

ACADEMIC CAREER PLANNING & PLACEMENT
FRANK L. CAPONE CAREER DEVELOPMENT CENTER
VODRA HALL 1st. Floor # 101



Express Reference for Employer PlacePro Registration:

1. Go to PlacePro website at: www.placepro.com Select: Employers
2. Enter Access code for employers: [NJCUEMP](#) and click Login
3. Enter your Login and Password
(If you don't have a PlacePro Account [Click](#) where it says: [Click Here](#) and you can to apply for a NEW Account.) or Contact the Cooperative Education Professionals at (201) 200 – 3005(6) for login and password.
4. **Under Company Information:** Select a Company Name from the PlacePro Database.

Index:

Select the 1st letter of your Company Name from this Index list. If, for example, you click the letter P, the Company Name box will fill with a list of all company names, beginning with the letter P, that currently exist in the PlacePro database.

Company Name:

Based on the Index selected above, this is a list of Company Names currently existing in the PlacePro database. If your Company Name is on this list, select the Company Name by clicking on it, and click the Existing Company button. If your Company Name is not on this list, click the New Company button.

5. Click on Jobs and proceed to Create a job!

If you have further questions, contact your cooperative education professional.

Cooperative Education Internships can:

- Allow Flexible Staffing to Meet a Variety of Needs and
- Enable a More Effective Use of Management Staff
- Increase Cost-Effectiveness of Recruitment and Training

Visit the Career Center website at <http://web.njcu.edu/dept/cpp/> to learn more about our cooperative education and career planning department. We are here to assist you with your PlacePro Internship Database Training & Website Experience. Call or email any of our [assistant directors](#) for immediate assistance at either telephone numbers: (201) 200-3005/6 and/or 1 (800) 624-1046. Thank You.