



## **Career Center: Non-Member Job Posting Instructions**

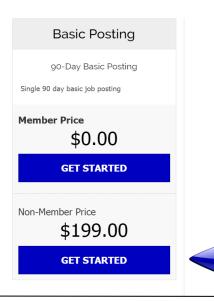
Visit the link: <a href="http://careers.traumacenters.org/">http://careers.traumacenters.org/</a>

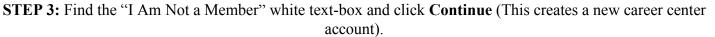
**STEP 1:** Since your organization is a member of TCAA your listing will be free.

However, you will first need to create an account by selecting **POST A JOB** in the top right corner.



**STEP 2:** Please select the Basic Posting Package by clicking on the blue **GET STARTED** button under the Non-Member Price.







**STEP 4:** Complete the New Users Create an Account Form with your organization's information and then click on **Create My Account** 

our Information	
* First N	ame
* Last N	lame
Job	Title
* Email Add	ress
Re-enter Email Add	ress
* Phone Nur	nber
	Ext
Fax Nur	nber
our Company's	Information
* Company	
Organization Type	Employer Recruiting Firm
* Address	
Address 2	
* City	
* State / Province	Other State of the
* Zip / Postal Code	
* Country	▼
Security	
* Password	
Re-enter Password	
Terms and Condi	itions
Check here to inc	dicate that you have read and agree to the terms of the Usage Agreement and Privacy Policy.

**STEP 5:** Type of Job posting should automatically have (Non-Members) 90-day Basic Posting selected. Scroll down to complete Job Posting information in form.

Product	Duration	Cost
(Members) 90-Day Basic Posting	90 days	\$0.00
Single 90 day basic job posting		
(Non-Members) 90-Day Basic Posting	90 days	\$199.00
Single 90 day basic job posting		
(Members) Enhanced Package	90 days	\$99.00

**STEP 6:** Once you have entered your job posting information, you can preview it or click **Continue**. The next page gives you options of add-ons for purchase. You can select **No Thanks**, to opt-out of add-ons and go to the payment page.

## Review/Finalize Your Order

Please review your order and then choose a payment method below to complete the order. If you have any questions or encounter any problems, please call 860-437-5700.

