



How To: Post a Job

1 In the jobs tab, select the Post Job button

2 Begin typing the desired job title

Note: If we have a pre populated job template for the title you are typing, this will show up as you type the title. Simply click on the recommended title to see the pre populated job post. You can then edit any pre populated information before saving.

3 Fill out the following sections to give applicants an idea of your ideal candidate

- a** **Summary:** Give candidates an overview of the job position. Add a couple of sentences about the job opening.
- b** **Duties:** List out the duties of this job. What does a day in the life look like for an employee in this position?
- c** **Requirements:** Are there any required trainings, licenses or aptitudes that must be met in order to be considered for this position?
- d** **Nice-to-haves:** If you know there is something that would push a candidate over the top for this position, let them know here.
- e** **Benefits:** Include offerings such as retirement plans, insurance benefits, paid time off, etc. You can also include less traditional benefits such as flexible working hours, casual dress codes, complimentary gym memberships, free coffee or summer hours.
- f** **Salary:** We highly recommend including a salary in your job posting. To make it easy, we have included a recommended salary suggestion based on state averages.
- g** **Minimum Education:** Use the drop down menu to choose the minimum level of education required for candidates in this position.
- h** **Job Type:** Use the drop down menu to choose the job type offered for candidates in this position.
- i** **Category:** Use the drop down menu to choose the best category for this position.
- j** **Minimum Experience:** Use the drop down menu to choose the minimum years of experience required for candidates in this position.
- k** **Workflow:** Choose a workflow to be used for applicants of this position.
- l** **Location:** Click the add location button to add the address of the job location.
- m** **Meta Description:** The meta description helps applicants find your job posting. A meta description will be automatically generated for your based on your job description. You can edit the meta description here.
- n** **Email notification:** Add any email addresses that should be notified of updates relating to the job posting.