



Employer Guide to MacombCareerLink

Creating an Account for the First Time

- <http://macombcareerlink.experience.com>
- For new users, click **Employers log in here** located in the employer box on the right side of the page (see Figure 1). Click **Create an Account**, follow the registration directions, and click **Submit**.

NOTE: Once this is done, wait for an email from Experience granting you access to the system. Then please wait 24 hours for us to approve your contact request. If you do not hear from us from within this time period, please contact our office.

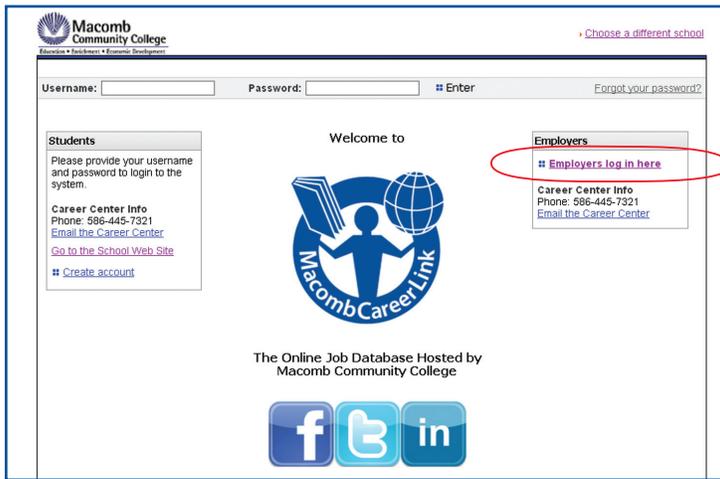


Figure 1

Creating a New Job

- Log in at <http://macombcareerlink.experience.com>
- Click on **Employers log in here** (see Figure 1)
- On the right side of the screen in the My Schools section under Macomb Community College select **Post a Job** (NOTE: Until the link is approved by Macomb Community College you will be unable to make a free posting) (see Figure 2)
- Click **Select** under **Basic Post**
- On the next page click **continue** at the bottom of the page; after this you will be asked to post the **Job Details**. The fields with an * are required for submission. Fill out as much information as possible to make the posting complete.

NOTE: If you do not see Macomb Community College under your linked schools, contact the Career Services office for assistance.

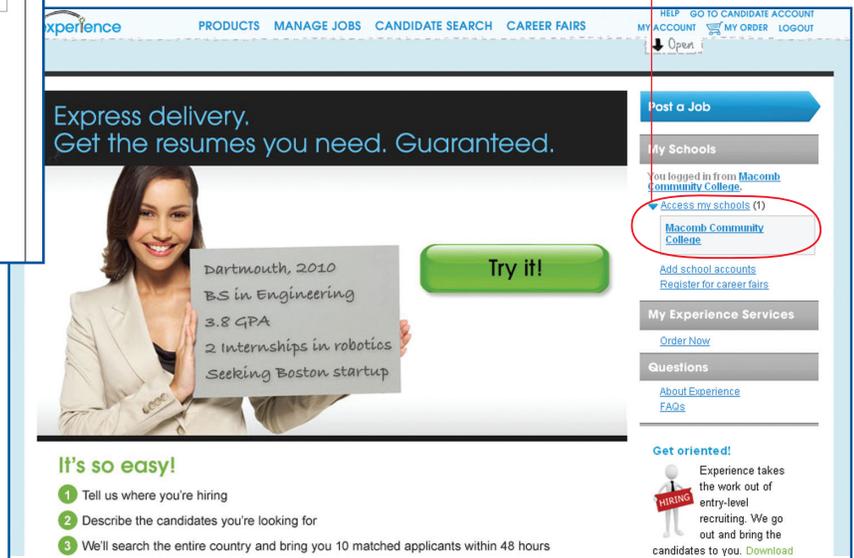


Figure 2

Please contact
Career Services
if you need help.