

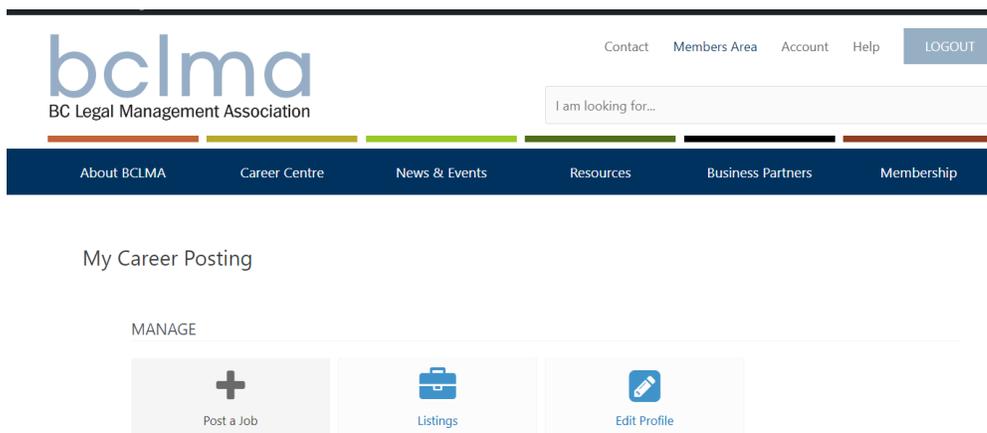
## How to Post a Position on the Career Opportunities Webpage

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:



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

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.

