

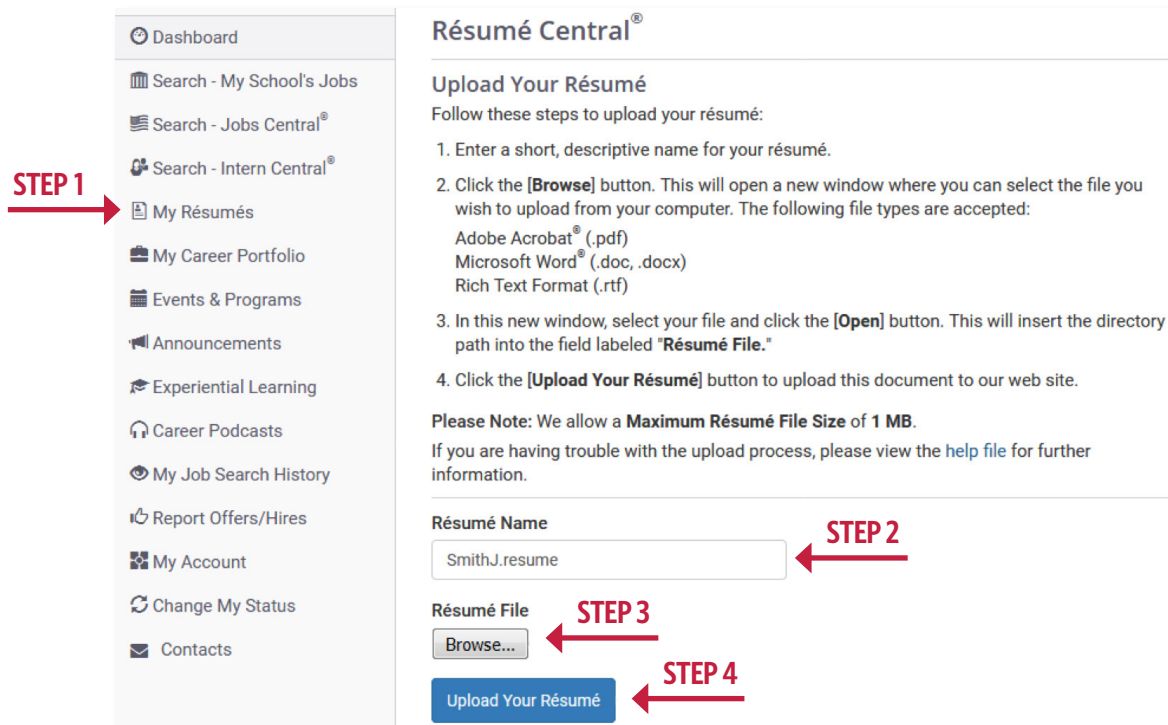
How to Upload a Resume in College Central Network®

College Central Network® is a networking tool that connects employers to college students and alumni. Job candidates can upload their resumes to be reviewed and can search for jobs and internships from area employers.

You Must Create an Account to Use College Central

- Find a link to College Central in Ozone on the Career Center card
- After clicking on College Central, click Sign up. Under User Type, choose I am a Student or an Alumnus/a
- Use your OCID as your username and create a password
- You will need to wait until you receive a verification email from College Central before you can explore

Upload Your Resume for Approval and Allow Owens Approved Employers to View It



The screenshot shows the 'Résumé Central' upload page. On the left is a sidebar menu with options: Dashboard, Search - My School's Jobs, Search - Jobs Central®, Search - Intern Central®, My Résumés (highlighted with a red arrow and 'STEP 1'), My Career Portfolio, Events & Programs, Announcements, Experiential Learning, Career Podcasts, My Job Search History, Report Offers/Hires, My Account, Change My Status, and Contacts. The main content area is titled 'Résumé Central' and 'Upload Your Résumé'. It includes instructions: 1. Enter a short, descriptive name for your résumé. 2. Click the [Browse] button. 3. In this new window, select your file and click the [Open] button. 4. Click the [Upload Your Résumé] button. A 'Please Note' section states a maximum file size of 1 MB. Below the instructions are three input fields: 'Résumé Name' (containing 'SmithJ.resume' with a red arrow and 'STEP 2'), 'Résumé File' (with a 'Browse...' button and a red arrow and 'STEP 3'), and an 'Upload Your Résumé' button (with a red arrow and 'STEP 4').

1. Select "My Resumes" from left column
2. Title your resume ex: SmithJ.resume
3. Select Browse in order to select file to upload
4. After you've selected a file, select Upload Your Resume
5. Once resume is uploaded, a Career Advisor will either approve or make suggestions (not approve)
6. If your resume is not approved, please resubmit a second time with completed changes

NOTE: If you would like Owens approved employers to be able to search for your resume and/or would like Career Services to refer your resume to potential employers, you will need to select the appropriate Resume Authorization choice.

Career & Transfer Services

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