

Employers Guide for Using MNTC Career Connection

Access the following website:

career-connection.mntc.edu/employers-hire-connection

MNTC Career Connection is the new job posting and applicant tracking system for MNTC Technology Center. We are excited that you have chosen to use Career Connection to recruit potential employees from the student body and alumni base at Moore Norman Technology Center.

How to Log into MNTC's Career Connection:

1. New Users – Registration:

- If you are not a current user, click on “Post A Job!” then “Register Now!” and follow the directions on that page.
- Type in the name of your company/organization to see if a profile has already been created.
- Complete all sections. Required fields are marked with a red asterisk.
- Click on the green (Create new account) button at the bottom of the page.

NOTE: Once you have registered, your account will be in “Pending Status”. An administrator will review your account. When your registration is approved, you will receive an email notification. If you do not receive your email notification within 3 business days, please contact our office at tina.fitzgerald@mntc.edu

2. Existing Users:

- Click “Career Connection Login” at the top left-hand corner of the Career Connection website.
- Enter your Username or Email address and Password.
- Click on (Login)

How to Post a Job:

- Once you’ve logged in, you will be taken to the Employer Dashboard.
- Click the green “Post Job” button on the left-hand side.
- Fill out the Job Posting as much as you can. You have the option to target as many or as few of our majors as you would like.
- When you’re done, click on the green “Save” button at the bottom of the page.

Updating Existing Jobs:

- Once you’ve logged in, you will be taken to the Employer Dashboard.
- Click on the job posting you want to update on the left-hand side under “My Job Postings”.
- Click on the “Edit” tab just under the Career Connection logo.
- After you’re done editing, be sure to hit the green “Save” button at the bottom.

Reposting Old Jobs:

- Once you’ve logged in, you will be taken to the Employer Dashboard.
- Click on the job posting you want to repost on the left-hand side under “My Job Postings”.
- Click on the “Edit” tab just under the Career Connection logo.
- Change the posting dates, and make any additional changes you want to make.
- After you’re done editing, be sure to hit the green “Save” button at the bottom.

jared.williams002 My Dashboard Employer Dashboard Home

Career Connection
MNTC EMPLOYMENT SERVICES

STUDENTS/ALUMNI EMPLOYERS PARENTS FACULTY CONNECT WITH US

Employer Dashboard

Update or Repost Position

Title	Posting Date	Closing Date	# Applicants
Boss Man Assistant	11/19/15	11/01/16	2

Post Job

Post a job

Employer Profile

Boss Inc
Staffing company to fulfill all of your management personnel needs.
4701 12th Ave NW
Norman, OK 73069
United States
Google Maps
Company Website

Contact Name:
Jared Williams
Big Boss Man
(405) 364-5763 ext. 7278
edit

Edit Profile

My Job Applicants

Boss Man Assistant

Jade See | Mark as Hired
Applied: 01/07/2016 - 9:48am

Bob Builder | Mark as Hired
Applied: 11/19/2015 - 11:03am

View Applicants

Mark as Hired

Viewing Applicants:

- Once you've logged in, you will be taken to the Employer Dashboard.
- On the right hand side of your dashboard under "Employer Profile" is "My Job Applicants".
- To view an applicant, simply click on their name the portfolio they submitted to you will be pulled up.
- If you want to print off their resume, click "Downloadable PDF" in the top left and their resume will download in a pdf format.
- To get a closer look at any of their Credentials (or print them) simply click on the credential and it will pulled up in full screen. You can then print it like any other document.

"Mark as Hired":

- After you hire a MNTC student or alumni that applied through our site, we would like to know.
- Once you've logged in, you will be taken to the Employer Dashboard.
- On the right hand side of your dashboard under "My Job Applicants" is every person that has applied to every one of your job postings on our site.
- Please click the "Mark as Hired" button next to the applicant's name that you hired.
- This is the only thing you have to do to provide us with new hire information.

Editing Profile:

- Once you've logged in, you will be taken to the Employer Dashboard.
- On the right hand side of your dashboard is "Employer Profile".
- At the bottom of the profile is a green "edit" button.
- Once you've clicked on it, you will be able to edit any aspect of your profile.
- Make sure to click the green "Save" button at the bottom left hand side of the screen after you're done editing.