An Employer’s Guide to Career Central

The Office of Career Development is pleased to offer employer’s access to Career Central to help you connect with Roosevelt students and alumni for jobs and internships.

How to Create your Career Central Profile

2. Select “Employers”.
3. Select “Register” to create a new account.
4. Complete your employer information, contact information and address of the company/organization, filling out all required field information.
5. Your account will be approved by Career Development, typically within 1-2 business days.

Posting a Position on Career Central

2. Select “Employers”
3. Click on the “Jobs” tab.
4. Click on the “Add new” button.
   a. Fill out all required information.
   b. Select whether students can apply if they meet the criteria.
   c. Select how you would like to receive the applications.
   d. Select any desired qualifications.
   e. Click “Done” You may edit the position details thereafter.
5. Your position posting will be approved by Career Development, typically within 1-2 business days.

*TIP: Keep in mind when selecting qualifications; broader qualifications will allow more students to see your postings.

Editing Your Profile

We advise once your account has been created, review your company’s page to ensure that all information is current and correct.

Edit jobs:

1. From the home page, select the “View Job Postings” tab.
2. Navigate the job postings and select the job title.
3. Edit any information as needed.
4. Click “Submit” or “Save And Finish Later”.

Edit your profile information:

1. From the home page, select the “My Account” tab.
2. There you may edit your contact information and login credentials as needed. Additionally, you can decide if your contact information is displayed to students so that it is available or hidden.

Edit your company’s information:

1. From the home page, select “Employer Profile” tab.
2. There you may edit the company’s summary; add a logo, photo, or video; and other information.

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