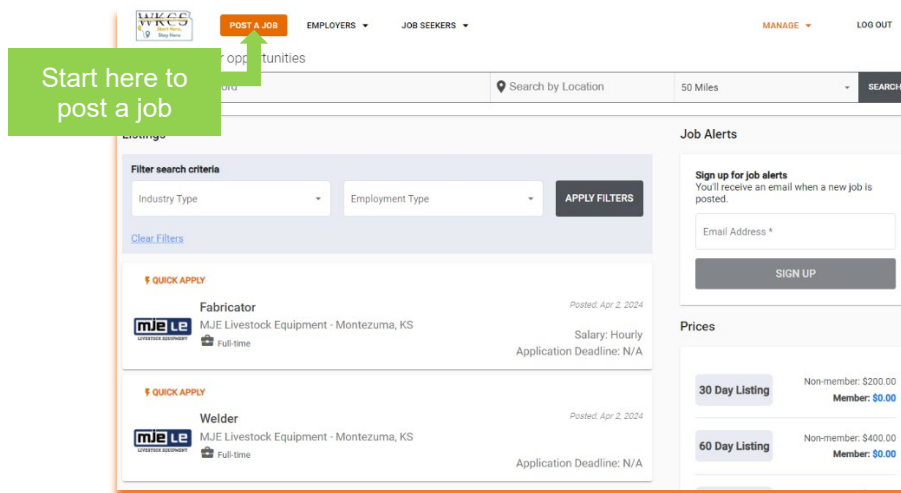By using the WKCS Job Board, employers can post available jobs providing student job seekers a portal to upload their resumes and create resume profiles. Employers with an active job posting on their job board will be able to view submitted resumes.
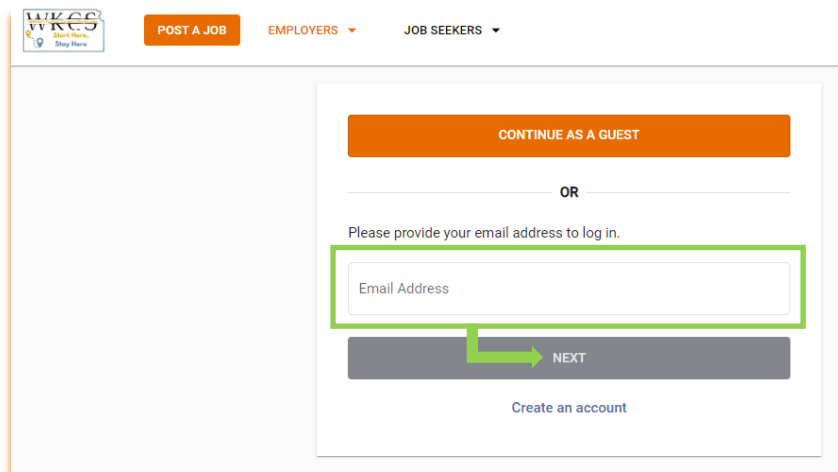
How to post to the WKCS Job Board

1. The general landing page for all job board visitors is the job **Listings** page. Click **Post a Job** in the top left corner of the screen on this page.

Pro Tip: During the process of posting a job, use the **BACK** button at the bottom of each screen rather than your browser's back button.

2. If you are a member of a partner organization, enter your email and click **Next**.

   If you are unable to login or do not have a site username and password, contact Sara Warnow with USA-Kansas at (785) 232-6566.

In **New Job Post > Job Post Details,** enter the job title, employer information, and other details about the job and the company.

3. When you are finished providing the job details and making your selections for the post's settings, click **Preview** on the right side of the screen to see how your post will appear to users.

4. Click **Next: Job Duration** at the bottom of the page.

5. The **Post Duration** page is where you select how long you want your post to be displayed on the job board. The cost for posting a job varies according to the length of time you want it on the board. The job posting will be dropped from the board automatically at the end of the time period you select.

Important Note: WKCS Business Partners can post at **NO Additional Cost.** To access special member pricing, you must be logged in as a member.

If you have any questions about your membership, contact Sara Warnow with USA-Kansas at (785) 232-6566.

7. Click **Next: Payment Details**.

- **<u>Members</u>:** click **Submit Payment** (should be $0)

- **<u>Non-members</u>:** provide payment and credit card information and click **Submit Payment**. When payment is submitted, you'll receive a confirmation email, and the job posting will go live on the job board immediately.

Troubleshooting

Why don't I see member pricing?

If you don't see the member pricing for which you are eligible, you are likely not logged in to the job board with your organization's membership credentials.

On the **Post Duration** screen, where it says *Be sure to log in to get the special member rate*, click the words **log in**. A window will appear where you can enter your membership credentials. You can also log in using the link in the top right corner of the screen on any page.