Directions on Posting Jobs

1. Click on the Jobspeaker logo to sign in.

2. Click on the **"DASHBOARD"** icon toward the top of your screen.

3. Click on the "**Jobs**" icon on the left side of your screen.

4. Go to the upper right corner and click on the "**POST JOB**" icon.

5. A template will appear and you will need to start filling in your information.

6. Once you get to the description area, you can copy and paste or type in your job description information. You can post the entire job description or parts of it. It's entirely up to you.

   Also state in this area how you would like students/alumni to apply. For example, you can say, "To apply, email your resume to _____" or "Click on the link below to apply." or "Apply using the Jobspeaker application below" or "Come by our office at 995 N. Reed, Reedley, CA between the hours of 9:00 a.m. to 5:00 p.m. to fill out an application." etc.

7. Once you have completed the posting, check the box "**Post to Reedley College Jobs Board**" or don't check it if you only want staff to view your post who will then forward it to their specific students.

8. Now click the "**SAVE**" button to submit. Once approved by an CEC staff member it will immediately go live.