USING THE WORKFORCE PORTAL ON THE NEW MASSCEC WEBSITE: EMPLOYERS
REGISTRATION AND LOG-IN
If you are currently an active employer, you may use the same masscec.com log in credentials from the old portal.

If you are a new employer, click on "Register a new account".
NEW ACCOUNT: REGISTERING A NEW ACCOUNT

• Choose "I am an Employer"
NEW ACCOUNT: COMPLETE THE EMPLOYER ACCOUNT REGISTRATION

- If you are a **NEW** company, click "Register".
- If you are joining an existing company, click "Join".
- Create a username and password for your profile.
- After completing the form, click "Create new account".
NEW COMPANY: CREATE A COMPANY PROFILE

• Input your company information
• Click "Submit"
NEW COMPANY: SUBMISSION APPROVALS

It can take up to three business days to review your company submission.

You can submit internship postings while your company approval is pending.

Once approved, you can access intern applications and resume submissions.
EXISTING COMPANY: SUBMISSION APPROVALS

- If you chose to join an existing company, you will receive a pending approval message on the dashboard.
- Any member from your company with an existing account can approve your access to join the company account.
- An employer joining a company can't access the company profile and post internship postings until their account is approved.
On the dashboard, click on the "Employees" tab.

Under the "Operations" column, choose "Edit" on the employee that you want to approve.

Mark the checkbox next to "Employee" then click "Save" to approve the user to join your company account.
ADDING AN INTERNSHIP AND CHOOSING A CANDIDATE
SUBMITTING AN INTERNSHIP POSTING

• Click on the “Internships” tab
• Choose the "New Posting" button
• Complete the “Add Internship” form
  • NOTE: We are no longer accepting PDF files of job descriptions.
• Remember to press "Save"
FINDING CANDIDATES FOR YOUR INTERNSHIP

• Click "View Students"

• On the intern page, you can search for candidates by:
  • Name
  • Region
  • Interest
  • Major
  • Year of Graduation
SUBMITTING AN ELIGIBILITY CHECK

• Click intern’s name to access their profile

• Choose the "Request eligibility check" option, select the internship position you wish to fill, and press “Submit”

• The eligibility check is required prior to hiring an intern with MassCEC funding.
USING THE JOB AND RESUME BOARD
SUBMITTING A JOB POSTING FOR THE JOBS BOARD

• On the Jobs tab, click on "New Posting"

• Choose "Jobs"

• Complete the “Add Job Posting” form and click "Save"

• Note: It can take up to three business days to review company job postings
RESUME BOARD

Search for full-time/part-time candidates
• Choose the "View Resume Board" option

• You can browse the resumes

• Access a candidate's profile and contact information by clicking on their name.
CONTACT US

Contact internships@masscec.com for questions about the internship program.

Contact workforce@masscec.com for questions about the resume and job board.