

INSTRUCTIONS – JOB BANK

Last Updated: 9/23/2015

FOR EMPLOYERS: PART I – REGISTER

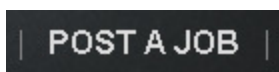
1. Go to the following link to get to JOB BANK:

<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":

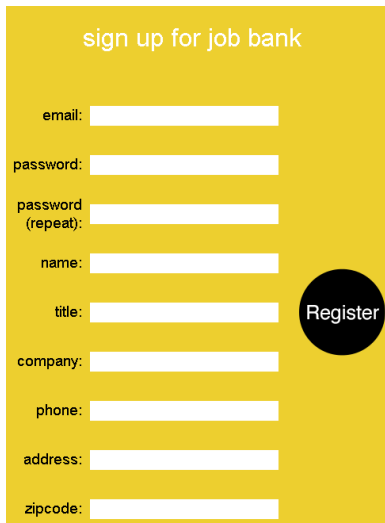


3. Click on "sign-up":

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:

INSTRUCTIONS – JOB BANK



sign up for job bank

email:

password:

password (repeat):

name:

title:

company:

phone:

address:

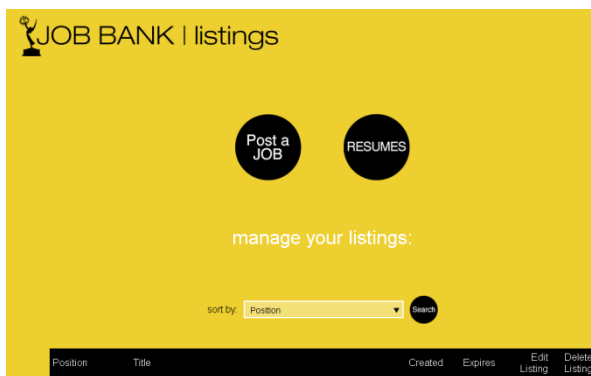
zipcode:

Register

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

5. Begin posting jobs



JOB BANK | listings

Post a JOB RESUMES

manage your listings:

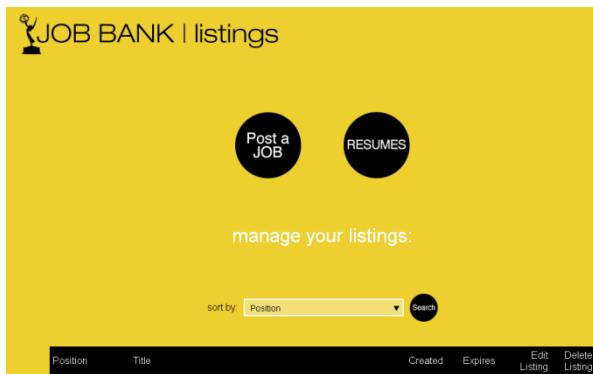
sort by: Position Search

Position	Title	Created	Expires	Edit Listing	Delete Listing
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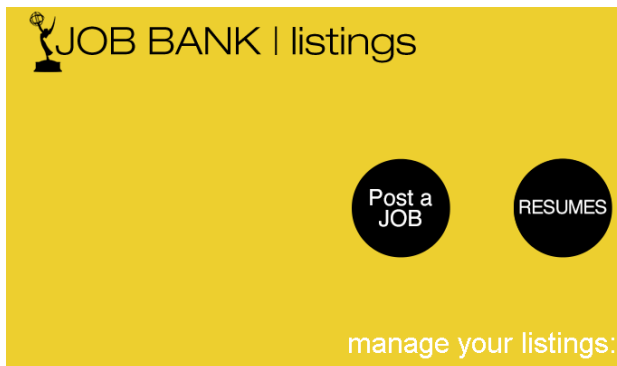
INSTRUCTIONS – JOB BANK

FOR EMPLOYERS: PART II - POST JOBS

1. Click on "POST A JOB"



2. Click on "Post a JOB"



INSTRUCTIONS – JOB BANK

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”:

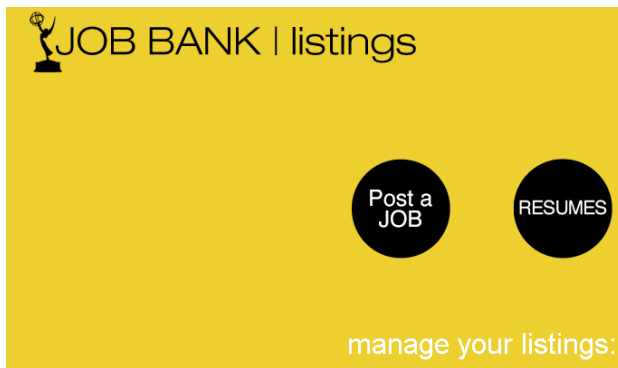
expires on: 9/15/2015 | 30 60 90 days from now

Post a JOB

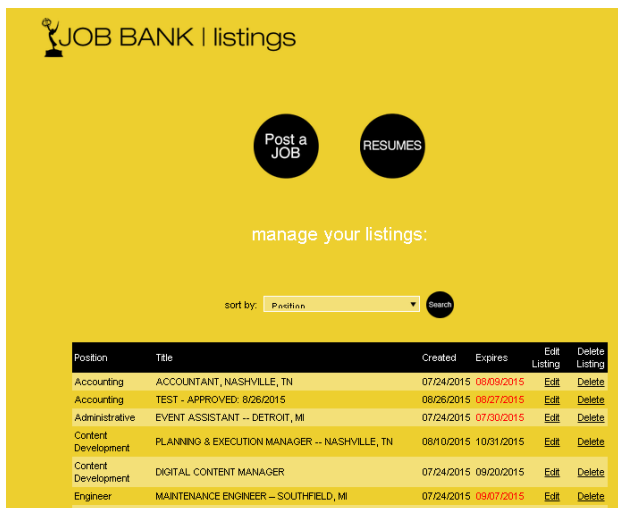
INSTRUCTIONS – JOB BANK

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

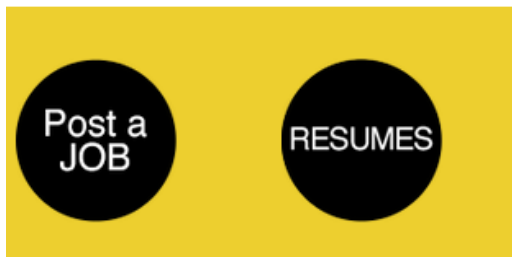
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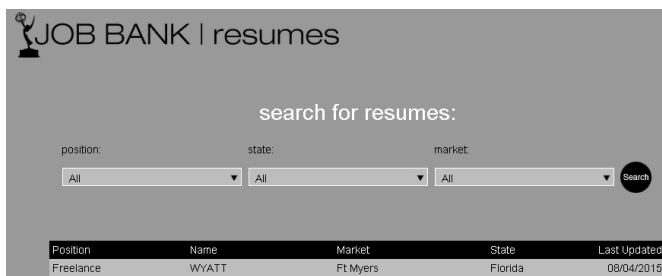
FOR EMPLOYERS: PART IV - VIEW RESUMES

1. Click on "VIEW RESUMES"

VIEW RESUMES

2. Click on the "Resumes" button



 JOB BANK | resumes

search for resumes:

position: state: market:

All All All Search

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

END