

How to Post a Job on the Job Board

- 1) Login to your employer account on the job board you wish to post the job on
- 2) Click 'Post Job'
- 3) Chose the product which you want to buy, in most cases, this will be a 'Single Job Posting'
- 4) Under the field 'Settings'
 - Enter the name of the Job – Job Title
 - From there you can chose to save the job posting as a template for others that you might post down the line, include your company profile if you have created one, or mark the posting anonymous.
- 5) Under the field 'Job Basics'
 - Enter the name of the Company
 - Enter the name of the Job again or Position Title
 - Select the industry (sometimes, this goes by a different name such as job role, etc.)
 - Select the job function
 - Job Type is optional – you do not have to chose an answer for that if you don't want to.
 - Under the field 'Job Description'
 - This is where you can write the description of the job that you are posting for. The editor has features such as spell check, alignment, bulleting, numbering, and changes to the formats of fonts. It's important to include as much information as possible to ensure that the job seeker gets a clear picture of the job
- 6) Under the field 'Job Details'
 - All of these fields are usually optional, so fill out the ones that you feel are most appropriate to your job and your company
- 7) Under the field 'Location'
 - The city field is optional
 - Select the state the job is located in
 - The zip code field is optional
 - The country usually pops up as 'United States' if you select a state
- 8) Under the field 'Contact Information'
 - Try to fill out as much of this info as you can. Job Seekers don't always look for the contact at the end of the job description, so fill out as many of these fields as possible. Again, none of these are required, but it's a good idea.
- 9) Applications
 - By allowing online applications, you enable job seekers to apply for the job online through this job board. Their applications will be stored in your account, and any recipients you select will be notified of new applications by e-mail. You can choose the e-mail address of the people that you want to receive the applications. This again is another optional feature, and should only be used if you think that it will come in handy. Most employers chose to have the job seeker just contact them – not go through the site, but it's completely your decision and does not cost anything more.

- 10) Click Post Job at the bottom of the page
- 11) A new page opens up and gives a summary of the order and how much you owe.
- 12) You can chose to either pay by credit card right there, or receive an invoice by e-mail and mail.
- 13) After you fill out payment information, click 'Complete Order' and the job will be posted.
NOTE jobs normally do not immediately post – they take anywhere from ½ an hour to a few hours for them to run through the system and be posted up on the site.