

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

jobspeaker™ Job Board Carol Smith

Dashboard Company Setup

Messages Settings Locations Logo

Jobs

Job Applications

Employee Search

Events

uVerify

➤ Setup

Company Settings

Name CTE Workforce Department

Website http://deltacollege.edu

Industry Market Research

Size 6-20 Employees

About

File Edit Insert View Format

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Connecting Students with Jobs

Delta College is ready to prepare you for success in the workplace! Our Career Technical Education (CTE) Workforce Development Center was created to connect Delta students with jobs, internships, and learning opportunities to kickstart their careers.

Employment Opportunities (Select all that apply)

Contract

Work Experience

On the Job Training

Full-Time

Terms Privacy

jobspeaker™

Dashboard Company Setup

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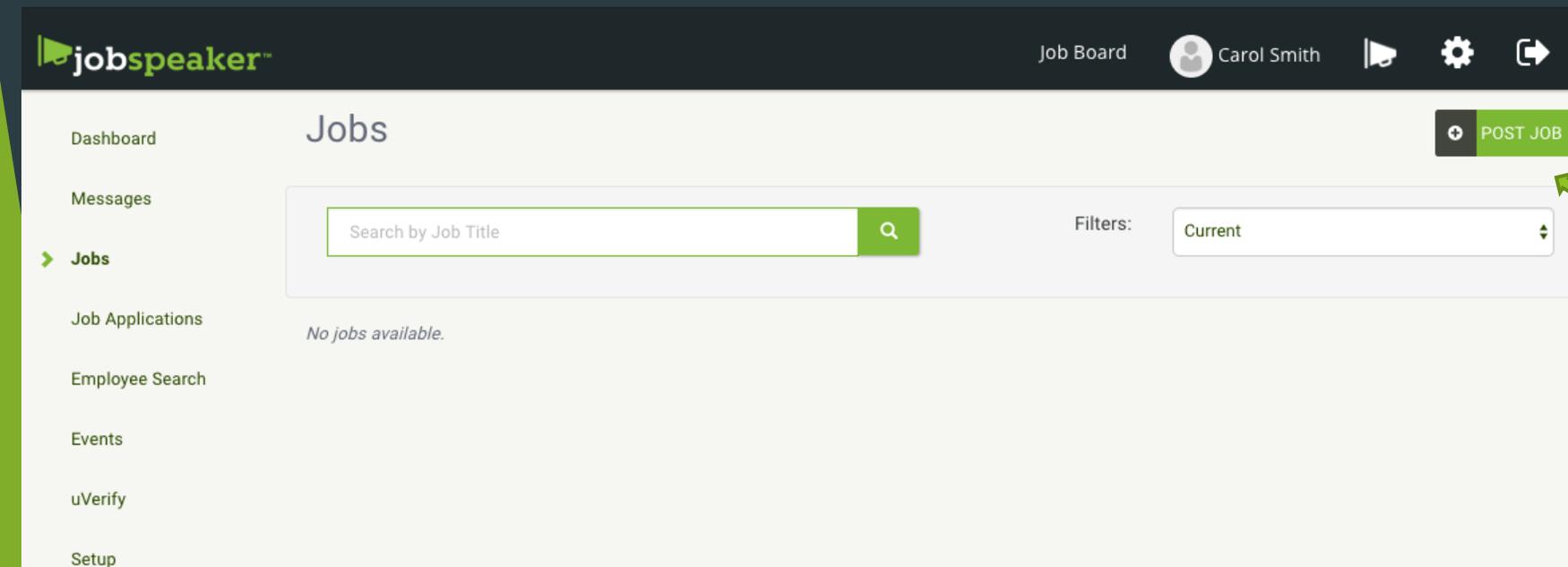
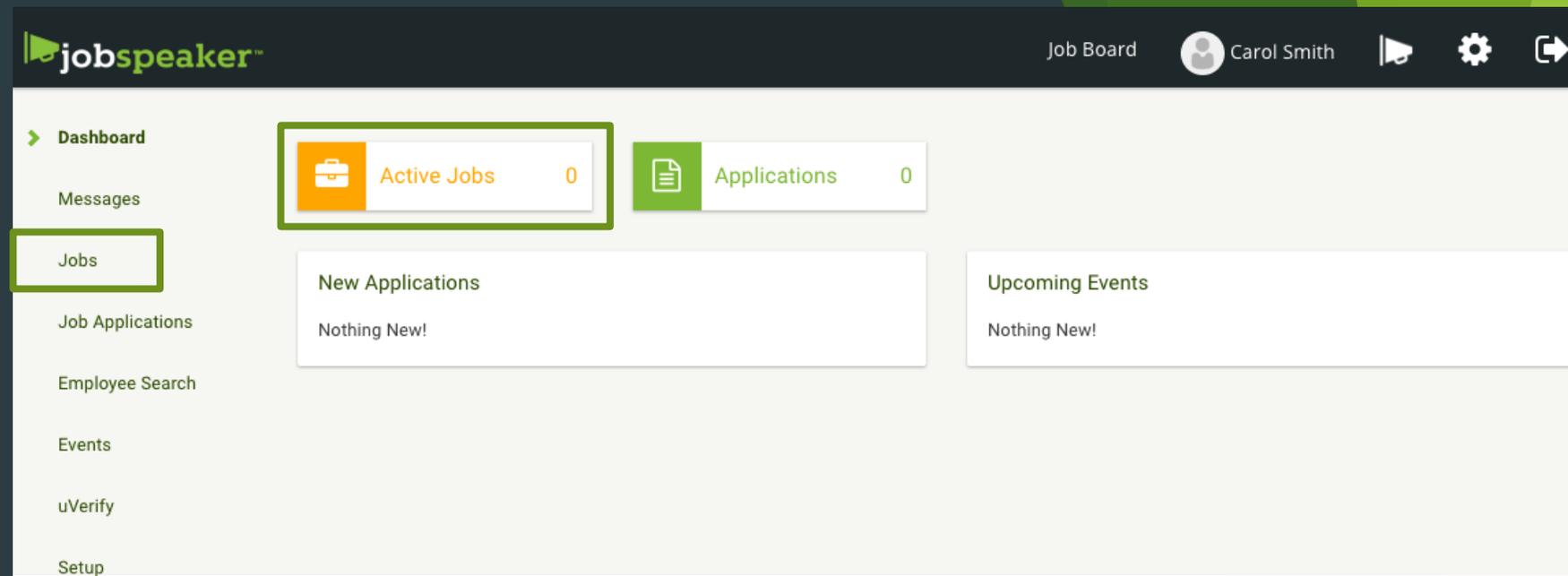
uVerify

➤ Setup

Company Logo

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...

Post Job ✕

Your job will be filtered to the top of search results assuming it matches the criteria the job seeker is looking for. Please be as specific as possible in the details you provide below.

Title *

Type *

Location *

Industry

Position

Education Level

Experience Level

Salary

\$ 0.00 / hour

Compensation Other

Skills

Use single words or small phrases for skills (limited to 40 characters), for example: Accounting, Marketing Design, etc. Hit your tab or enter key to separate.

Description *

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[Rich Text Editor Area]

Post On

Close On

Leave blank to post job indefinitely.

External Application Link

Provide an external application link if you do not intend to use Jobspeaker to process applications.

* Approval may be required before your job appears on a school board.

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

Skills

Your job will be filtered to the top of search results assuming it matches the criteria the job seeker is looking for. Please be as specific as possible in the details you provide below.

Title*

Type*

Location*

Industry

Position

Education Level

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...

Skills

excel ✕ Vitals ✕ | Add a skill

Use single words or small phrases for skills (limited to 40 characters), for example: Accounting, Marketing Design, etc. Hit your tab or enter key to separate.

Description*

Post On

Close On

Leave blank to post job indefinitely.

External Application Link
Provide an external application link if you do not intend to use Jobspeakr to process applications.

Post Job to the Following Boards:

School Boards Fibar Collage
 Post to Jobspeakr Job Board.

...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.

Post On 

Close On 
Leave blank to post job indefinitely.

External Application Link

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POST

Click 'Post' and you are done!



Jobs **POST JOB**

Search by Job Title  Filters:

Added	Title	Posted By	Posts	Closes	Actions
12/10/18	Jr. Data Scientist	Kathy Webb @ Faber College	12/10/18		Edit Share Delete
11/05/18	Systems programmer	Milton W. @ Faber College	11/05/18		Edit Share Delete
		Milton W.			

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.