

Quick Start Guide — Employers

Post internships, find candidates, and hire through the MassCEC program

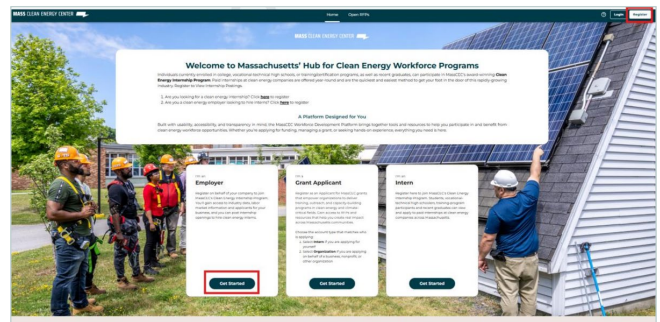
Before you begin. Have your Massachusetts address(es), your contact information, and your finance contact's name and email ready — all are required to register, then post a job. Works best on a desktop or laptop in Chrome.

YOUR FIRST 15 MINUTES

- ☐ Register your company (a 3-step form)
- ☐ Find the temporary password in your email and log in
- ☐ Set your permanent password
- ☐ Check your Contact Information tab
- ☐ Add every Massachusetts worksite under Locations
- ☐ Add staff members who will review applicants
- ☐ Post your first position
- ☐ Browse Candidate Search and start applying applicants

STEP 1 — REGISTER YOUR COMPANY

- 1 On the portal home page, find the **I'm an Employer** card and click **Get Started**.
- 2 **Step 1 — Company Information:** company name, company profile description, clean energy sector, MA employee number, and whether you are registered to do business in MA.
- 3 **Step 2 — Primary Location:** street address, city, state and 5-digit zip. The region fills in automatically. Tick the box if your mailing address is the same. It is ok if your primary location is not in MA, but you must submit a Massachusetts address.
- 4 **Step 3 — Primary Contact:** contact name, email and position. Finance contact name and finance email, plus phone numbers.
- 5 Click Submit. You will get two emails — one with a temporary password, one welcome message.
- 6 Log in with the temporary password. The portal immediately asks you to set a permanent one of at least 8 characters.



Home page — the Employer card is on the left.

FORMATS THAT TRIP PEOPLE UP

Every phone field takes exactly 10 digits. Finance Contact Name is required — the form will not submit without it, and all MassCEC billing goes to the finance email.

STEP 2 — SET UP YOUR COMPANY PROFILE

Click **View Profile** in the top menu. Your profile is your company's business card on the portal — keep the Contact Information tab current at all times.

Add a worksite

Locations > + Add Worksite > address, city, state, zip > Save. Use the three-dot menu (:) on any row to Edit, Delete, or Set as Primary Worksite. Your primary location is read-only here — edit it on the Contact Information tab instead. You cannot delete a location while it is set as primary.

Add staff members

Staff Members > Add New Staff Member > first name, last name, email > Save. They get an emailed invitation to set their own password. Staff can manage postings and applicants but cannot change your registration details, and can only message you — not MassCEC. Contact MassCEC to remove someone's access.

ADD YOUR WORKSITE BEFORE YOU POST

Only Massachusetts addresses appear in the Worksite Location dropdown on the job posting form. If that dropdown is empty, add a MA address under Profile > Locations, then start a new posting.

COMMUNICATIONS HUB

Profile > Communications lets you message State Admins, MassCEC Staff and your own staff members. You cannot message interns here — use the Contact button on a candidate's card instead.

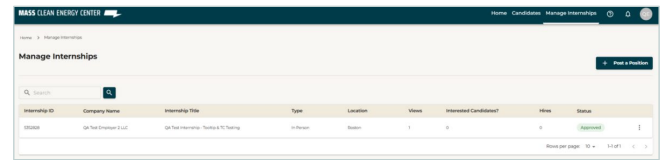
Profile tabs at a glance

Basic Information	Your company identification and company profile details.
Contact Information	Addresses, phone numbers, primary contact, and finance contact. Fully editable.
Locations (Worksites)	Every office or building where an intern might work.
Staff Members	Colleagues at your company who need access to the portal.
Communications	Send and receive messages with MassCEC and your team.

STEP 3 — POST A POSITION

Manage Internships > Post a Position opens a 4-step form. Your answers save as you move between steps.

- 1 Internship Details** — session, title, a description of 2–3 paragraphs, worksite, format (in-person or hybrid), eligible applicants, clean energy sector, job category, primary activity, hourly pay, pay schedule and desired skills.
- 2 Contact Information** — name, email and phone for whoever handles this posting.
- 3 Additional Information** — number of interns, signatory name and title, Employer of Record, Host Employer, acknowledgement of the terms and conditions, three possible site-visit dates, part- or full-time potential, and international students.
- 4 How to Apply** — tick at least one — email a resume, call a number, or redirect to your website.



Manage Internships — start here.

TWO THINGS BLOCK SUBMISSION

The agreement checkbox stays greyed out until you have opened and viewed the full Terms & Conditions. And if you do not select a How to Apply option you will see "Select at least one from the Options to continue submission."

POSTING STATUS

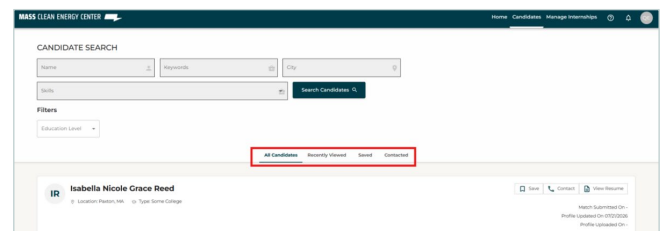
In-Review — waiting on MassCEC. **Active** — approved and live to interns. **Needs More Information** — MassCEC found an issue; read their note, then edit from the three-dot menu (:) > Edit and hit Resubmit on the position to send it back for review.

STEP 4 — FIND CANDIDATES YOURSELF

Click **Candidates** in the top menu. Candidate Search is visible only to employers and MassCEC admins — interns cannot see it.

- Search by name, keywords or skills, and filter by education level.
- Four tabs: All Candidates, Recently Viewed, Saved, and Contacted.
- Each card offers View Resume, Contact, Mark as Applied, and Save.
- Click **Mark as Applied** to apply an intern to one of your live positions. After that, they can be submitted for an eligibility check.
- Click **Contact** to send a message. It goes to the intern's email and moves them to the Contacted tab automatically.

Messages to candidates are one-way. Interns cannot reply through the portal, so put your own email address in the body of the message if you want a response.

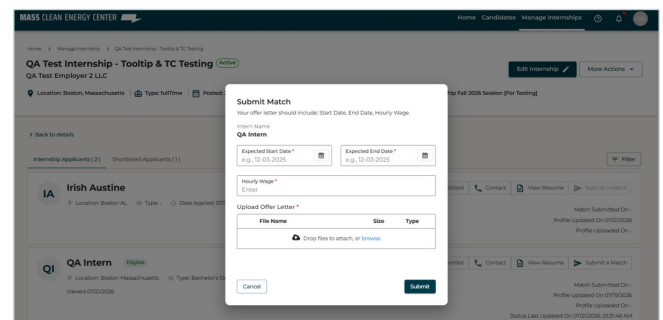


Candidate Search — filter, save and contact interns.

STEP 5 — SUBMIT AN APPLICANT FOR ELIGIBILITY CHECK AND MATCH

- 1 Manage Internships > open the posting > Internship Applicants tab.** Shortlisting keeps someone in both the full list and the shortlist.
- 2 Click Request for Eligibility Review** on the intern's row. Their status changes to "Requested for Eligibility Review" and the button is hidden so you cannot duplicate it. If more information is needed, the intern gets an email and the eligibility check is reviewed again.
- 3 When MassCEC marks them Eligible, Submit a Match** unlocks. If they are Not Eligible, matching is hidden and an email is sent to you.
- 4 Click Submit a Match** and fill in the expected start date, expected end date and hourly wage, then upload the offer letter as a PDF — it must contain the same information and the intern's signature.
- 5 Submit.** The match is created as PENDING while MassCEC reviews it. You get an email on every status change.

Wrong offer letter? Manage Internships > the posting > Manage Matches > open the match > Edit Offer Letter.



The Submit Match form.

MATCH RULES

You can only match an intern who is marked as applied to your posting and passed the eligibility check. Once a match is submitted, that intern is marked Hired, their Apply button is disabled for the session, and no other employer can match them for that session.

TROUBLESHOOTING & WHO TO ASK

Submit a Match is greyed out	The eligibility review is still in progress. Wait until the applicant is marked Eligible.
Never got your password email	Check Spam or Junk; activation links expire after 7 days. Forgot it later? Login page > Forgot Password > email > code > new password.
Anything else	internships@masscec.com · workforce@masscec.com for general and grant inquiries. Both sit in the page footer.