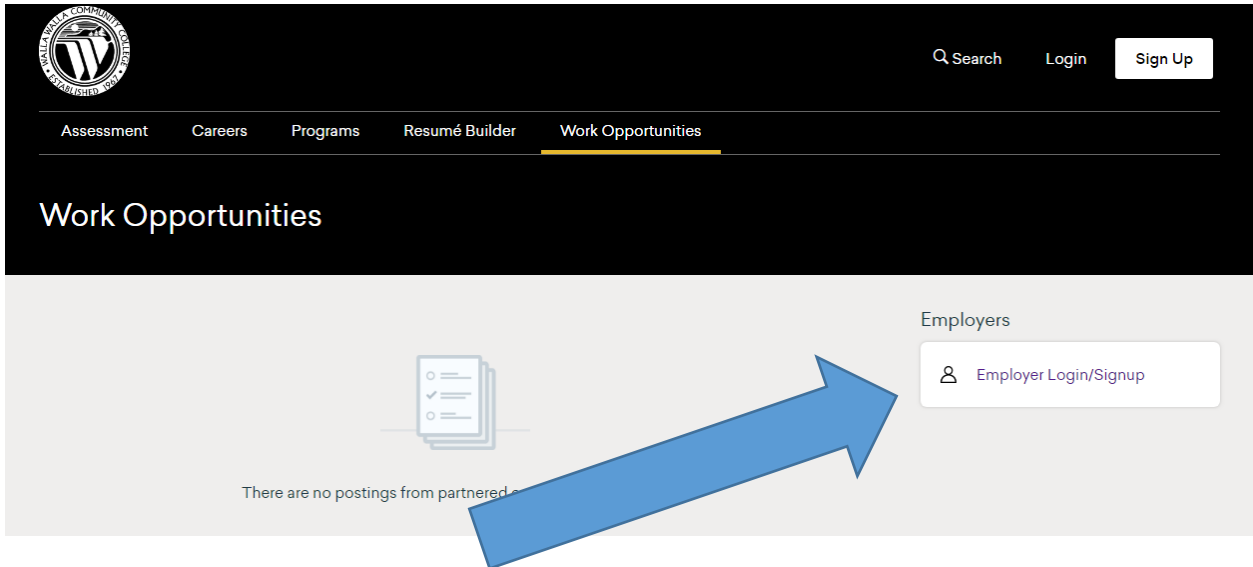
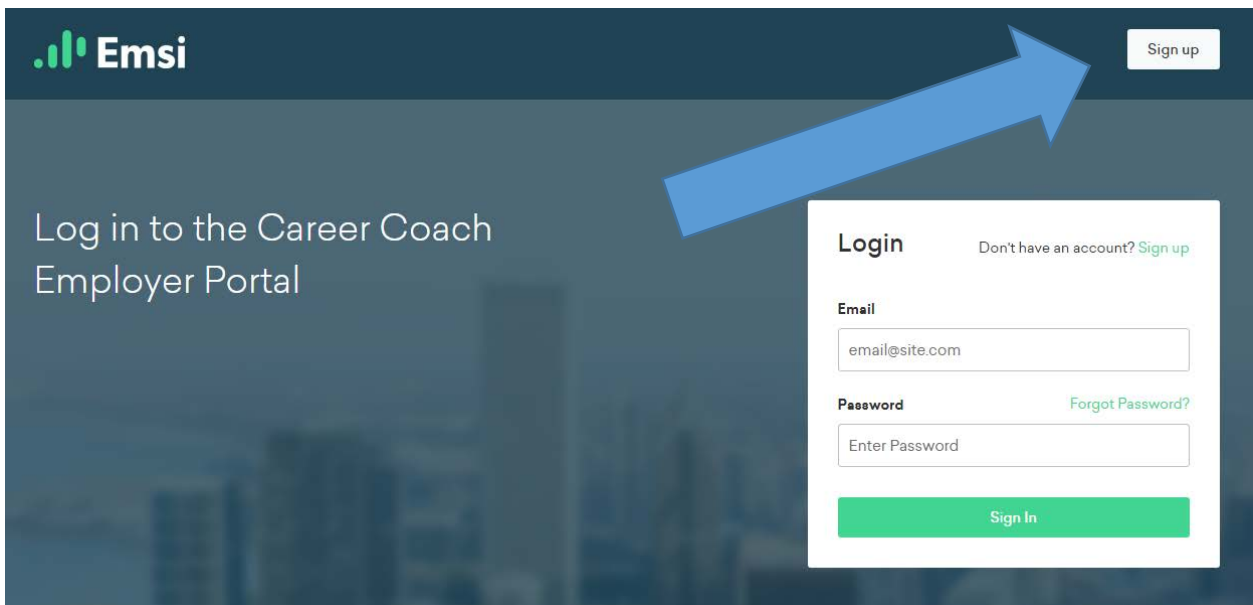


How to Post Work Opportunities on WWCC's Career Coach

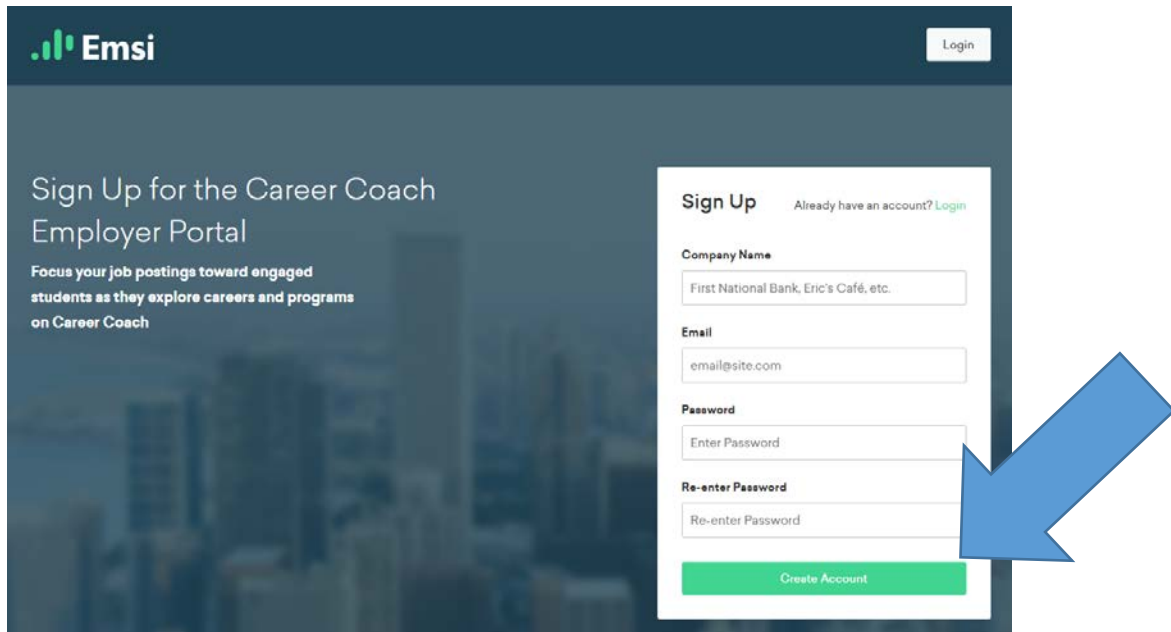
- 1) Go to <https://wwcc.emsicc.com/work-opportunities> and click on the “**Employer Login/Signup**” button.



- 2) Create an account by clicking on the “**Sign up**” button.

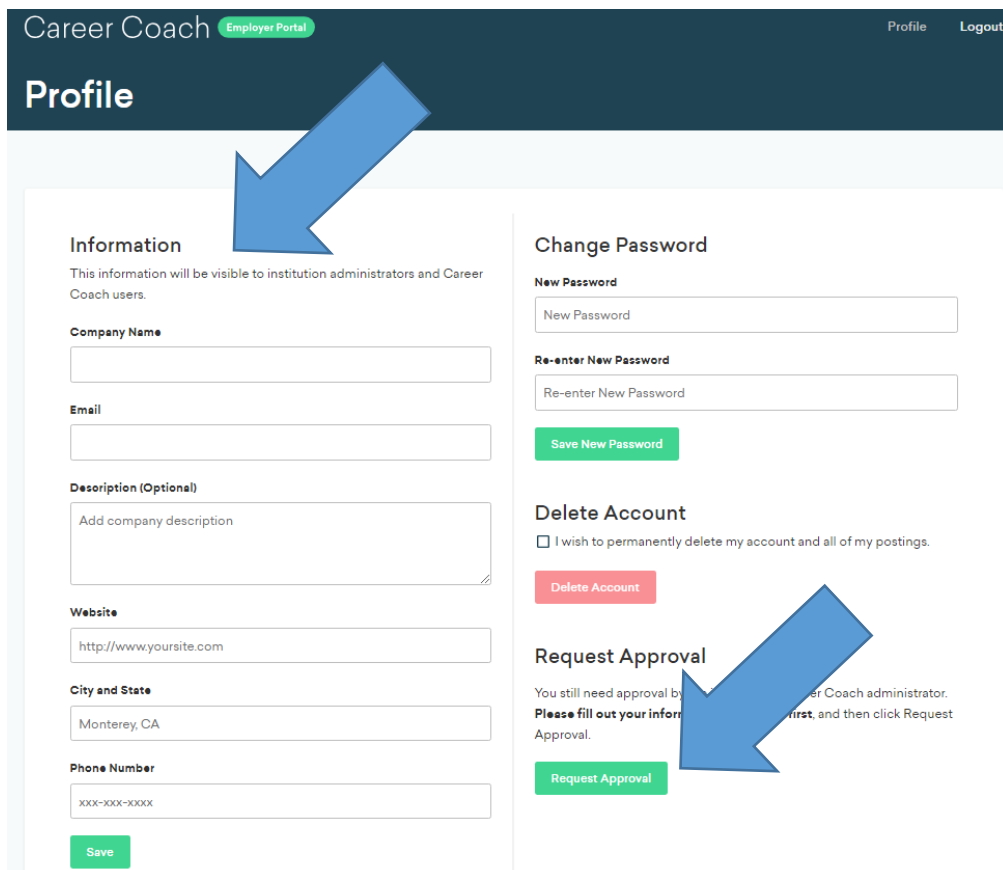


3) Type in your company name, email, and password. Click **“Create Account.”**



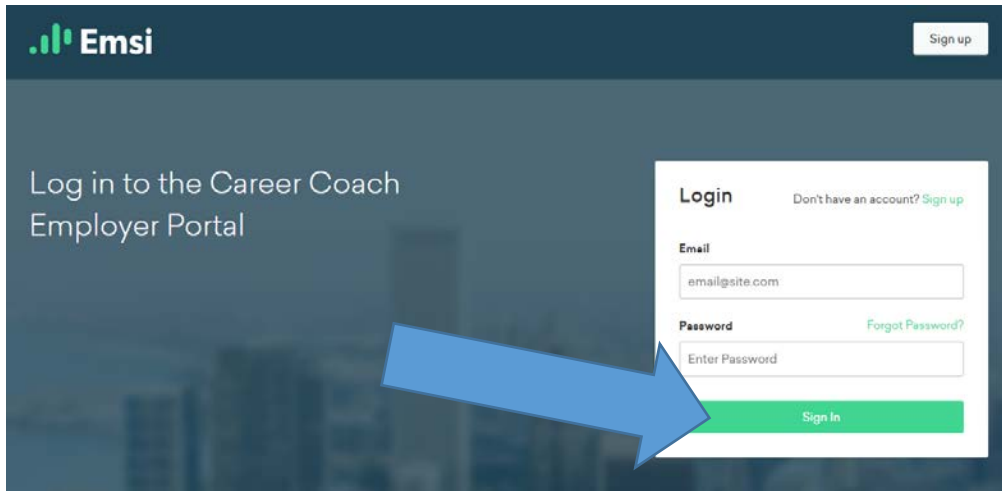
The screenshot shows the Emsi Sign Up page. The header includes the Emsi logo and a Login button. The main heading is "Sign Up for the Career Coach Employer Portal" with a sub-heading: "Focus your job postings toward engaged students as they explore careers and programs on Career Coach". The sign-up form includes fields for Company Name (with the example "First National Bank, Eric's Café, etc."), Email (with the example "email@site.com"), Password, and Re-enter Password. A green "Create Account" button is at the bottom of the form. A large blue arrow points to this button.

4) Fill in your **profile information** in the left column and click the **“Request Approval”** button. You will **receive an email** once the WWCC administrator has approved your profile request, and then you will be able to log back in and create job postings.

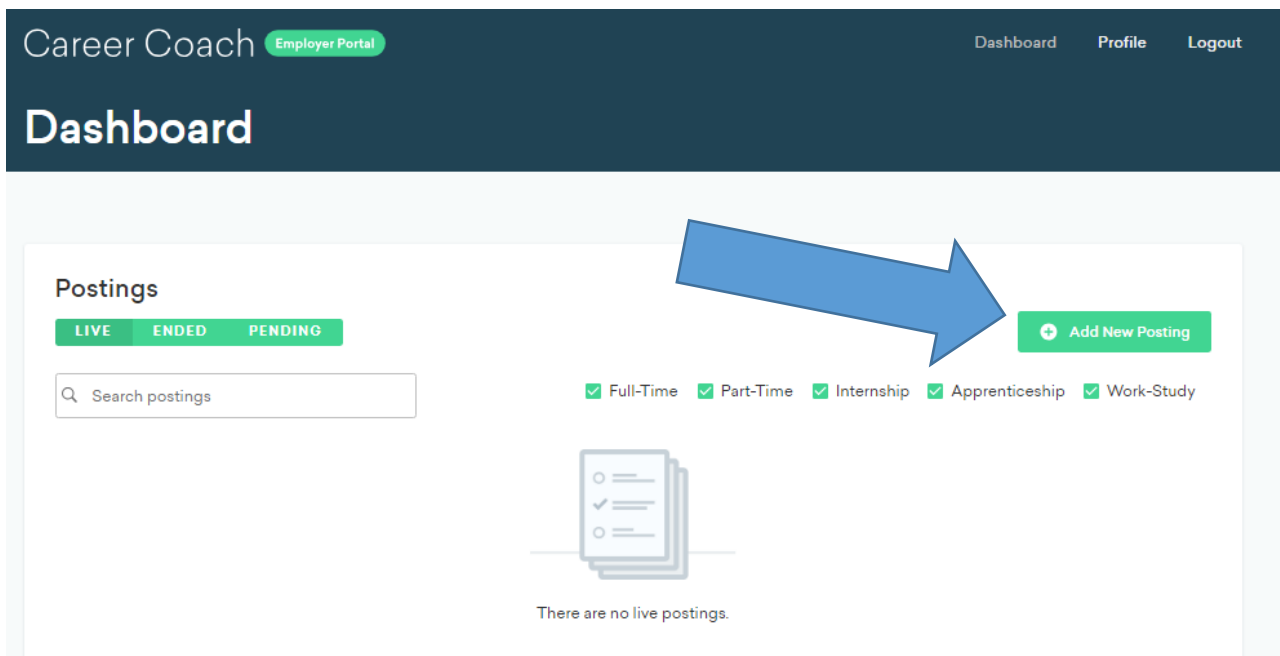


The screenshot shows the Career Coach Employer Portal Profile page. The header includes "Career Coach", "Employer Portal", "Profile", and "Logout". The main heading is "Profile". The page is divided into two columns. The left column is titled "Information" and contains a note: "This information will be visible to institution administrators and Career Coach users." Below this are form fields for Company Name, Email, Description (Optional) with a placeholder "Add company description", Website with a placeholder "http://www.yoursite.com", City and State with "Monterey, CA", and Phone Number with a placeholder "xxx-xxx-xxxx". A green "Save" button is at the bottom of this column. A large blue arrow points to the "Information" section. The right column has three sections: "Change Password" with fields for New Password and Re-enter New Password, a green "Save New Password" button; "Delete Account" with a checkbox "I wish to permanently delete my account and all of my postings." and a red "Delete Account" button; and "Request Approval" with a note: "You still need approval by the Career Coach administrator. Please fill out your information first, and then click Request Approval." and a green "Request Approval" button. A large blue arrow points to the "Request Approval" button.

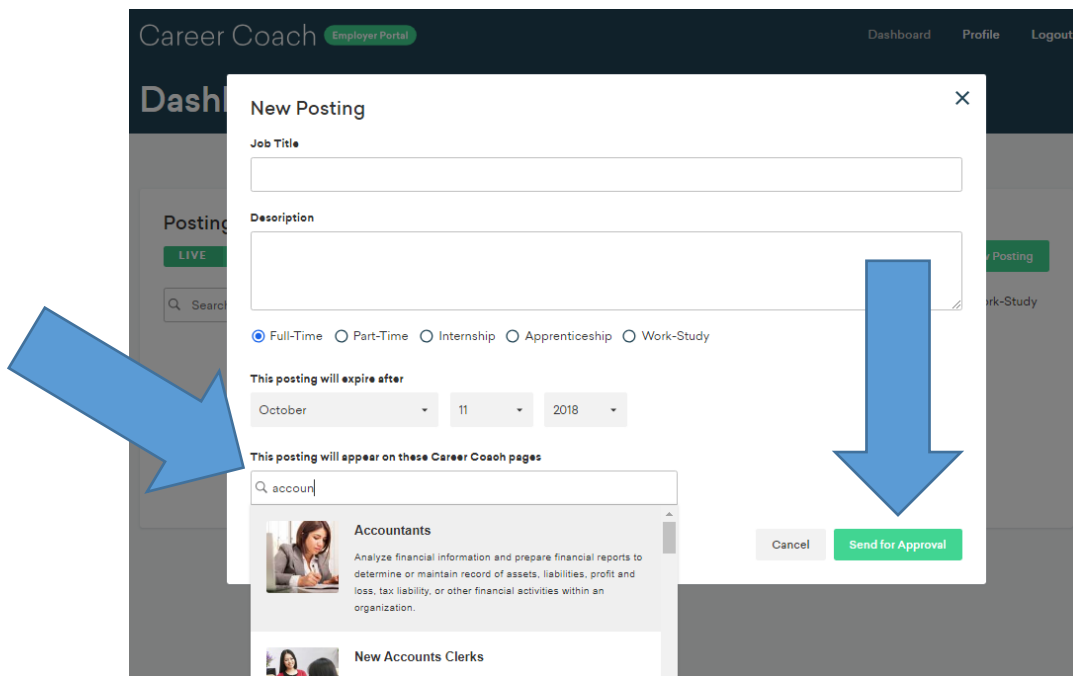
- 5) Once your employer profile request has been approved, go to <https://employers.emsicc.com/wwcc/login> and click on the “Sign In” button.



- 6) Click on the “Add New Posting” button.



7) Type in your job posting details, including occupation-specific pages within Career Coach where you want your job posting to appear. Then click the “**Send for Approval**” button; you will receive an email confirmation once the WWCC Administrator has approved and posted your position. **WWCC reserves the right to limit postings to those jobs that require skills and abilities specifically related to instruction provided by the college.** WWCC will only accept job postings from direct employers; the use of this site by search firms or recruiting agencies is prohibited. By requesting to post a position on this site, you agree to abide by all [WWCC policies](#) related to non-discrimination and harassment even if your organization is exempt from such laws at the federal or state level.



8) Once your approved position is posted, log in at <https://employers.emsicc.com/wwcc/login> and click on the applicant area to view submitted résumés. **You are responsible for reviewing, selecting, contacting, and hiring applicants for your job postings;** WWCC does not participate in or assume liability for your employment processes.

