

Posting a Job

You can post a new job or Roll an expired job in just a few easy steps.
(NOTE: if you have already purchased postings, go to page 3 of this document)

To post New Job you need to purchase job postings. Click “**Purchase Products**” links from the “**Account**” drop down on Employer menu.

To Purchase a New Posting



After you click on “**Purchase Products**” menu the following screen will appear with option either to enter coupon code or make payment via PayPal (NOTE: you do not need to have a PayPal account to use this option, we use PayPal as a secure way to accept your Credit Card purchases)

Purchase using Coupon

Enter Coupon Code:

Submit

Purchase using Credit Card. Please, select currency

Payment System:

 BUY NOW

Currency:

Decline **Proceed**

Select “**USD**” for your currency and you will be redirected to “**Purchase Packages**” page.

Available packages

USA

#	Name	Price	Currency	Quantity
1.	10 Resume Searches for 30 Days	25.00	USD	<input type="text"/>
2.	Single Job Posting 30 Days	75.00	USD	<input type="text"/>
3.	25 Resume Searches for 30 Days	30.00	USD	<input type="text"/>
4.	1 Featured Job for 30 Days	10.00	USD	<input type="text"/>
5.	Package - 10 Job Postings & 25 Resume searches for 90 Days	175.00	USD	<input type="text"/>
6.	Package - 30 Job Postings & 50 Resume searches for 90 Days	375.00	USD	<input type="text"/>
7.	Package - 10 Job Postings & 50 Resume searches for 6 Months	375.00	USD	<input type="text"/>
8.	Package - 30 Job Postings & 75 Resume searches for 6 Months	575.00	USD	<input type="text"/>
9.	Package - 50 Job Postings & 100 Resume searches for 1 Year	675.00	USD	<input type="text"/>
10.	Package - Unlimited Job Postings & 500 Resume searches for 1 Year	875.00	USD	<input type="text"/>

Decline **Proceed**

Specify the number of packages by typing a number in “**Quantity**” column and press “**Proceed**” button. You will be asked to confirm your selected payment package.

Confirm Packages

You have selected

#	Name	Price	Currency	Quantity
1.	Job Posting - 40 days	295,00	USD	1

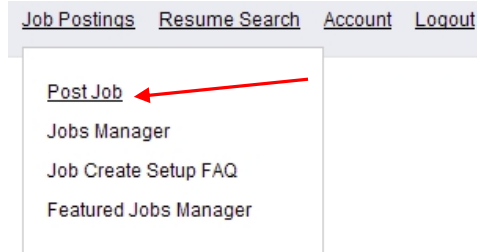
Total cost: 295,00 USD

Decline **Proceed** **Generate and Download Invoice**

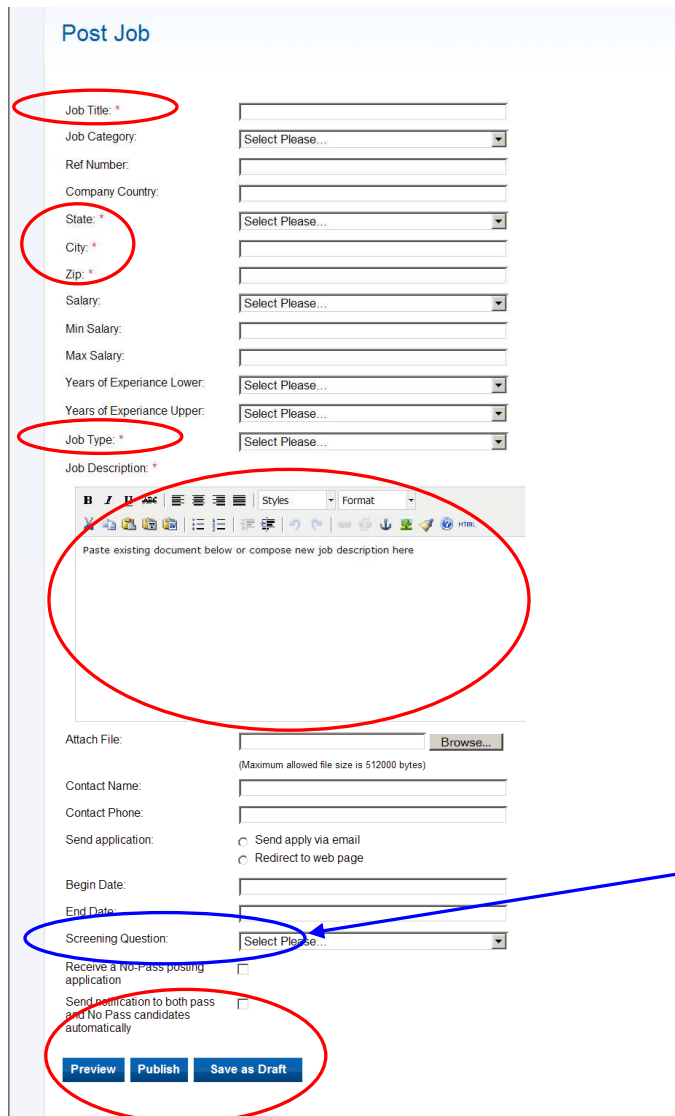
Check the payment info and press “**Proceed**” button or “**Decline**” button to change you package. After payment, job posting will be available to you.

Complete Job posting Information and post to site

On Employer menu click on **“Post Job”** link to open form with details for the new vacancy



Enter required info and attach file. Then you can **“Preview”** or **“Save as Draft”** and finish adding job later or **“Publish”** it to the site now.



The 'Post Job' form contains the following fields and options:

- Job Title: *
- Job Category: [Select Please...]
- Ref Number:
- Company Country:
- State: *
- City: *
- Zip: *
- Salary: [Select Please...]
- Min Salary:
- Max Salary:
- Years of Experience Lower: [Select Please...]
- Years of Experience Upper: [Select Please...]
- Job Type: *
- Job Description: * (Rich text editor with toolbar and 'Paste existing document below or compose new job description here' text)
- Attach File: [Browse...]
- Contact Name:
- Contact Phone:
- Send application: Send apply via email, Redirect to web page
- Begin Date:
- End Date:
- Screening Question: [Select Please...]
- Receive a No-Pass posting application:
- Send notification to both pass and No Pass candidates automatically:

Buttons at the bottom: Preview, Publish, Save as Draft.

Screening questions are explained in another Help file