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How to Post a Position on the Career Opportunities Webpage

Access to the HR Forum and the ability to post a position is limited to HR Subsection members only.

- 1. Login to the website with your username and password.
- 2. Click on My Career Postings under the Members Area:



3. Click on Post A Job:

bcima BC Legal Management Association				Contact I am looking for	Members Area	Account	Help	LOGOUT
About BC	CLMA	Career Centre	News & Events	Resources	Business Partners		Membership	
My Ca	areer Pos	sting						
	Po	est a Job	Listings	Edit Profil	le			

4. Complete the form ensuring all required fields * are filled out.

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- 5. Click on Preview.
- 6. Click on either Edit Listing or Publish Listing. All listings will be published for 30 days.
- 7. To edit or delete a listing, go to Listings and click on Edit or Delete.
- 8. If the position has been filled and you would like to keep the description on file, click on

More under the date and the options to + Republish or Mark as filled will appear.

