

## **How do I submit a job opening?**

If you wish to submit a job opening, you **must** have an active and current AJPA membership. Please contact AJPA headquarters at 480-403-4602 to verify if unsure.

To add a job opening to the website, click on the **Career Center** tab located in the website's main navigation at the top of the website.



Once you are in the career center, click on **Submit an Opening**. This will bring you to the **Job Posting Submission Form**. Please fill out the Job Posting Submission Form and press **Submit** at the bottom of the page.



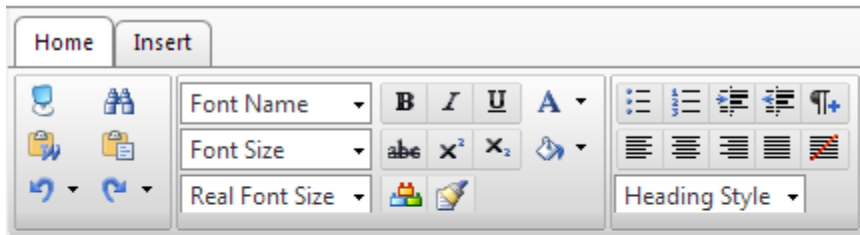
Post job openings, find potential candidates, search openings and subscribe to new posting notifications.

**Note: Posting job openings is a member benefit.**



In the Job Posting Submission Form you have the ability to format and design your posting with a few bells and whistles. The text box editor at the bottom of the page enables you to bold, underline, change the font color, size, and look. You can also hyperlink to a website or email address.

On the **Home** tab (which is the default tab), you have the ability to edit the look of your submission. It is here that you can change the font, size, and general look of the Job Posting. The buttons are shown below and are similar to the ones at the top of a word document.



The second **Insert** tab is where you can insert pictures and link text to either a website or an email address. To link text, click on the globe and link icon. To add a photo, click on the square photo icon. To insert an external video, click on the blue circle icon.



It is recommended to at least post a link to the job posting or the company website and to link a contact email address so that it is easier for an applicant to access and apply.

After you have submitted an opening please allow up to 48 business hours for the posting to show on the Job Posting Search webpage.