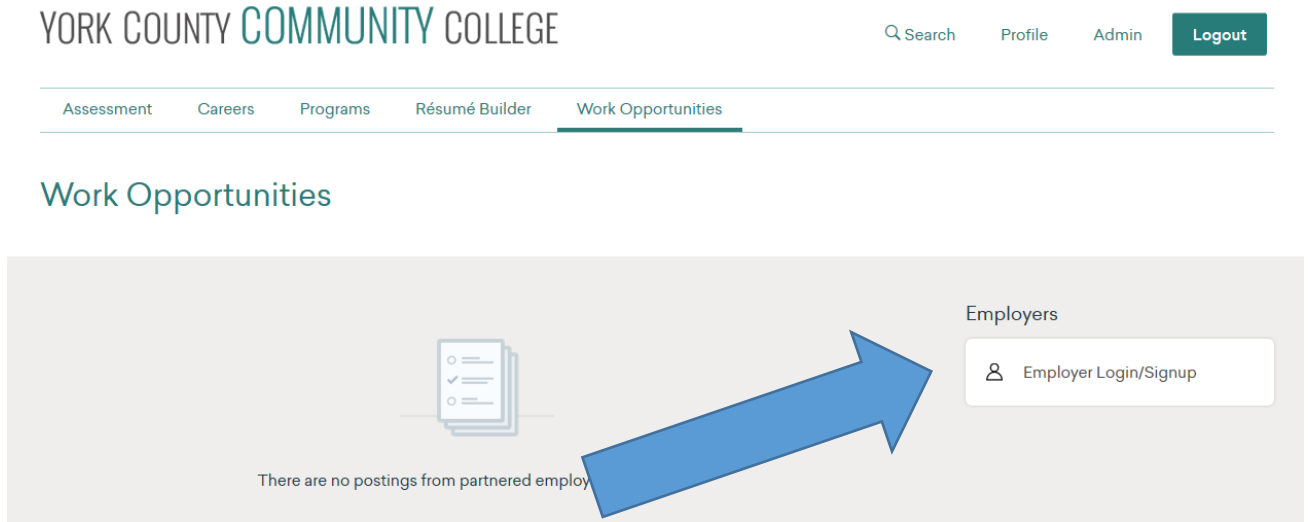
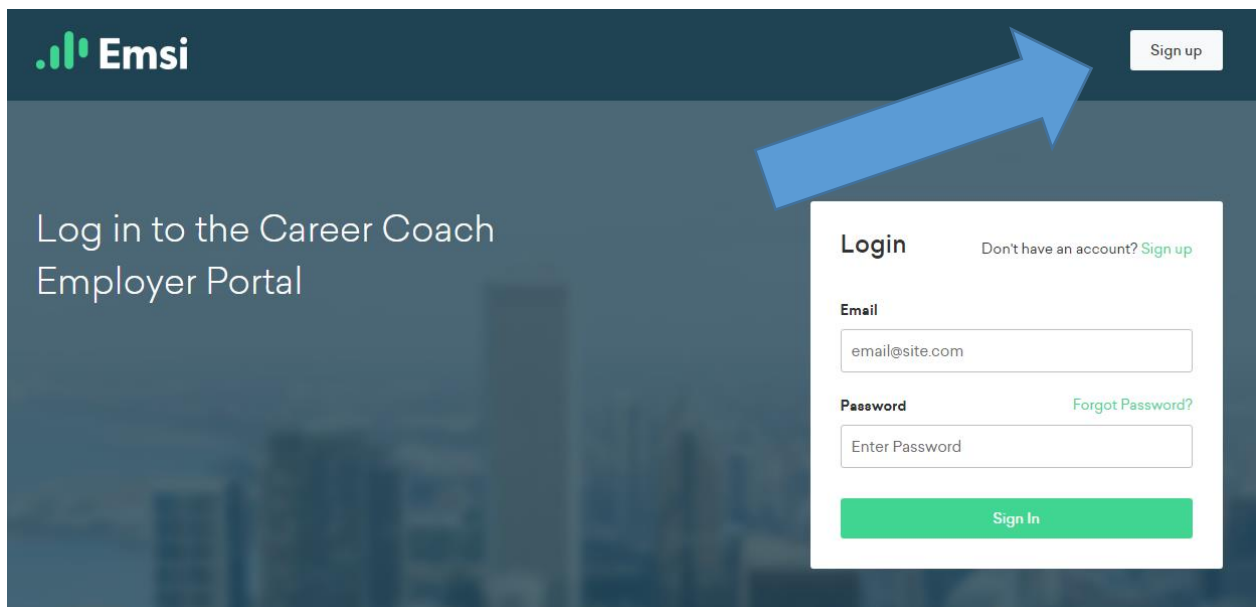


# How to Post Work Opportunities on YCCC's Career Coach

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



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



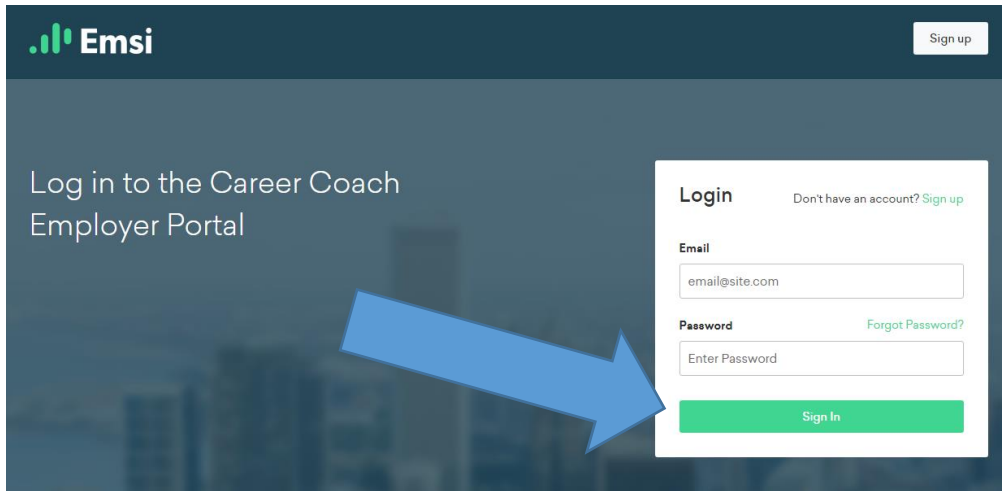
3) Type in your company name, email, and password. Click **“Create Account.”**

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". Below this is a sub-heading: "Focus your job postings toward engaged students as they explore careers and programs on Career Coach". The sign-up form contains the following fields: "Company Name" (with the example text "First National Bank, Eric's Café, etc."), "Email" (with the example text "email@site.com"), "Password" (with the placeholder "Enter Password"), and "Re-enter Password" (with the placeholder "Re-enter Password"). A green "Create Account" button is at the bottom of the form. A large blue arrow points to the "Create Account" button.

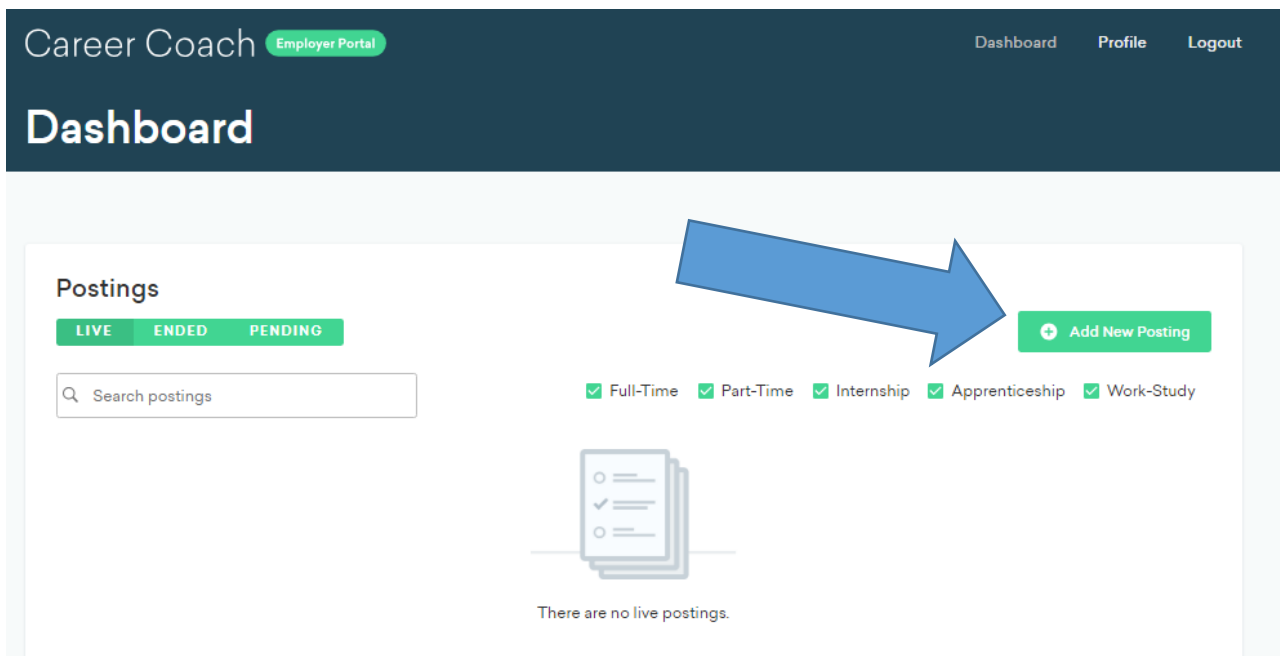
4) Fill in your **profile information** in the left column and click the **“Request Approval”** button. You will **receive an email** once the YCCC Administrator has approved your profile request, and then you will be able to log back in and create job postings.

The screenshot shows the "Profile" page in the Career Coach Employer Portal. The header includes "Career Coach", "Employer Portal", "Profile", and "Logout". The page is divided into two main sections. The left section is titled "Information" and contains a note: "This information will be visible to institution administrators and Career Coach users." Below this are several form fields: "Company Name", "Email", "Description (Optional)" (with the placeholder "Add company description"), "Website" (with the placeholder "http://www.yoursite.com"), "City and State" (with the placeholder "Monterey, CA"), and "Phone Number" (with the placeholder "xxx-xxx-xxxx"). A green "Save" button is at the bottom of this section. The right section is titled "Change Password" and contains two form fields: "New Password" and "Re-enter New Password", with a green "Save New Password" button below them. Below the "Change Password" section is the "Delete Account" section, which includes a checkbox "I wish to permanently delete my account and all of my postings." and a red "Delete Account" button. At the bottom right is the "Request Approval" section, which includes the text "You still need approval by [redacted] 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.

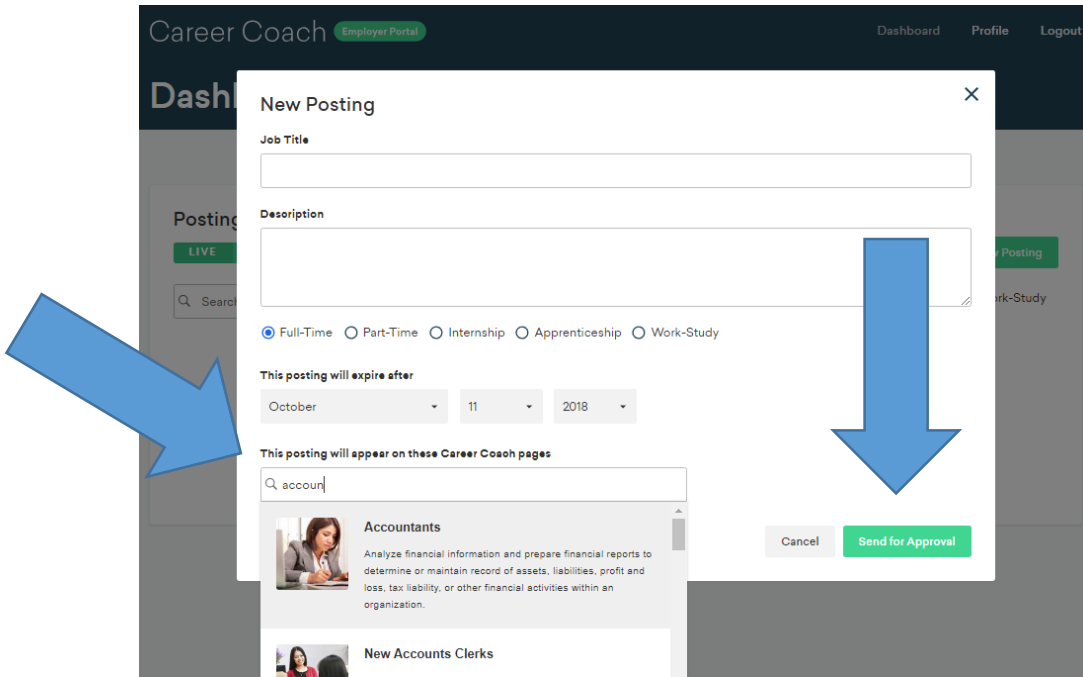
- 5) Once your employer profile request has been approved, go to <https://employers.emsicc.com/yccc/login> and click on the “**Sign In**” button.



- 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 YCCC Administrator has approved and posted your position. **YCCC reserves the right to limit postings to those jobs that require skills and abilities specifically related to instruction provided by the college.** YCCC will only accept job postings from direct employers; the use of this site by search firms or recruiting agencies is prohibited.



8) Once your approved position is posted, log in at <https://employers.emsicc.com/yccc/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;** YCCC does not participate in or assume liability for your employment processes.

