit the GCSU Career Center website at www.gcsu.edu/career.
- Link to **“Employers”** in the sidebar.
- Click on the **“Career Connection”** link when you enter the Employer Services page.
- Already registered? Login with your email address and the password: bobcat (unless you've created a unique username and password).
- New companies should choose **“Click here to register.”**
- Follow the prompts which will ask you to search for your company name and then complete a profile entry on yourself as well as your company (if you're a new company to the database).
- Click the **“Register”** button after completing the profile and contact information.
- You can immediately begin posting jobs, registering for career fairs, and scheduling campus interviews.

Post Jobs

- Under the **“My Jobs”** tab, click **“New Job”** to post a new position.
- To view an old position, click **“Job List”** and your past job postings will appear so that you can make edits.
- Complete the online form, providing as many details as possible about the position.
- Carefully complete the required fields to help us have accurate information for students.

Register for Career Fairs and Other Employer Programs

- Under **“Career Fairs and Events”** choose **“Career Fairs and Events List.”**
- The list of events employers can register for will appear.
- To register immediately, click **“Register”** next to your event.
- By clicking on the name of the career fair, you will get basic information on the event, including registration costs and our event confirmation packet. To register from here, click on **“Register Now”** in the left sidebar.
- Complete the registration form, paying close attention to required fields. Continue to the next page to add additional recruiters.
- The final page will be your payment section. Complete the information and choose save.
- Once the Career Center approves your registration, you will receive a confirmation email with event details and receipt or invoice.

Other Special Features via the Career Connection Homepage

- Report a hire.
- Search student resumes.
- Schedule a campus interview.
- Access Career Center information such as internship paperwork and recruiting policies.

Connect with a GCSU student....Register with Career Connection TODAY!