

Employer SJC Get Hired Instructions

1. Access [SJC Get Hired](#) for **employers**.
2. If you are accessing the system for the first time, click on **sign up and post job** and complete the registration form for your organization.
3. After you have registered, you may log on at any time to post new jobs or internships. Click on **jobs** on the left-hand navigation bar and then **job postings**.
4. Be sure you complete your **employer profile** which can also be found on the left-hand navigation bar.

SJC Get Hired can also be used to:

- Manage candidates and resumes
- Reach qualified and motivated students and alumni
- Stay up-to-date on upcoming career fair and events

Job postings and flyers can also be e-mailed to the **Center for Student Careers and Employment** at careercenter@sanjuancollege.edu.

If you are having trouble accessing your account, please contact us at 505-566-3423.