Posting a job (employer)

1. **Click on Jobs in the navigation bar.**

2. **Click on New Job.**

3. **Complete the Job summary fields.**

4. **Complete the Details fields.**
5. Complete the **Job Qualifications** fields.

6. In the **Options** menu, click on **Submit**.

Reposting a job (employer)

1. Click on **Jobs** in the navigation bar.

2. Click on **Search**.
3. From the dropdown list, select the **Term** in which the job was originally posted.

4. Click on **Search**.

5. Find the number of the desired job in the **Job No.** column and click on it.

6. In the **Options** menu, click on **Repost Job**.

7. Select the **New Term** from the dropdown list and, if necessary, change the **Number of Positions** by selecting a number from the dropdown list.
8. In the **Options** menu, click on **Repost**.

9. Make the necessary changes to the fields in the job poster.

10. In the **Options** menu, click on **Submit**.