

➔ Get Started

Follow these steps to create your **Kuder Connect 2 Business (C2B)** account.

- ① Use the link provided in your invitation email to access the C2B registration page.
- ② Enter your email and create a password.
- ③ Enter your contact information.
- ④ Create up to three secret questions and answers.
- ⑤ Click **Register** to complete the process.

💡 Showcase Your Business

Create or edit your business profile.

- ① Add your business name.
Select an industry from the dropdown menu.
- ② *Job seekers will be able to search and view businesses based upon identified industry, so selecting an industry will match your business with a pool of interested candidates.*
- ③ Select your number of employees.
- ④ Add your website URL.
- ⑤ Upload your logo and add contact information.
- ⑥ Choose applicable services your business is able to provide to schools.
- ⑦ Click **Submit for Approval**.
If denied, your Network Admin will provide direction regarding necessary edits.

For industry selection help, go to: <https://careertech.org/career-clusters> and/or <https://cte.careertech.org/sites/default/files/CareerClustersPathways.pdf>.



🔗 Connect with Job Seekers

To post opportunities, your profile must be approved. You do not have to wait for a previously submitted opportunity to be approved before submitting additional opportunities.

- ① Click **Create an Opportunity**.
Enter the opportunity's title and expiration date.
- ② *The system will default to the maximum of 90 days if expiration date is not provided.*
- ③ Write a description, including contact information.
- ④ Provide application instructions.
- ⑤ Select audience and up to three related occupations.
Information helps match opportunities to individuals with related career interests.
- ⑥ Submit to Network Administrator for approval.

Creating Opportunities Tips and Best Practices

The system does not save drafts. A best practice is to input your opportunity information and send it to your Network Administrator in one sitting.

Not sure how to categorize your opportunity? Use the definitions provided on page 2 as a guide.



Types of Opportunities

Part-Time

Typically work fewer hours in a day or during a work week than full-time employees.

Full-Time

Typically works a minimum number of hours defined by his/her employer (generally 35-45 hours).

Internship

An official paid or unpaid program offered by an employer to potential employees in order to gain work experience or satisfy requirements for a qualification.

Externship

A short-term, unpaid program giving students practical experiences in their field of study.

Job Shadow

A program where job seekers can learn about a particular occupation or profession by accompanying an experienced worker as they perform the targeted job.

Apprenticeship

Method in which trainees learn a craft or trade by hands-on experience while working with a skilled worker, usually under a written or implied contract binding future employment for a specific period of time.



Audience Types

Secondary

Middle and high school; commonly refers to students in grades six -12.

Postsecondary/Adult

College, career, or technical schools/adult education and adult job seekers.

All

Secondary students, postsecondary students, and adult job seekers. *Full-time opportunity type is not available for "All" audiences.*



For help selecting occupations connected to your opportunity, please refer to:

https://www.bls.gov/soc/soc_2010_definitions.pdf



Learn more today!

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