## JobLinks

## A Jump Start Guide for Job Seekers

Visit JCCC's JobLinks website at jccc.edu/JobLinks. Click on Job and Internship Listings. Sign in, or select Create Account if you're a first time user.



Start your job search from New Job Listings widget on the dashboard or, select **Jobs** → **Job Postings** from the menu. Then enter your search criteria and click **Update Search** to view jobs.



Complete the 3-step registration process to complete your profile:

- 1. Enter contact information
- 2. Answer profile questions
- 3. Upload resume/CV



To get notified of new matching jobs posted to your school, select **Save Search** at the top of the job board screen and follow the prompts.





**Career Development Center** 

Discover the possibilities
913-469-3870 • careerdevelopment@jccc.edu