

Go to: www.willamette.edu/dept/careers/vcc and follow link to *JobCat*. Follow Employer registration directions are at bottom of page. **First time users will be required to register before posting a job.**

Register & Post a Job

Select the *Register and Post a Local Job* tab or button

Enter Contact Information:

- *Company Information*
- *Contact Information*
- *Address*

Submit complete registration form

Enter Job Information:

- Select *Position Type*
- Enter Location, Salary Level, Description, Desired Major, Contact, Resume Receipt method, Contact Information, etc
- Set *Posting* and *Expiration Date*

Submit completed form

You will receive an *Email Verification* requesting the confirmation of email address

- *Confirm* the email address by following email directions and visiting specified link
- A **second email** with a temporary password will be sent to your email address after verification

Continue back to original employer login page

Retrieve *Temporary Password* from email and enter username (your email) and temporary password

- **DO NOT** cut and paste password out of email

To *Customize Password*, log into your account and select *Account* tab on the top menu bar, then select *Password/Preferences*

Note

If you receive an error message during registration stating *email already exists* your record already exists in our employer database. Go to *Forgot my Password* and enter email address to receive login password.

Register without Posting a Job

Select the *Register without Posting a Job* tab or button

Enter Contact Information:

- *Company Information*
- *Contact Information*
- *Address*

Submit complete registration form

You will receive an *Email Verification* requesting confirmation of email address

- *Confirm* the email address by following email directions and visiting specified link
- A **second email** with a temporary password will be sent to your email address after verification

Continue back to original employer login page

Retrieve *Temporary Password* from email and enter username (your email) and temporary password

- **DO NOT** cut and paste password out of email

To *Customize Password*, log into your account and select *Account* tab on the top menu bar, then select *Password/Preferences*

Post a Job

Login to your account

Select *Jobs* tab on the top menu bar

Select *Add New* from first tab *Single School Postings*

Enter Job Information:

- Select *Position Type*
- Enter Location, Salary Level, Description, Desired Major, Contact, Resume Receipt method, Contact Information, etc
- Set *Posting* and *Expiration Date*

Submit completed form

View previous postings under first tab *Single School Postings*

- View if posting is *Approved* (green check=approved, red x=not approved)
- *Deactivate* postings under *Options* column
- *Edit* postings by selecting the *job title* and entering new information into form
- You must *Resubmit* changes