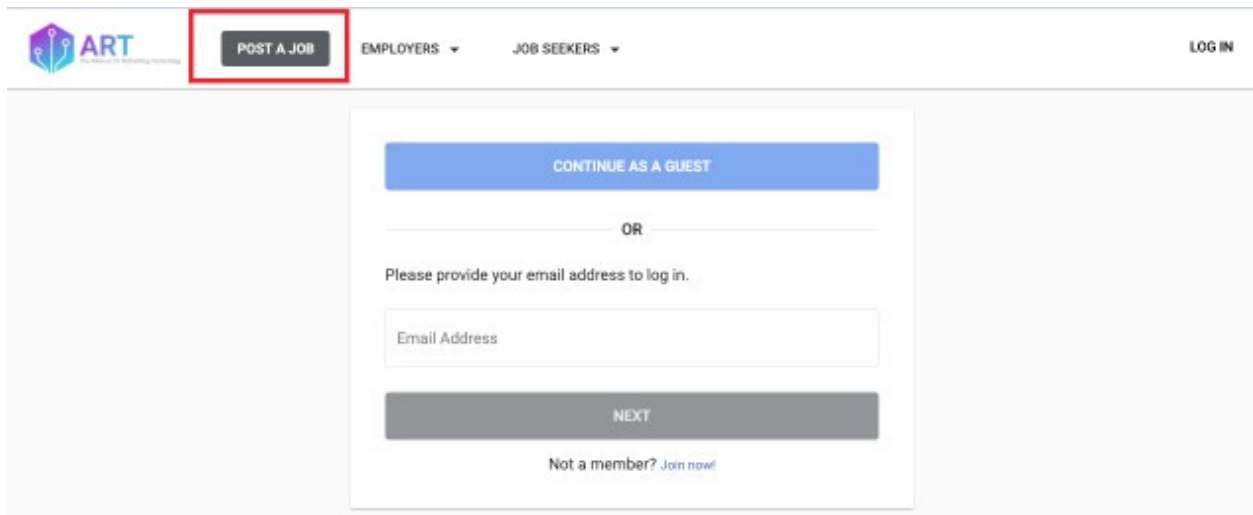


Job Board: How to Post a Job

To get started, click **Post A Job** at the top of the job board page.



The screenshot shows the top navigation bar of the job board. On the left is the ART logo. In the center is a dark button labeled "POST A JOB" which is highlighted with a red rectangular box. To its right are two dropdown menus: "EMPLOYERS" and "JOB SEEKERS". On the far right is a "LOG IN" link. Below the navigation bar is a login modal window. At the top of the modal is a blue button labeled "CONTINUE AS A GUEST". Below this is the word "OR" centered between two horizontal lines. Underneath is the text "Please provide your email address to log in." followed by a text input field labeled "Email Address". At the bottom of the modal is a dark grey button labeled "NEXT" and a link that says "Not a member? [Join now!](#)".


Log In

If you are not a Junction City Area Chamber of Commerce member, click continue as guest. If you are a member, or returning employer enter your email and click next.

1. Posting Your Job

In the Job Post Details area, you'll fill in the details for your job posting. As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier. *Note: the auto-fill pulls from Google. If you would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your job posting.*

Once you've filled in the details of your job posting, click **Preview** on the right to see a preview of how your job will display once it is posted.

POST A JOBEMPLOYERS ▾JOB SEEKERS ▾LOG IN

Post A Job

1 Job Post Details 2 Post Duration 3 Payment Details

Job Title *

 17/100

Employer *

 12/150

Employer Website

 20/150

Address Line 1 *

 28/250

Address Line 2

 18/250

City *

 7/250

State *

 18/250

Zip Code *

Country *

Upload Employer Logo Select a file (200px; jpg, gif or png)

Preview Job Post

Preview your post before you purchase.

PREVIEW

2. Post Duration

In the Post Duration area, you'll select the period of time your post should display on the job board. **NOTE:** *The job will be dropped from the board automatically after that 30, 60, or 90 days has passed. You should get an email with the option to extend your post 2 days prior to the selected post duration ending.*

Featured Listings will be prioritized at the top of the job board highlighted in yellow.

The screenshot shows the 'Post A Job' interface. At the top, there is a navigation bar with the ART logo (Advanced Robotics Technology) on the left, a 'POST A JOB' button, and dropdown menus for 'EMPLOYERS' and 'JOB SEEKERS'. On the right side of the navigation bar is a 'LOG IN' link. Below the navigation bar, the main content area is titled 'Post A Job' and is divided into three steps: 'Job Post Details', 'Post Duration', and 'Payment Details'. The 'Post Duration' step is currently active. It features a progress indicator at the top with three numbered circles (1, 2, 3) and labels for each step. Below the progress indicator, the text 'Select a Job Post Duration' is displayed, followed by a note: 'Be sure to [log in](#) to get the special member rate.' There are three radio button options for listing durations: '30 Day Listing' for \$100.00, '60 Day Listing' for \$150.00, and '90 Day Listing' for \$200.00. Below these options is a 'FEATURED' listing option for an additional \$25.00. A blue 'Added' button is visible next to the 'FEATURED' option. A callout box titled 'Why upgrade to a Featured Listing?' lists three benefits: 'Promoted at the top of the board', 'Highlighted Post', and 'Published to the Google Jobs Network'. On the right side of the interface, there is a 'Preview Job Post' section with a 'Preview your post before you purchase.' message and a 'PREVIEW' button.

POST A JOB EMPLOYERS ▾ JOB SEEKERS ▾ LOG IN

Post A Job

Job Post Details Post Duration Payment Details

Select a Job Post Duration

Be sure to [log in](#) to get the special member rate.

<input checked="" type="radio"/> 30 Day Listing	\$100.00
<input type="radio"/> 60 Day Listing	\$150.00
<input type="radio"/> 90 Day Listing	\$200.00

FEATURED +\$25.00

Added

Why upgrade to a Featured Listing?
Your job posting will be:

- ✓ Promoted at the top of the board
- ✓ Highlighted Post
- ✓ Published to the Google Jobs Network


Preview Job Post

Preview your post before you purchase.

PREVIEW

3. Payment

To complete your job posting, fill out your payment and credit card information. Once your payment is submitted, you'll receive a confirmation email and your job posting will go live on the job board immediately.

POST A JOB EMPLOYERS ▾ JOB SEEKERS ▾ LOG IN

Post A Job

1 Job Post Details 2 Post Duration 3 **Payment Details**

First Name *
Kasey 5/60

Last Name *
Speed 5/60

Company
MemberClicks

Email *
kspeed@memberclicks.com

Confirmation will be sent to this email
Phone Number 23/250
404-879-2800

(###) ### ####
Card Number *
4111 1111 1111 1111

Expiration Date *
01 / 2020

CVV *
123

Order Summary

30 Day Listing	\$100.00
Featured Listing	\$25.00
<hr/>	
Discount Code (Limit 1)	
<hr/>	
APPLY DISCOUNT CODE	
<hr/>	
TOTAL:	\$125.00

Preview Job Post

Preview your post before you purchase.

PREVIEW