



HOW TO POST A POSITION ON CAREERBUILDER.COM

This presentation will take you through the steps to post a position on CareerBuilder.

The charge for each posting is \$218.00/per 30 days.

Payment is made using the responsible department's PCard.

STEP 1: ENTER CAREERBUILDER PORTAL ...”@

http://www.careerbuilder.com/jobposter/postingportal/ppstart.aspx?PPID=PPunivofiowa&lr=cbe_univofiowa_pp&cbRecursionCnt=1&cbsid=c429c02308f4414c958fefb63d261ebb-237982148-JK-5

ADD TO INTERNET FAVORITES
AND CLICK ON “POST YOUR JOB NOW”



Your PostingPortal, powered by CareerBuilder.com, provides a powerful tool in helping locate and attract the top talent you need. Post a single-city job at a substantial cost savings!

Choose an option below to get started immediately. If you would like assistance, feel free to call our Customer Service department at (800) 891-8880.

POST ↪

Post a Job - 1 month listing Only \$218

- Reach over 21.7 million job seekers.
- Start receiving resumes immediately!

[Post your job now >>](#)

STEP 2: REGISTER AS A NEW USER



<p>Registered users: Sign in here</p> <p><i>The feature you requested is only available to members. Please sign in to continue...</i></p> <p>Email address: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Forgot password?</p> <p><input type="checkbox"/> Automatically sign me in next time. What's this?</p> <p>Sign in</p>	<p>New to CareerBuilder.com?</p> <p>Enjoy all the features of CareerBuilder.com</p> <p>Sign up now to enjoy all the features of CareerBuilder.com, including:</p> <ul style="list-style-type: none">→ Job posting tools→ Search management tools→ Candidate recommendations <p>New users:</p> <p>Sign up now!</p>
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Other Sign-in Options



STEP 3: INPUT CONTACT INFORMATION AND CLICK ON “REGISTER NOW”

New Users: Sign up now

CareerBuilder Registration

1 I will be using CareerBuilder.com as:
 a Job Seeker an Employer a Recruiter

* Required field

Employers: Register Here

2

* Your first name:	* Your last name:
<input type="text"/>	<input type="text"/>
* Your email address:	* Confirm your email address:
<input type="text"/>	<input type="text"/>
* Create a password: (min. 5 char.)	* Confirm your password:
<input type="text"/>	<input type="text"/>
Address:	Address 2:
<input type="text"/>	<input type="text"/>
Phone:	* Country:
<input type="text"/>	<input type="text" value="United States"/>
* City:	* State:
<input type="text"/>	<input type="text" value="Select a State"/>
* Zip:	
<input type="text"/>	

Why should you provide this information?

You will use your email address and password to sign into our site, where you can access your personalized info including: job postings, resume search, and more!

What information would you like to receive from us?

3 CareerBuilder occasionally sends email to our customers on site issues that we believe are important to our relationship. Please select the type(s) of email you would like to receive.

- CareerBuilder Customer Messages**
Customer messages keep you up to date on products and services based on your needs. You will also receive special offers only available through CareerBuilder Customer Messages!
- CareerBuilder Monthly Newsletter**
Our monthly newsletter will keep you up to date on upcoming CareerBuilder events, new products and services.

TIP

To receive emails from us more effectively, please add us to your "Contacts" (i.e. Address Book, Buddy List, etc.)

Register Now!



STEP 4: SELECT “USE DEFAULT TEMPLATE”



1. Select a Job Template

2. Add Your Job

3. Purchase

4. Confirmation

Job Template

[Use DEFAULT template](#)

STEP 5: COMPLETE INFORMATION FOR POSTING

Post a job now... and access over 16 million candidates!

Post a job now and start receiving resumes the same day! Simply complete the following form. Be sure to enter the information just as you want job seekers to see it. Visit [Smart Start](#) for maximum Job Posting results or see an example of a [well-performing job](#)

1. Select a Job Template 2. Add Your Job 3. Purchase 4. Confirmation

***REQUIRED FIELD**

Job Title

* Enter the job title: (Use complete words)

Create your own job

Tip: Increase exposure up to 500% by using familiar titles and avoiding abbreviations. (No HTML)

[More Job Title do's and don'ts](#)

Job Categories

* Select Job Types: [What is a Job Type?](#)

Describes area of responsibility.

Other

Select Job Type 2 (recommended)

Select Job Type 3 (recommended)

Tip: Choosing 3 Job Types and 3 Industries is the number one way to improve response rates (up to 400%). Doing so increases the number of ways a job can come up in Job Seeker search results on CareerBuilder.com.

[Learn more about Job Categories](#)

* Select Industries: [What is an Industry?](#)

Describes business areas of specialization.

Other Great Industries

Select Industry 2 (recommended)

Select Industry 3 (recommended)

Contact Information

Please enter the contact information as it should appear on your job.

Contact Name:

shelly oneal

Hide Contact Name

Tip: At least one of the contact fields to the left is required on your job (Email, Phone, or Fax).

Contact Email Address

Tip: The actual contact email

STEP 6: PURCHASE USING DEPARTMENT PCARD

1. Select a Job Template | 2. Add Your Job | 3. Purchase | 4. Confirmation

University of Iowa

Enter Your Credit Card Information

VISA MasterCard American Express® Card

*Enter Card Number:

*Enter Billing Address:

*Select Expiration Date: / [What is this?](#)

*Enter Card Security Code:

*Enter City: *Select State/Country:

*Enter Name on Card:

Enter ZIP Code:

[Cancel](#)

Clicking the "Submit" button above indicates that you have read and agree to the [CareerBuilder.com Terms and Conditions](#), and that this job meets the conditions outlined therein.

STEP 7: CONFIRM YOUR ORDER

1. Select a Job Template | 2. Add Your Job | 3. Purchase | 4. Confirmation

University of Iowa

Enter Your Credit Card Information

VISA MasterCard American Express® Card

*Enter Card Number:

*Enter Billing Address:

*Select Expiration Date: / [What is this?](#) *Enter Card Security Code:

*Enter City: *Select State/Country:

*Enter Name on Card: Enter ZIP Code:

[Cancel](#)

Clicking the "Submit" button above indicates that you have read and agree to the [CareerBuilder.com Terms and Conditions](#), and that this job meets the conditions outlined therein.