



CENTER FOR CAREER MANAGEMENT

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www.uakron.edu/ccm



ZIPROFESSIONAL FOR EMPLOYERS

You can access the employer side of the database at this link:
<http://uakronccm.experience.com/> To access the ZIProfessional system you must create an account first and link to The University of Akron.

These are the instructions for creating an account:

- Click on Create an Account.
- Type in your Email address.
- Click Submit.
- Create a password of your choosing (we recommend using the password uakron so if you forget it we will be able to easily remind you)
- Fill in your personal and company information.
- Click submit.
- Enter the school key code. **Contact CCM for your unique school code.**
- Enter your address.
- Click Submit. (*You'll be taken to the Experience homepage*).
- If you don't see a link to The University of Akron, click on Link Your Schools.
- Select The University of Akron, or enter your School Key Code.

You will only have to create an account once. For future visits to ZIProfessional, enter your email and password to be taken to the homepage.

- To create a new job, click on Jobs, click on Create a Job, fill in the fields (the ones with the red dot are required) and click Save at the bottom of the screen.
- To change the start/end dates and/or schedule an on-campus interviewing date, contact the Career Center at (330) 972-5467.

The University of Akron Center for Career Management ZIProfessional system does not have Resume Books active. If you would like a bundle of resumes, please contact the Career Center.

Please note: All jobs posted to the ZIProfessional system **must** be full-time degree-required or co-op/internship opportunities. No non-degreed or part-time positions are permitted. If you have non-degreed or part-time positions, please forward them to ccmjobs@uakron.edu for posting in our Career Resource Library.