



MNTC Employer Registration Instructions

www.collegecentral.com/mntc

We appreciate your interest in employing **Moore Norman Technology Center** students and alumni. Employers can register online and post jobs FOR FREE to our website.

WHO IS ELIGIBLE?

Any employer who wants to post full-time, part-time, internships, co-op, seasonal, and freelance jobs. All employer registrations will pass through Employment Services at MNTC for approval.

Step 1

You must register and receive a password from Employment Services to post jobs and conduct resume searches.

1. Go to www.collegecentral.com/mntc
2. Click on the **Employers** icon.
3. Choose the link for **Register Now**.
4. Enter registration info with an email address so that we may contact you.
5. Once approved by our office, you will receive an email notification confirming your Access ID and informing you of your Password.

****Note:** The **Help Page** link will give you detailed directions and other useful information.**

Step 2

Using the CCN Recruitment Services for Employers.

1. Go to www.collegecentral.com/mntc and choose the **Employers** icon.
2. Click the link for **Online Services**.
3. Enter your Access ID and Password.

ACCESS YOUR REGISTRATION

- Update or Review Your Registration Information
- Keep your information up to date for the career center and students/alumni.

WORK WITH YOUR JOB POSTINGS

- Post a New Job
- Update/Preview/Repost Jobs
- Give plenty of detail to make your postings attractive to students/alumni

EASILY SEARCH FOR JOB CANDIDATES

- Search student and alumni resumes
- Find outstanding candidates for your opportunities

*** NOTE:** As with any database search, the more criteria you chose, the more limited your results will be. Modifying your criteria may be useful for yielding many qualified candidates.

For more information, please contact Tina Fitzgerald, Employment Advisor
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