

SCC Career Event Sign Up Directions

Step 1: Make sure you have created an account and are logged into our [Employer system](#).

Step 2: Scroll to the bottom until you see the “Career Fair Requests” box. Select “Career Fair” from the drop down menu and click on the blue arrow.

The screenshot displays the GradLeaders Employer Interface. It features three main columns. The left column contains 'Profile Information' with links for 'View Profile' and 'View Organization Profile & Contacts', and 'Important Messages' with a placeholder 'enter employer message here'. The middle column has 'Resume Book Subscriptions' with instructions to select a candidate resume book, a 'RESUME BOOK PRODUCTS' section with a radio button for 'STUDENTS', and a 'Search Candidates' link. The 'Career Fair Requests' section is highlighted with a red border and contains a list of instructions: 'The first time you make a request each year, you will be required to read and accept the Recruiting Conduct Guidelines and Policies', 'Please submit a single request for each interview & event.', 'You will be notified by email when your date(s) are confirmed.', and 'For questions or comments, please contact Jodie Waldroup at j_waldroup@southwesterncc.edu'. Below this is an 'OCR EVENT TYPE *' dropdown menu with 'Career Fair' selected and a blue arrow button. The right column is titled 'New GradLeaders Employer Interface' and includes a welcome message, a description of the interface's design, an image of a desktop monitor, a smartphone, and a tablet displaying a graduation cap icon, and a link to support guides at support@gradleaders.com.

Step 3: Complete your registration and select the Preferred Event, which is the date and time of the Career Fair.

Add New OCR Request

Please select the event you would like to attend below. You will be contacted once we receive your request.

Request

OCR EVENT TYPE Career Fair	ORGANIZATION NAME SCC Career Services Test	INDUSTRY Education	ORGANIZATION URL https://www.southwesterncc.edu/career-services
PRIMARY CONTACT Jodie Waldroup revise contact	EMAIL j_waldroup@southwesterncc.edu	PHONE 8283394424	

Employer Request Multiple Company Event

OCR EVENT TYPE Career Fair	PREFERRED EVENT * <input type="radio"/> 10/18/2018 1:00 PM - SCC FALL JOB FAIR DETAILS
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Next Steps:

Your Preferred Event request will be sent to SCC Career Services staff, and you will receive a confirmation email once you are approved to attend the event.

If you have any questions about your event registration reach out to Michael Despeaux at m_despeaux@southerncc.edu.

If you need assistance with the Job Board reach out to Jodie Waldroup at j_waldroup@southwesterncc.edu.