

## INSTRUCTIONS – JOB BANK

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Last Updated: 9/23/2015

### FOR EMPLOYERS: PART I – REGISTER

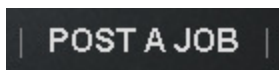
1. Go to the following link to get to JOB BANK:

<https://jobbank.emmyonline.org/>

Before you can post jobs you will need to register a log-in and password.



2. Click on "POST A JOB":



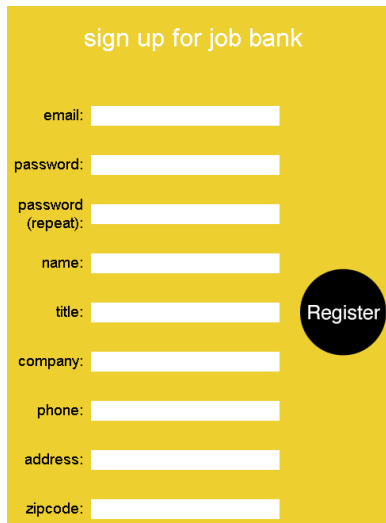
3. Click on "sign-up":

A screenshot of a sign-up form on a yellow background. The text "create your own job listings" is at the top. Below it are two input fields: "email:" and "password:". To the right of the input fields is a black circular button with the text "Log In". At the bottom, there is a link: "not registered? [sign up](#)".

4. Enter the requested information:

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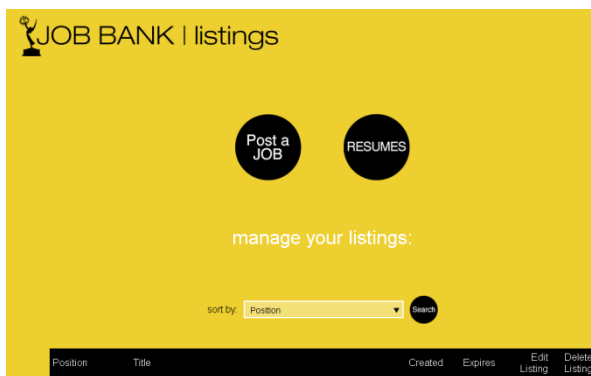


The image shows a registration form titled "sign up for job bank" on a yellow background. The form includes the following fields: email, password, password (repeat), name, title, company, phone, address, and zipcode. A black circular button labeled "Register" is positioned to the right of the form.

### 4. Click the "Register" button.

After you click the "Register" button, your registration is pending approval. After your registration is approved (within 24 hours), the jobs you post will appear on the Job Bank website: [jobbank.emmyonline.org](http://jobbank.emmyonline.org)

### 5. Begin posting jobs



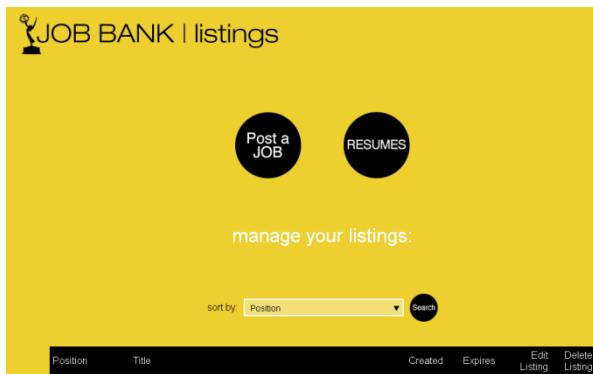
The image shows a dashboard titled "JOB BANK | listings" on a yellow background. It features two circular buttons: "Post a JOB" and "RESUMES". Below these is the text "manage your listings:". There is a "sort by" dropdown menu set to "Position" and a "Search" button. At the bottom, there is a table header with columns: Position, Title, Created, Expires, Edit Listing, and Delete Listing.

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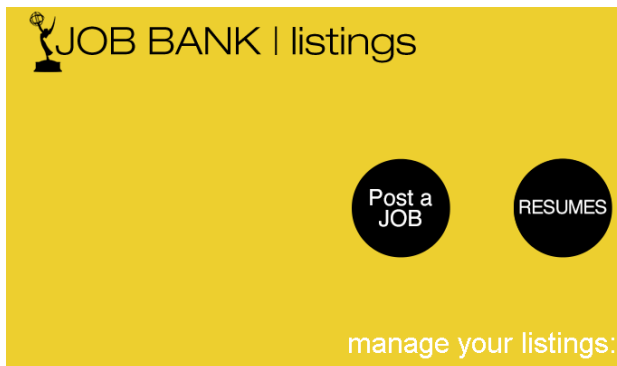
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## FOR EMPLOYERS: PART II - POST JOBS

### 1. Click on "POST A JOB"



### 2. Click on "Post a JOB"



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## 3. Enter the requested information:

**JOB BANK | listings**

create a listing  
[\(cancel\)](#)

the job title:

the company:  the location:  the type of job:

job posting:

apply here:

expires on:  |  30  60  90 days from now

- job posting: [full information about the job]
- apply here: [contact and applying for the job]
- the job title: [position title] & [city, state abbrev]
- the company: [station or employer company]
- the location: [state / city ]
- the type of job: [e.g. news]
- expires on: [date] – the date you want the job to no longer appear (stays through visible through this date)

## 4. Click “Post a JOB”:

expires on:  9/15/2015 |  30  60  90 days from now

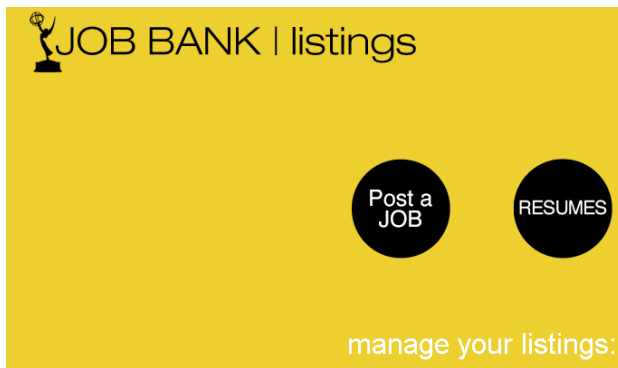
**Post a JOB**

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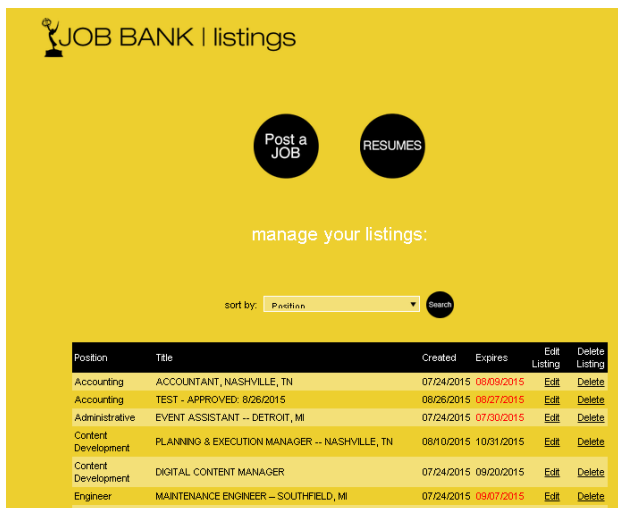
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## FOR EMPLOYERS: PART III - EDIT JOBS

1. Click on "POST A JOB"



2. Locate the listing you would like to edit.



3. Sort by: [Position, Title, Creation, Expiration] (for different ways of sorting and filtering your job listings.

4. Click on the the "Edit" link beside the listing you want to edit.

5. Make updates

6. Click on "Post a Job" button

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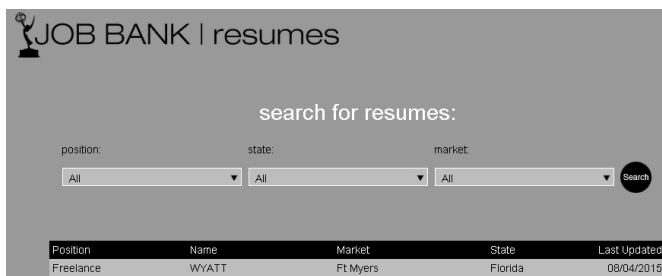
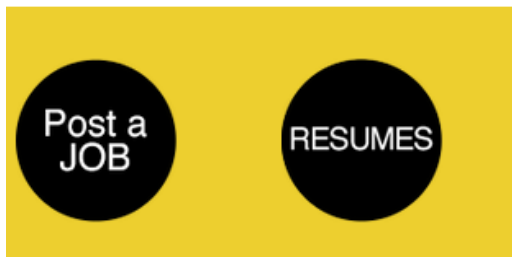
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### FOR EMPLOYERS: PART IV - VIEW RESUMES

1. Click on "VIEW RESUMES"

**VIEW RESUMES**

2. Click on the "Resumes" button

A screenshot of a web interface for "JOB BANK | resumes". It features a search section with the text "search for resumes:" and three dropdown menus labeled "position:", "state:", and "market:". Each dropdown menu has "All" selected. A "Search" button is to the right. Below the search section is a table with the following data:

Position	Name	Market	State	Last Updated
Freelance	WYATT	Ft Myers	Florida	08/04/2015

**END**