



Kankakee Community College

Career Coach – Employer Portal

ENGAGE WITH LOCAL TALENT FROM TRUSTED INSTITUTIONS

Career Coach:

The web-based Career Coach application helps students find careers that match their strengths, and get the education they need to achieve their goals.

Employer Portal:

By posting jobs directly to Career Coach, you reach motivated learners who are actively looking for work opportunities in your area. Connect with traditional students, adult learners, returning veterans, and other community members who are pursuing education to develop their skills, increase their knowledge, and put their training to work!

- Choose which Career pages display your postings
- Receive notifications when students upload resumes
- View and download applicant resumes
- Edit or end postings at any time
- Leave feedback so schools can better understand your hiring needs

There are two ways for Career Coach users to view your job postings:

New Posting

Job Title

Maintenance Technician Apprentice

Description

The objective of the Maintenance Mechanic Apprenticeship Program is to train and develop skilled Industrial Maintenance Mechanics in all phases of the industry. Apprentices will receive on-the-job training from an experienced mentor combined with 100 hours of company-paid job related instruction per year of the apprenticeship. If you have a passion for continuous improvement, solid mechanical aptitude, and a drive to continuously learn, we invite you to join our team!

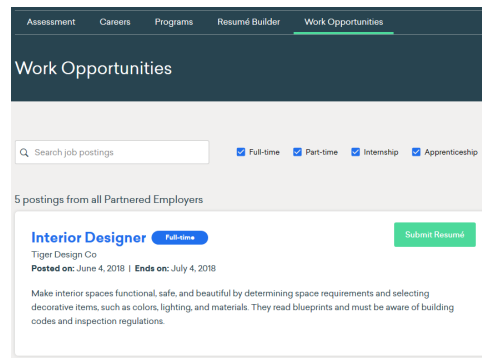
Full-time Part-time Internship Apprenticeship

This posting will expire after

October 20 2018

1. Live Job Postings – Each career page in Career Coach includes a list of relevant job postings, so users can go straight from research to action. You can request which Career Pages display your postings

2. Work Opportunities – Career Coach also includes a Work Opportunities page, which provides a dedicated space for job-seekers to view your posted opportunities, without having to navigate through career pages to reach them.



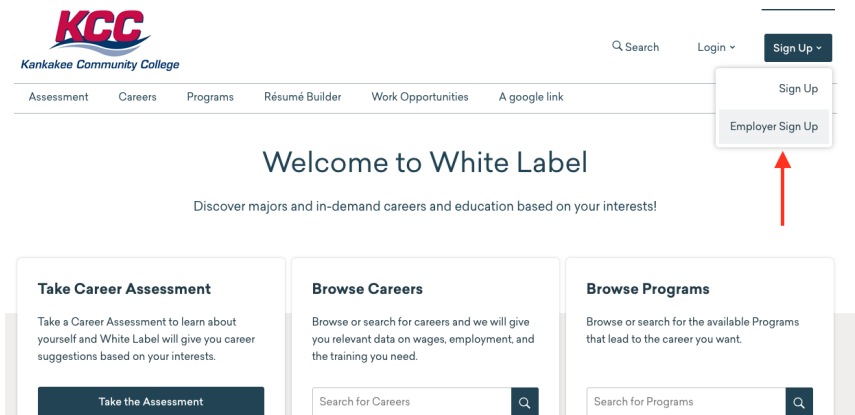


Career Coach Employer Portal

Reach the right candidates, from the right schools

Signup and Approval Process:

- 1 Select **Employer Sign Up** from the Sign Up drop down menu
- 2 Sign up and complete your company's profile.



- 3 Click **Request Approval** which alerts the host institution’s administrator that you want to post jobs.

After Approval:

- 1 Create a new job posting.
- 2 **Send for Approval** and the institution will review your posting.
- 3 View all applicants, download applicant resumes, and edit the posting at **anytime!**

Bonus: Leave feedback when a position is filled to help the institution better equip their students for future opportunities.