



California Community Colleges

Community College Career Connect Job Seeker User Guide

Rev. Date 1/8/2025

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Overview

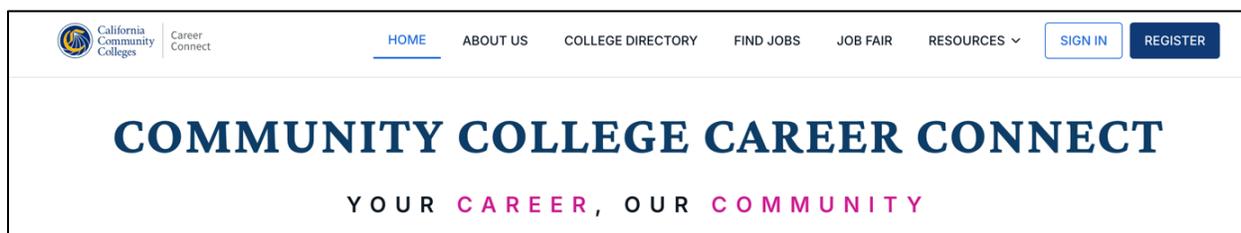
This guide provides comprehensive instructions for effectively navigating and using the Community College Career Connect website, including how to search for jobs (logged in and logged out experiences, how to create an account, how to set up job alerts, and how to apply for jobs.

Navigate the Website without an Account

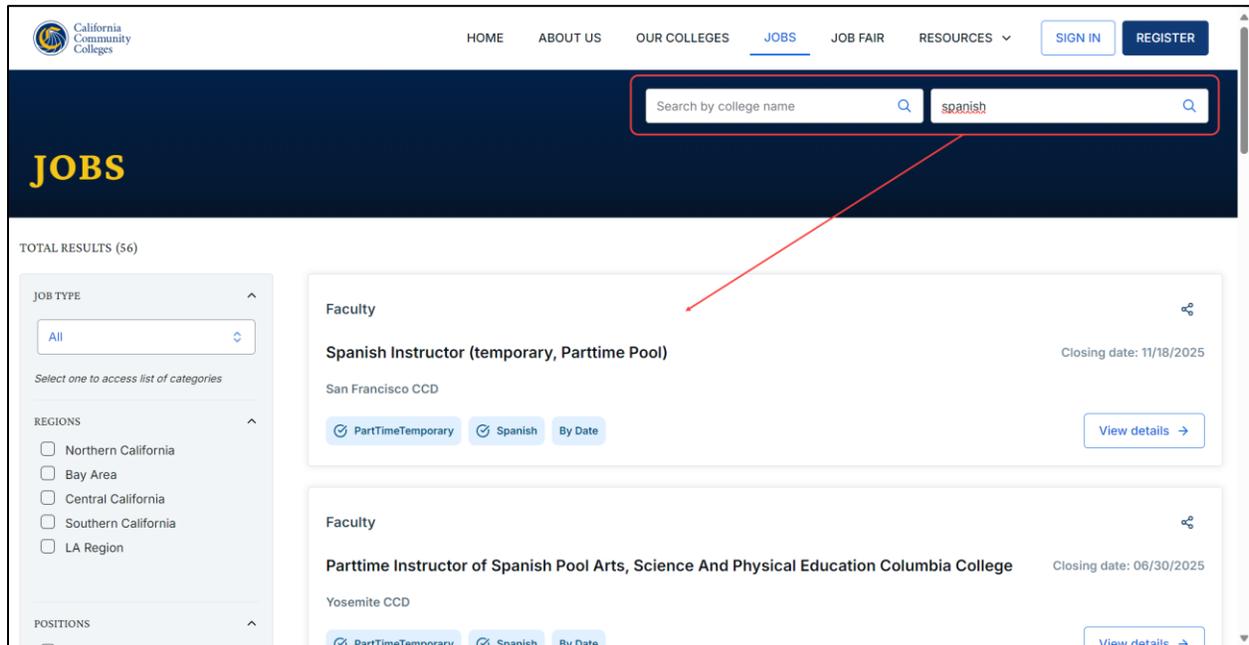
Search for a Job – Logged Out Experience

You can search for jobs on Community College Career Connect without creating an account. If you do not create an account, however, you will not be able to set up alerts to notify you when new jobs that match your desired criteria are posted to the Job Board.

1. To search for jobs without an account, start by navigating to the website:
www.communitycollegecareerconnect.com.
2. From the home page, click **FIND JOBS**.



3. To search for jobs with a specific college or district, use the **Search by college name** field. To search for jobs based on job title, use the **Search by job title field**. Enter the keyword for your search in one of the fields. As you type, results will start to appear.



California Community Colleges

HOME ABOUT US OUR COLLEGES **JOBS** JOB FAIR RESOURCES

SIGN IN REGISTER

Search by college name

JOBS

TOTAL RESULTS (56)

JOB TYPE
All

Select one to access list of categories

REGIONS

- Northern California
- Bay Area
- Central California
- Southern California
- LA Region

POSITIONS

Faculty
Spanish Instructor (temporary, Parttime Pool) Closing date: 11/18/2025
San Francisco CCD
PartTimeTemporary Spanish By Date [View details →](#)

Faculty
Parttime Instructor of Spanish Pool Arts, Science And Physical Education Columbia College Closing date: 06/30/2025
Yosemite CCD
PartTimeTemporary Spanish By Date [View details →](#)

4. Next to a job, click **View details** to learn more about the position.

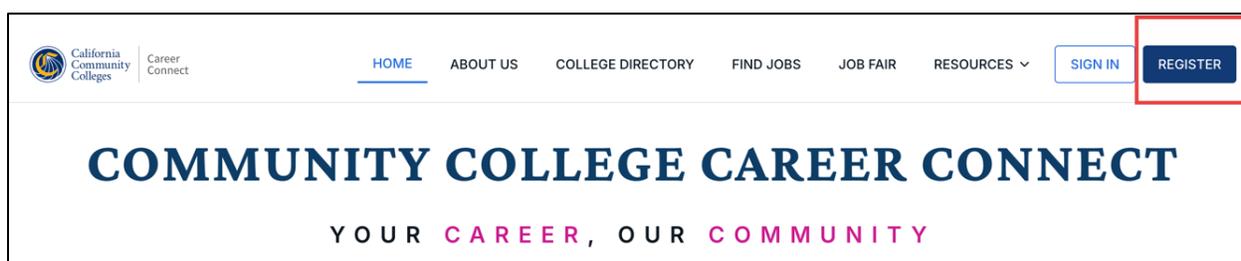
Navigate the Website with an Account

Create a Job Seeker Account

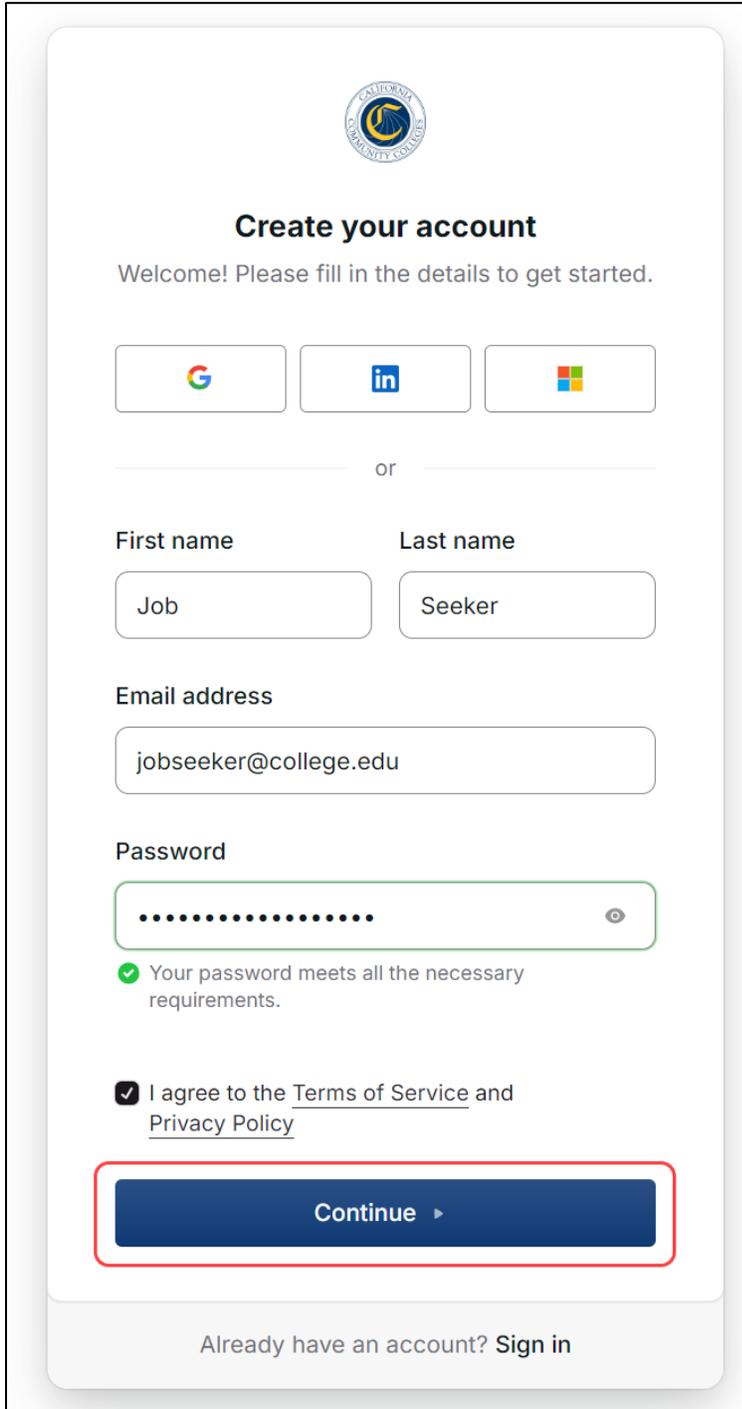
Creating an account on Community College Career Connect will allow you to apply directly to certain jobs right from the website, and to set up alerts notifying you when new positions are posted to the Job Board.

NOTE – if you previously had a job seeker account on the CCC Registry, parts of your profile will be pre-filled for you when you register for a profile on Community College Career Connect.

1. Start by navigating to the website: www.communitycollegecareerconnect.com.
2. Click **REGISTER**.



3. From the **Create your account** screen, you can either sign in using your Google, LinkedIn, or Microsoft account, or can manually enter account details.
4. When you are done entering your account information, including a password that meets the website's security requirements, select the check box to agree to the Terms of Service and then click **Continue**.





Create your account

Welcome! Please fill in the details to get started.

or

First name Last name

Job Seeker

Email address

jobseeker@college.edu

Password

..... 

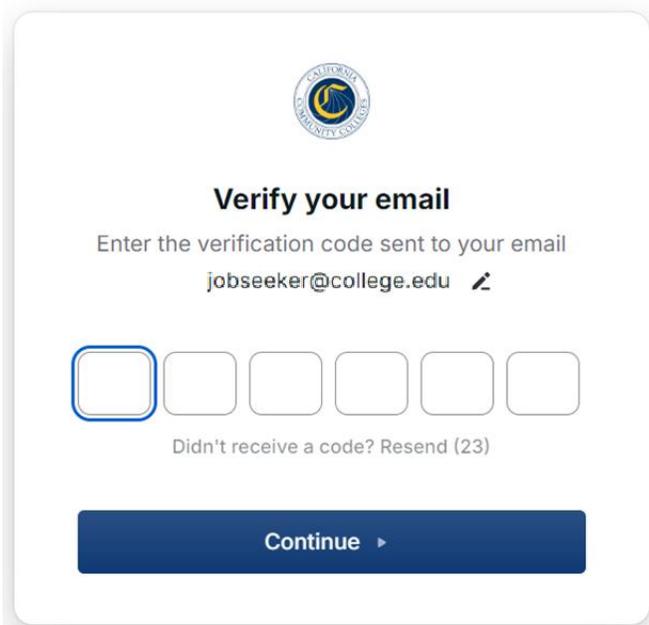
Your password meets all the necessary requirements.

I agree to the [Terms of Service](#) and [Privacy Policy](#)

Continue ▶

Already have an account? [Sign in](#)

5. A verification code will be sent to your email. Access the email you used to create the account and enter the code in the box on the screen.





Verify your email

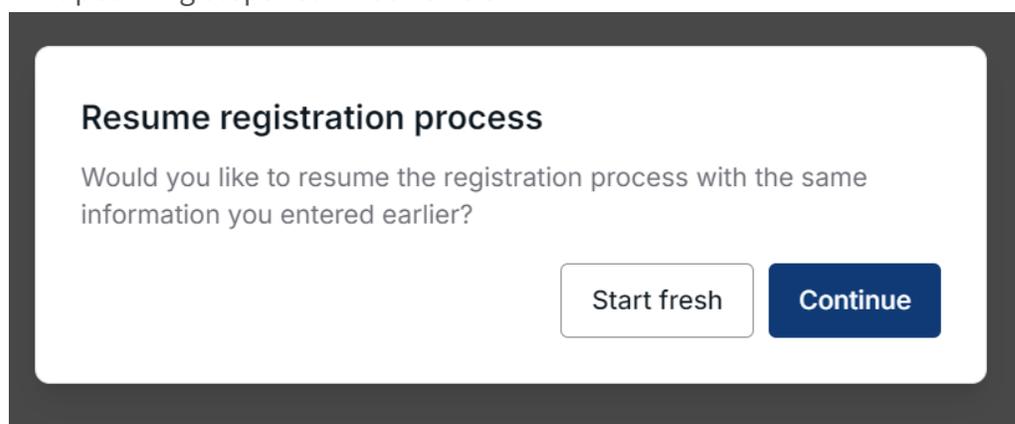
Enter the verification code sent to your email

jobseeker@college.edu 

Didn't receive a code? Resend (23)

Continue ▶

6. *If you previously had an account on the CCC Registry and are signing up on Community College Career Connect with the same email address, you will see the message below, and some of your account details will be filled in for you in upcoming steps. Click **Continue**.*

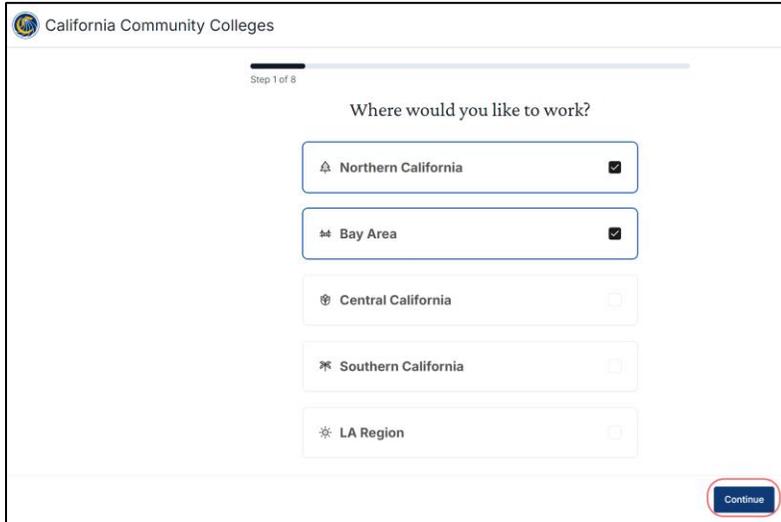


Resume registration process

Would you like to resume the registration process with the same information you entered earlier?

Start fresh **Continue**

7. Choose a region (or regions) where you would like to work, and then click **Continue**.



California Community Colleges

Step 1 of 8

Where would you like to work?

Northern California

Bay Area

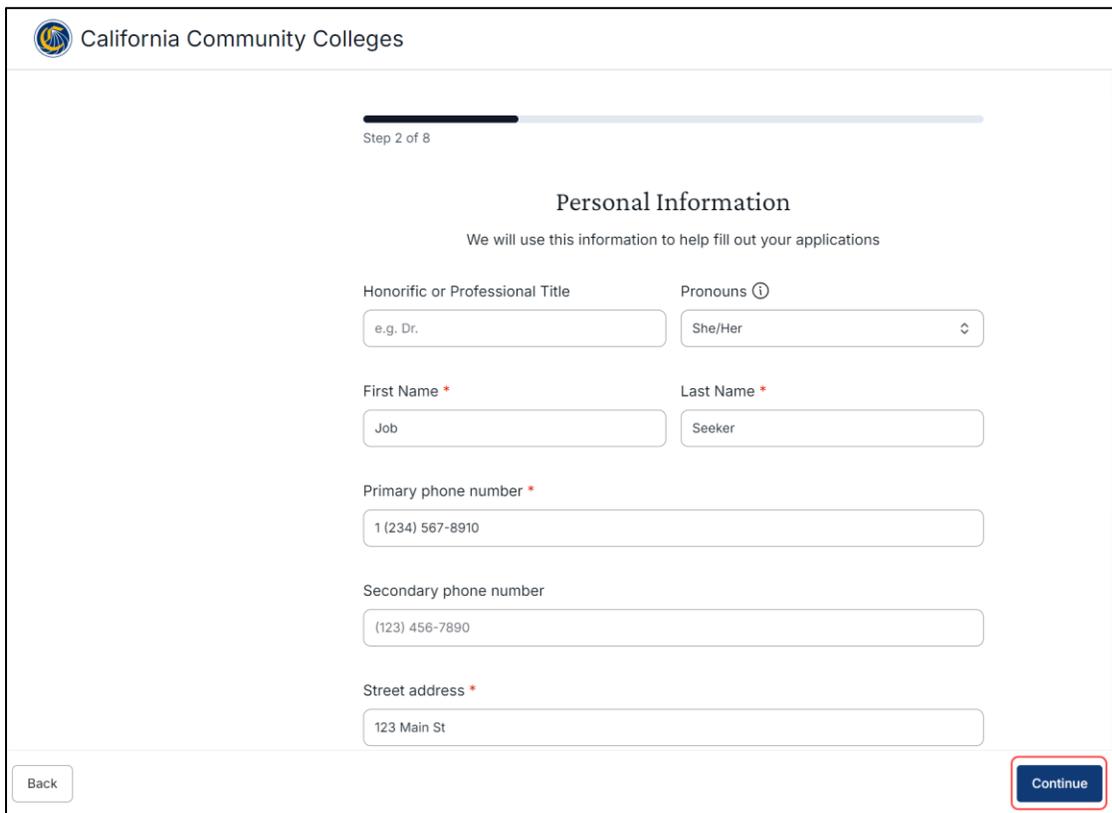
Central California

Southern California

LA Region

Continue

8. Enter your personal information, noting the fields with a red asterisk, which are required. When you are finished, click **Continue**.
 - If you previously had an account on the CCC Registry, your name and contact information will be pre-filled for you. Review and make any adjustments before proceeding.



California Community Colleges

Step 2 of 8

Personal Information

We will use this information to help fill out your applications

Honorific or Professional Title: e.g. Dr.

Pronouns: She/Her

First Name*: Job

Last Name*: Seeker

Primary phone number*: 1 (234) 567-8910

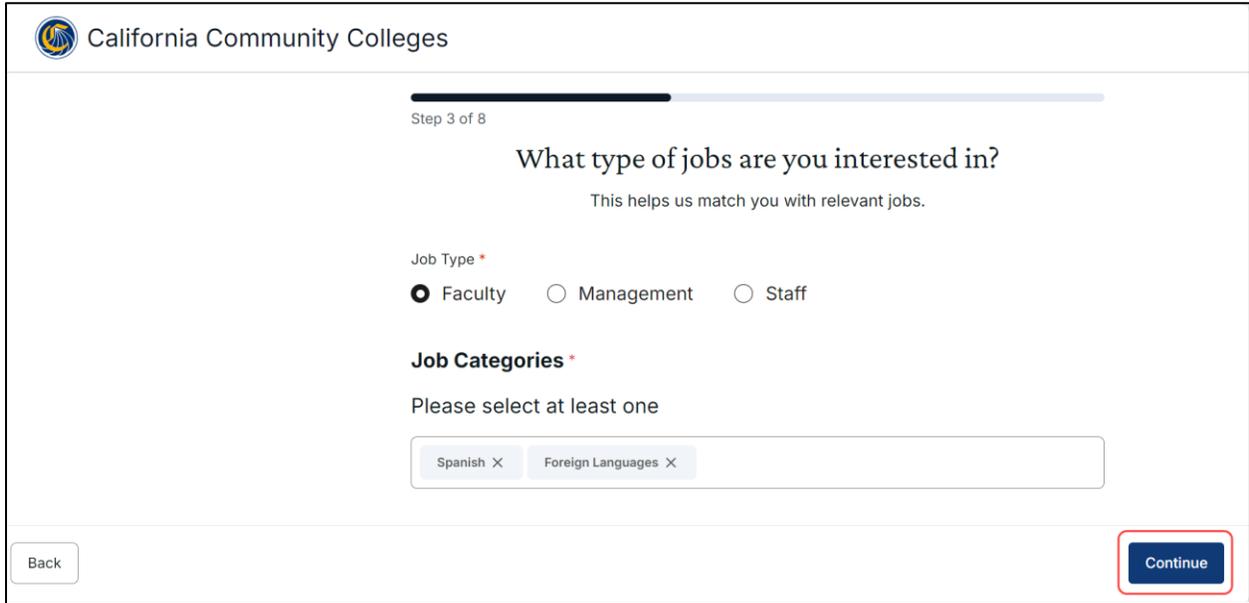
Secondary phone number: (123) 456-7890

Street address*: 123 Main St

Back

Continue

9. Choose the type of job you are primarily interested in (Faculty, Management, or Staff) and choose at least one job category from the list. When you are finished, click **Continue**.



California Community Colleges

Step 3 of 8

What type of jobs are you interested in?
This helps us match you with relevant jobs.

Job Type *

Faculty Management Staff

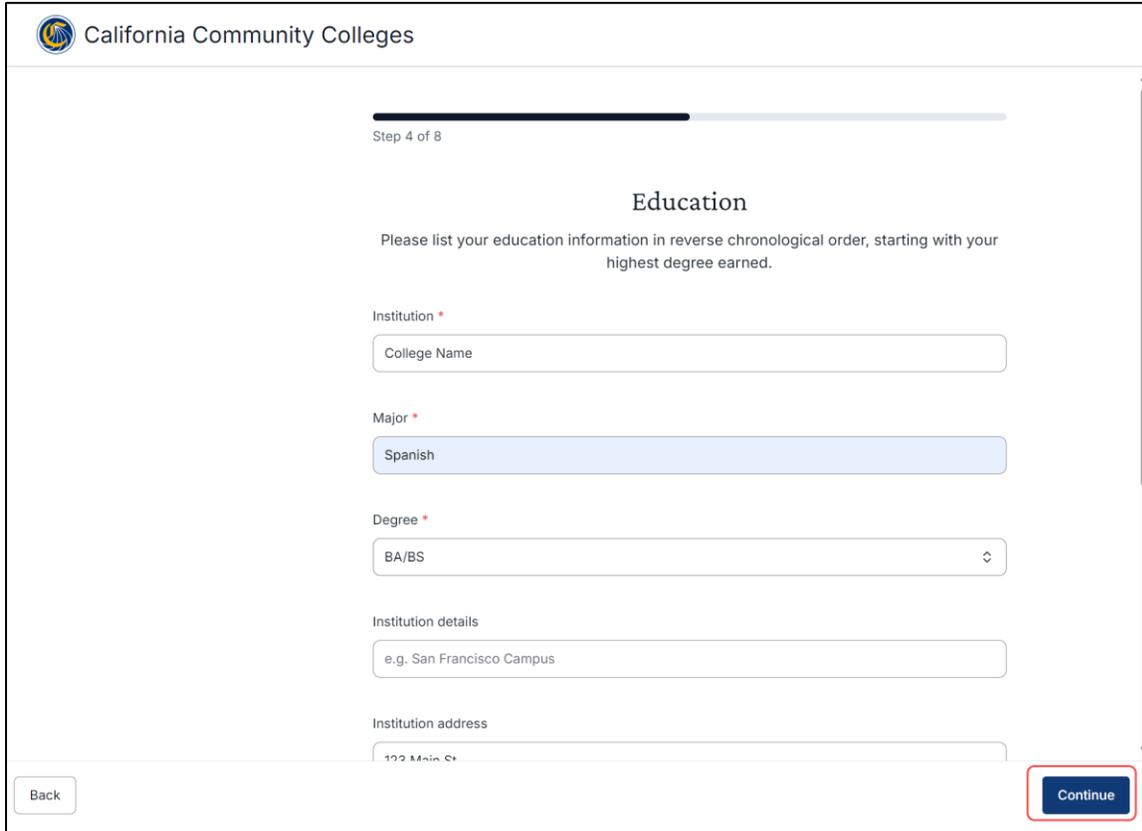
Job Categories *

Please select at least one

Spanish X Foreign Languages X

Back Continue

10. Enter your education details (at least one entry is required) and click **Continue**.
- **NOTE** – Providing this information enables HR professionals to proactively reach out to you with job opportunities that you might be interested in.



California Community Colleges

Step 4 of 8

Education

Please list your education information in reverse chronological order, starting with your highest degree earned.

Institution *

Major *

Degree *

Institution details

Institution address

Back Continue

11. From the **Employment History** screen, click **Add Employment** to fill out your employment information, click **Add Employment** at the bottom of the screen to add additional employment. When you are finished, click **Continue**.
 - Entering Employment History is optional. If you would prefer to skip this step, you can click **Skip** in the upper right corner of the screen.

 California Community Colleges Skip

Step 5 of 8

Employment History

Please provide your work history. This information is optional.

Job title *

Employer *

Is your present employer?

Job Duties

Employment type

BackContinue

12. Race and Ethnicity information is optional. You can leave this screen blank or choose a race and ethnicity. When you are finished, click **Continue**.

- **NOTE** – you can make more than one selection in the **Select Race or Ethnicity** field.

 California Community Colleges

Step 6 of 8

Race or Ethnicity

California Community Colleges is committed to providing a professional work environment free from discrimination and harassment.

Select Race or Ethnicity (optional)

Enter your identity (optional)

[Back](#) [Continue](#)

13. Adding references is optional. Click **Add reference** to add a reference, or you can skip this step by clicking **Continue**.

 California Community Colleges [Skip](#)

Step 7 of 8

References

Please list your reference(s)

Name *

Organization *

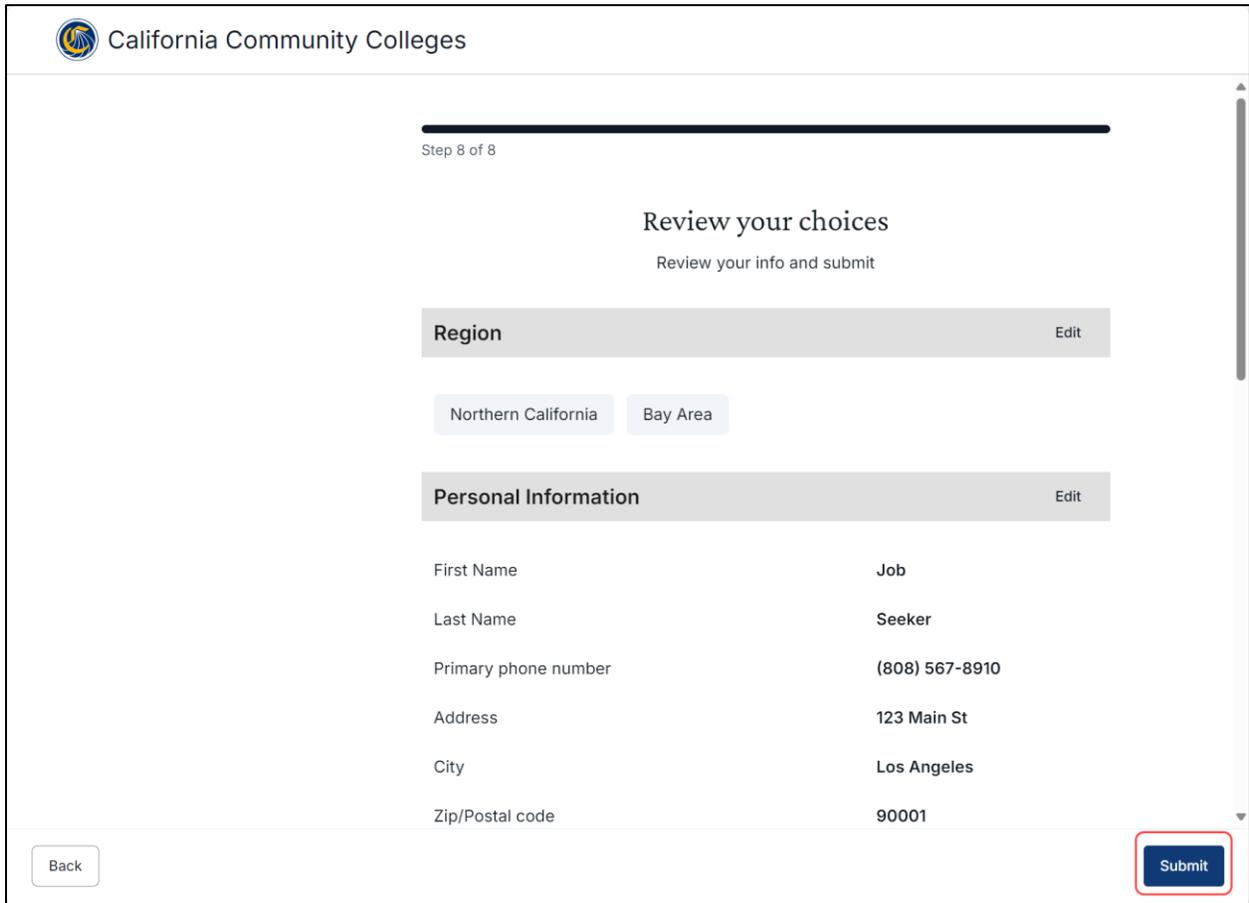
Title

Phone

Email

[Back](#) [Continue](#)

14. From the review screen, make sure all your information looks correct, clicking **Edit** next to any sections that need adjusting. When you are finished, click **Submit**.



California Community Colleges

Step 8 of 8

Review your choices

Review your info and submit

Region Edit

Northern California Bay Area

Personal Information Edit

First Name	Job
Last Name	Seeker
Primary phone number	(808) 567-8910
Address	123 Main St
City	Los Angeles
Zip/Postal code	90001

Back Submit

15. On the next screen, you have the option to upload attachments like your resume and cover letter. These attachments can be used when applying to jobs with certain colleges. When you are finished uploading files, click **Continue**.

Upload attachments

In this step, you can upload your resume, CV and cover letter or skip and add them later in the Attachments section of your profile.



Drag files here or click to upload

Allowed file types: pdf, docx, doc, rtf, jpg, png, mp4

File size is up to 2MB

Uploaded Files



Test Resume.docx

Continue

16. Let us know how you heard about the website by (optionally) choosing from the **Source** list. You can click **Skip** or choose an option and click **Submit**.

How did you hear about us?

Your answer is optional but appreciated

How did you hear about us?

Internet Search

Skip

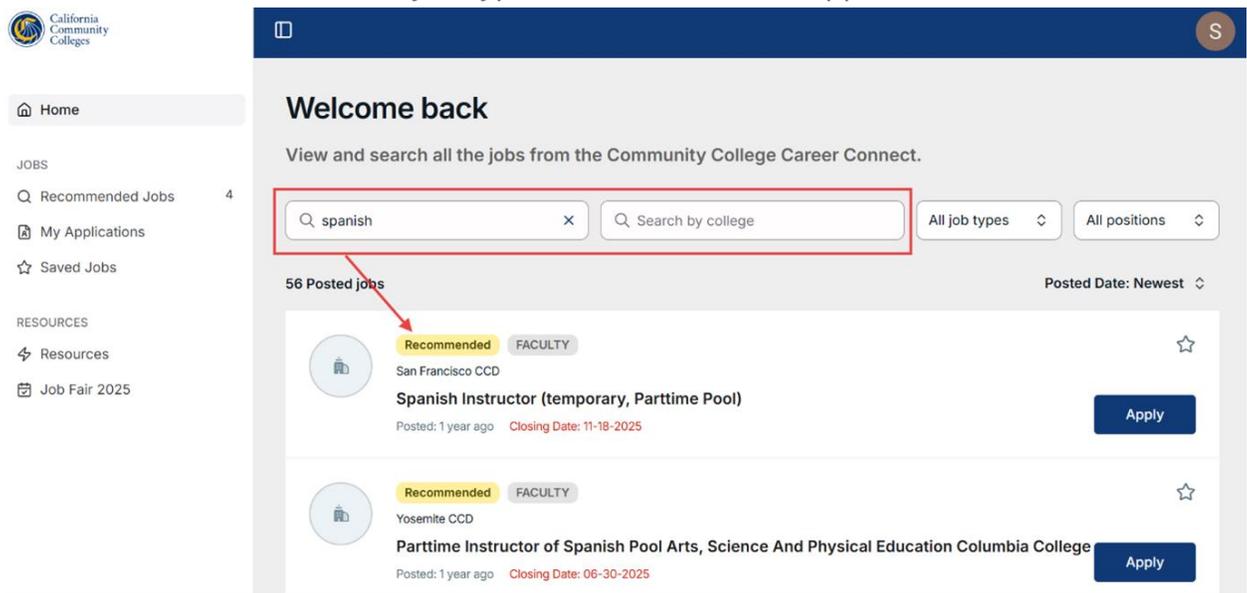
Submit

17. You are now logged in to Community College Career Connect!

Search for a Job – Logged In Experience

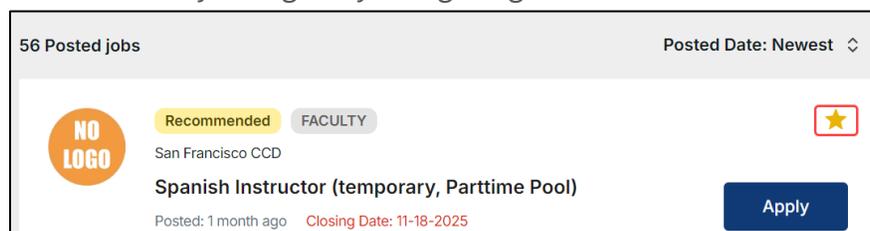
When you are logged in to Community College Career Connect, you can apply directly to jobs with certain colleges and can access external job application pages for remaining colleges and districts.

1. After logging in, the Home page will list all available jobs. To search for jobs with a specific college or district, use the **Search by college** field. To search for jobs based on job title, use the **Search by job title field**. Enter the keyword for your search in one of the fields. As you type, results will start to appear.



The screenshot shows the user interface of the Community College Career Connect website. On the left is a navigation menu with options like Home, JOBS (Recommended Jobs, My Applications, Saved Jobs), and RESOURCES (Resources, Job Fair 2025). The main content area is titled 'Welcome back' and contains a search bar with two input fields: 'spanish' and 'Search by college'. Below the search bar, it shows '56 Posted jobs' and a list of job listings. The first listing is for 'Spanish Instructor (temporary, Parttime Pool)' at San Francisco CCD, with an 'Apply' button. The second listing is for 'Parttime Instructor of Spanish Pool Arts, Science And Physical Education Columbia College' at Yosemite CCD, also with an 'Apply' button. A red arrow points from the search bar to the first job listing.

2. Once you find a job you are interested in, you can take three actions:
 - If the **Apply** button appears, you can apply directly to the job on the site using details from your profile. Note – this is only possible for positions with certain colleges and districts.
 - Click **Apply externally** to be taken to the college or district’s website to apply to the job.
 - Click the star icon to save the job. You can access saved from the left menu the next time you log in by navigating to **Saved Jobs**.

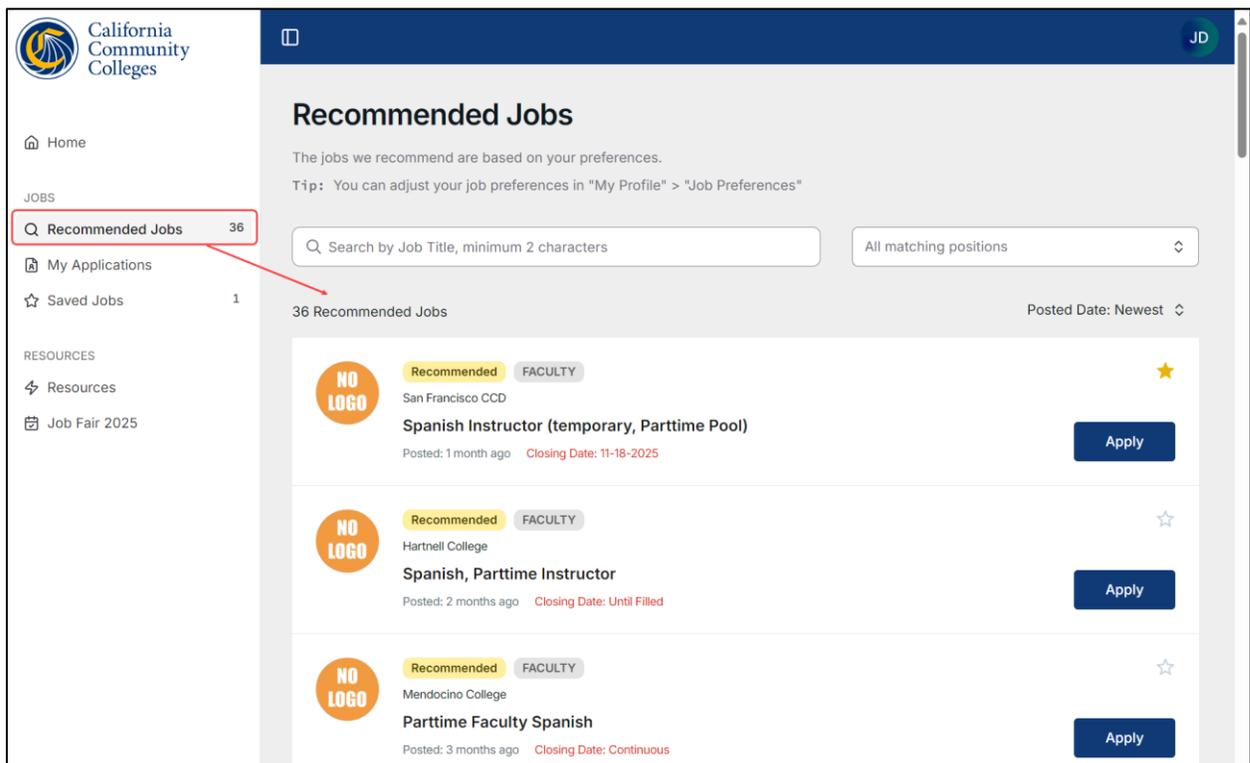


This is a close-up view of the job listing for 'Spanish Instructor (temporary, Parttime Pool)' at San Francisco CCD. The listing includes a 'NO LOGO' icon, a 'Recommended' badge, a 'FACULTY' badge, and a star icon in a red box. The 'Apply' button is visible at the bottom right of the listing card.

View Recommended Jobs

Based on your profile, jobs that you might qualify for are recommended to you on the Recommended Jobs page.

1. From the menu on the left, click **Recommended Jobs**. A list of open jobs will appear, based on the details you have listed in your profile. From here, you can take the same actions as you can from the list of jobs on the home page, like applying to jobs or saving them to your Saved Jobs list.

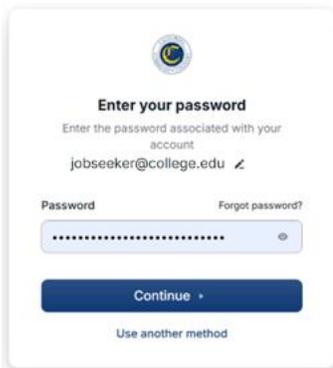


The screenshot shows the 'Recommended Jobs' page. On the left sidebar, the 'Recommended Jobs' menu item is highlighted with a red box and a red arrow pointing to the main content area. The main content area features a search bar and a list of three recommended jobs:

- San Francisco CCD**: Spanish Instructor (temporary, Parttime Pool). Posted: 1 month ago. Closing Date: 11-18-2025. [Apply](#)
- Hartnell College**: Spanish, Parttime Instructor. Posted: 2 months ago. Closing Date: Until Filled. [Apply](#)
- Mendocino College**: Parttime Faculty Spanish. Posted: 3 months ago. Closing Date: Continuous. [Apply](#)

Password Recovery

1. From the sign in screen, click **Forgot password?**



The screenshot shows the 'Enter your password' form. It includes the following elements:

- Logo of California Community Colleges
- Text: **Enter your password**
- Text: Enter the password associated with your account
- Text: jobseeker@college.edu
- Text: Password
- Text: Forgot password?
- Text: Continue
- Text: Use another method

2. Click **Reset your password** to create a new password or click **Email code to** receive a one-time code to log in without changing your password.

Technical Support

Need help? Please contact careersupport@cccoco.edu.