

Employer Guide to Career Services Online

Access the Employment Resource Center website: www.lwtc.edu/erc

- On the left side menu, click on “For Employers”. Scroll across to select “Posting a Job”
- Click on “Post a Job or Internship”

New Users – If you have not already registered, click on “Click Here to Register” and follow the directions on that page.

Existing Users – If you have already registered your profile, log into the system using your current Username and Password.

To Update Your Profile

- Click on My Profile
- To update Employer or Contact Information, click on [Edit]. Make changes and click on SAVE to complete the changes.

To Post a New Job

- Put your cursor over My Jobs and click on New Job.
- Enter the job information. *Fields with an * are required. Fill out as much information as possible to make the job posting complete. In “Application Instructions,” enter the manner in which a potential employee may apply for this position. See NOTE below.*
- Click on SAVE to update this information.

IMPORTANT NOTE: In the Posting Information section there are 2 fields that you need to review. In **ALLOW ON-LINE REFERRALS**, by selecting **YES** (preferred option), students can submit their resume to you via this system. You will receive an email notification of students’ application and be able to view their resume online. If you would like students to apply some other way (fax, mail, etc) click NO and list the instructions under **APPLICATION INSTRUCTIONS** at the beginning of the section.

In **SHOW CONTACT INFORMATION**, if you select YES, your contact information will be available to potential employees.

To Make Changes to a Current Job

- Put your cursor on My Jobs and click on Job List. Click on the Job ID number.
- To make changes to any of the sections, click on the [Edit] link and make your changes.
- Once completed, click on SAVE for each section.

To Search for Students (only available to employers that have positions directly related to LWTC programs of study)

- Click on Student Search
- Fill in the Search Criteria to narrow down your search OR to view all available students, just click on SEARCH (without entering any search criteria).
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email.