How to Post a Job

March 22, 2017
Sign-in or Create an Account

- Start at [https://recruiters.insidehighered.com/](https://recruiters.insidehighered.com/)
- Click **Sign in** in the top right-hand corner.
- If you already have an account, enter your email address and password then click **Sign in** again.
- If you do not have an account, click **Create An Account** and fill out the form to create an account.
- If an account already exists, you will receive an error message. Send an email to recruit@insidehighered.com or call 202 448 6104 and we will give you access to the account.
Select Your Product

- Click **POST YOUR JOB NOW**, this will direct you to the pricing page
- Choose the product that best fits your needs and click **Post A Job Now**:
  - Standard Job Listing
  - Promoted Job Listing
  - Diversity Focus Listing
  - Maximum Exposure (90 Days)
Provide Listing Details

- Enter **Job title** (required) and **Job reference** (also called requisition number) for tracking purposes (optional)
- The **Publication date and duration** will be automatically generated. There is no need to update this field unless you want the job to run for less than 60 days or start at a later date
- Start typing your **location** (city, state) into the text box. You must click your location from the drop-down options provided. You will see a yellow box that states “Maximum of 1 location selected” once you have chosen. If you do not select an option from the drop-down menu **you will receive an error**
- The **location description** field will automatically populate based on your selection above.
Assign Categories

• Next, you will need to select one of the four options to categorize your job type.
  o Categories are: Faculty Jobs, Administrative Jobs, Executive Administration Jobs, and Jobs Outside Higher Education.
  o You do not need to select a type in all four boxes.
  o It is very important to select the categorization that best matches your job so your job comes up in search results correctly.
• You can select to display a **Position Type** by selecting from the drop-down menu.
• Select your **Institution Type** from the options given (required).
Include Job Description

- You can enter a salary description in the text box field (optional).
- Enter the full body of your job description in **Job description and summary** text box.
- Select the check box under **Job summary** to use the first 150 characters for the short description OR you can write your own in the following box (required).
  - To improve the quality of your listing in search results, write a short description

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Job summary

☐ Use the first 150 characters of the job description
Alternatively, write your own job summary below.

This short summary will be shown on search results pages and is a great way to sell your job to jobseekers.

150 characters left
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Complete Job Details

• If your logo is not already showing under **Upload employer logo**, you can do so now
  o Your logo must be a 360 x 180 .jpg, .gif, .png, .jpeg with a file size of less than 244KB).
  o This option is *only* available to Unlimited clients and listings with logo upgrade.
• Next, you will choose the method in which you would like to receive **Applications**:
  o By email (also stored in ‘Your Jobs’ within your account)
    • Include the email address you wish to send applications to
  o Stored in ‘Your Jobs’
    • Applications will not be sent to you, and will be accessed through your IHE Careers account
  o Via another site or an applicant tracking system
    • Jobseekers leave our site to complete application on your job pages
    • Include the link you want to redirect the applicants to
  o Offline – applicants will only see contact information (email or mailing address). They will not be able to submit an application online
    • Include the first name, last name and telephone number for them to contact with questions
• **Alternate employer name** (optional) should only be chosen if you want the institution name on the job posting to appear differently than the account name.
• Now click **Save and Continue**.
Preview & Continue

- On this next screen you have multiple options:
  - Preview this job: This will open a separate tab and allow you to preview your listing on the job board.
    - Note: to get back to the screen to edit or purchase the position, you will need to close the preview tab.
  - Continue Editing: This will take you back to the previous page to make any further edits to your listing
  - Continue: This will open a pop-up menu of upgrades you can choose from before purchasing your job
Review Upgrades and Check Out

• After clicking **Continue**, a pop-up menu will appear with optional upgrades. Select an upgrade(s) or just click **Continue to cart** if you wish to proceed without any upgrades.
• **Click Checkout.**
  o Note: if you have a contract you will see Confirm credit usage, click that button. You will not pay for the posting: The total will say $0.00 (or amount equal to any selected upgrades).
  o If you have a contract with IHE, this will be your last step in the process.
• **Review your order then click** Pay Online
Pay for Purchase

• (This step is required only for non-contract clients)
• **Fill out the payment details then click** Pay Now
• Your order is now complete
• If you wish to print a copy of your receipt click **Print Receipt** below your order details
Repost a Job

- Make sure you are logged into your account, and select ‘Your Jobs’
- Change the status to ‘Expired’ and then click Filter
- Find the job that you wish to repost and click the blue button next to the job that says Repost
- You now have the ability to make any updates to the job, when ready click Save and Continue
- Follow steps on pages 8-10 to complete the transaction and have the job reposted
Upgrade a Job

- Make sure you are logged into your account, and select ‘Your Jobs’
- Change the status to ‘All Jobs’ and then click Filter
- Find the job that you wish to upgrade and click the blue button next to the job that says Upgrade
- Select the upgrade(s) you want to add to your job from the pop-up box
- Follow steps on pages 9-10 to complete the transaction and apply the upgrade