

Career Placement Services

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www.qcc.edu/pages/Recruiting_at_QCC.html

Posting Jobs, Co-ops or Internships on QCC's Online Job Board Instructions for Employers

A) EXISTING USERS

1. Using Internet Explorer, go to www.placepro.com.
2. Look for "Employer Login" and type **QCCEMP** in the Access Code box. Click "Login" (do not hit enter on your keyboard).
3. Log in with your Employer Login and Password
4. Forgot your login and password? Email careerservices@qcc.mass.edu.

B) OPEN AN ACCOUNT (QCC's Career Placement Services offers access to our online job board as a service to employers at no charge.)

1. Using Internet Explorer, go to www.placepro.com.
2. Look for "Employer Login" and type **QCCEMP** in the Access Code box. Click "Login" (do not hit enter on your keyboard).
3. Select "Click here" to apply for an account.
4. Click on the **Index Field** dropdown box and select the first letter of your company name.
5. You will see a list of company names currently existing in the database. Select your company name and click the **existing company** button. If your company name is **not** on this list, click the **new company** button.
6. Complete the "**Information About You**" section and click the save button.
7. **The System Message page will appear to let you know your account was successfully created. The message will contain your Login and Password.**

C) POST A JOB, CO-OP, or INTERNSHIP POSITION:

1. Click on Jobs.



2. Click on "**Create a New Job**"
3. Enter the job/co-op/internship information. Click **SAVE** and the job will be submitted to a Career Placement Representative for approval
4. Your job/co-op/internship will be approved for posting within one to two business days. After it has been approved, your posting will be available for students and alumni to view online.

D) CANDIDATE REFERRAL

1. Career Placement Representatives will forward resumes and cover letters of interested candidates for your review.
2. Please follow up directly with candidates by using the contact information found on the resume.