How to Post a Job

'Bridging the Gap between Education and Employment'
Welcome to Jobspeaker

➢ Company Setup
  ▪ Name
  ▪ Company’s website
  ▪ Industry
  ▪ Size of Company
  ▪ About the company
  ▪ About me section

➢ Location
  ▪ Address (include City, State)

➢ Logo
  ▪ Upload your company’s Logo if desired
Posting a Job

➢ Click on the Dashboard link to begin posting. Click ‘Jobs’ in the left sidebar or click on ‘Active Jobs’ on your dashboard.

➢ Click Post Jobs and begin adding information on positions.
In the ‘Post Job pop-up box…

Enter all the details of the position.

You can also include a link to an external application.

At the bottom, there are 2 boxes, one to post the job only to the college you are working with or “Post to Jobspeaker Board” -which will publish your job to all students on Jobspeaker across the state.
The skills section of the job posting is important because it will help ensure the opportunity you are posting will be advertised to the right candidates with the qualifications you are looking for...

...think of the necessary skills your desired candidate will need in order to be successful and input them in the skills bar. Try to keep them to one word (2 at most). If the skill exists in the database already, a dropdown list will appear, if not, just hit enter to input each skill.
Click ‘Post’ and you are done!

To manage all of your job postings, navigate back to the ‘Jobs’ section.

From here you can make edits to any jobs
Delete jobs
And use the filter in the Upper right to see ‘Current’ or ‘Closed’ positions.