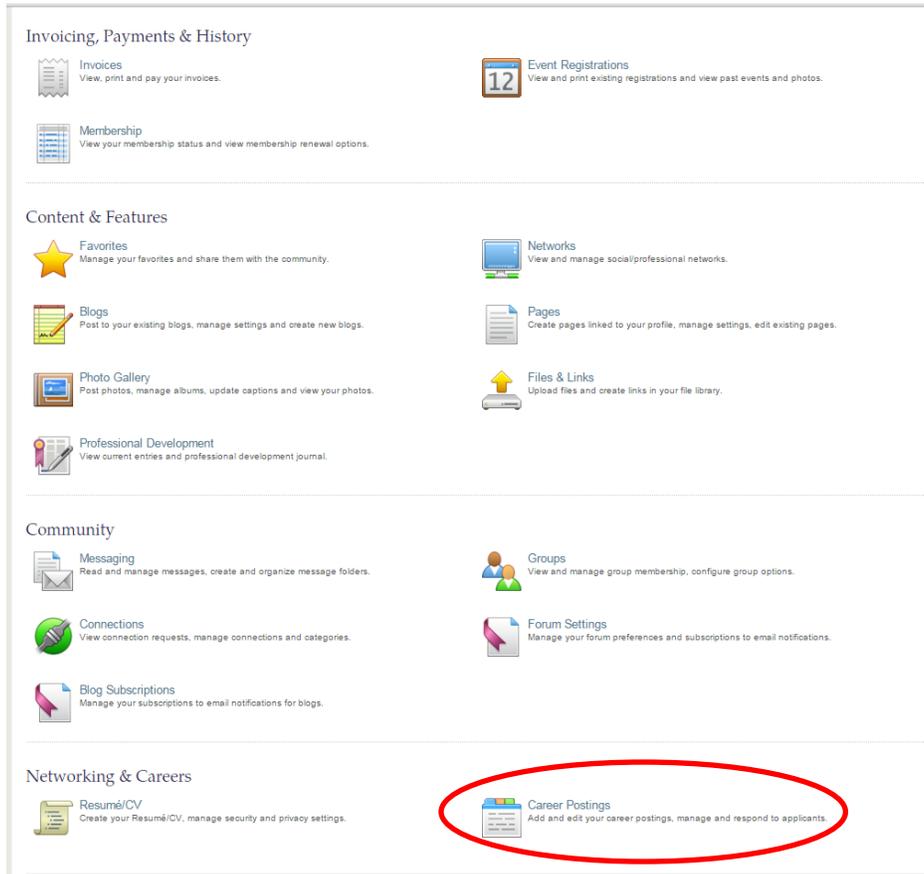


To Post a Job Opening on the Lawyers Club Website

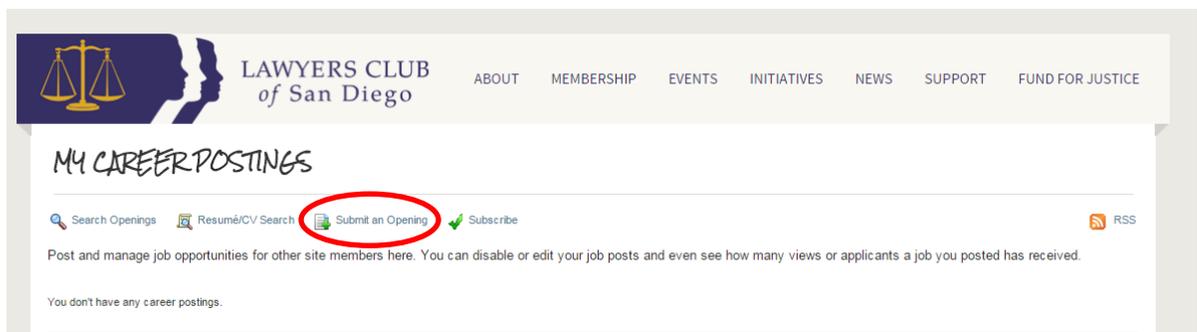
1. Log into your Lawyers Club > “Manage Profile” at the top or bottom right-hand side of the homepage.
2. Scroll down to the “Networking & Careers” heading and select “Career Postings.”



The screenshot displays a user profile dashboard with several sections:

- Invoicing, Payments & History:** Includes Invoices, Membership, and Event Registrations.
- Content & Features:** Includes Favorites, Blogs, Photo Gallery, Professional Development, Networks, Pages, and Files & Links.
- Community:** Includes Messaging, Connections, Blog Subscriptions, Groups, and Forum Settings.
- Networking & Careers:** Includes Resumé/CV and **Career Postings** (circled in red).

3. Once on the “Career Postings” page, click on the “Submit an Opening” feature.



The screenshot shows the “MY CAREER POSTINGS” page header with the Lawyers Club of San Diego logo and navigation menu (ABOUT, MEMBERSHIP, EVENTS, INITIATIVES, NEWS, SUPPORT, FUND FOR JUSTICE). Below the header, the page title “MY CAREER POSTINGS” is displayed. A navigation bar contains links for Search Openings, Resumé/CV Search, **Submit an Opening** (circled in red), and Subscribe. Below the navigation bar, there is a brief description of the page and a message stating “You don't have any career postings.”

4. Complete the Career Center Form thoroughly (make sure to enter the *required information) > for the question “Link to your profile?” choose whether you would like the job posting to be connected to your member profile > for the question “Allow Online Applications?” select “No, I will tell them how to apply below” (**provide specific instructions on how applicants should submit their application materials, Lawyers Club will NOT accept or process applications submitted through the website).**)

LAWYERS CLUB of San Diego ABOUT MEMBERSHIP EVENTS INITIATIVES NEWS SUPPORT FUND FOR JUSTICE

CAREER CENTER - SUBMIT AN OPENING

Search Openings Resume/CV Search Submit an Opening Subscribe

To post a current opening in the Career & Volunteer Center, please fill out the form below. In order to attract the best candidate, please be as thorough as possible with the job description. Contact information posted through this form will be visible to all registered members.
* Indicates a required field.

Position *	Sample Job Posting
Date Needed	1/19/2016 (Format date: 12/31/1999)
Post Opening *	30 Days
Status	<input type="radio"/> Inactive <input checked="" type="radio"/> Active
Link to your profile?	<input type="radio"/> Yes, link this opening to my profile <input checked="" type="radio"/> No
Organization	Sample Firm
City	San Diego
Country	United States
State	California
Primary Category *	Corporate
Additional Categories	Corporate
Type of Position	Full-Time
Experience Requirement	3-5 years
Salary	
Allow online applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No, I will tell them "How to Apply" below
How to Apply / Contact	

Please submit any additional information you will need from a candidate.

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Home Insert

5. After you have completed the form, you will be required to enter your phone number (this will not be public) and answer a simple math problem to validate your submission, and then click “Submit.”

6. The job posting will then be queued for administrative approval. Once approved it will be posted, making it searchable and visible to other Lawyers Club members. If necessary, you can edit and make changes to this job posting by clicking the pencil icon.

MY CAREER POSTINGS

Search Openings Resumé/CV Search Submit an Opening Subscribe RSS

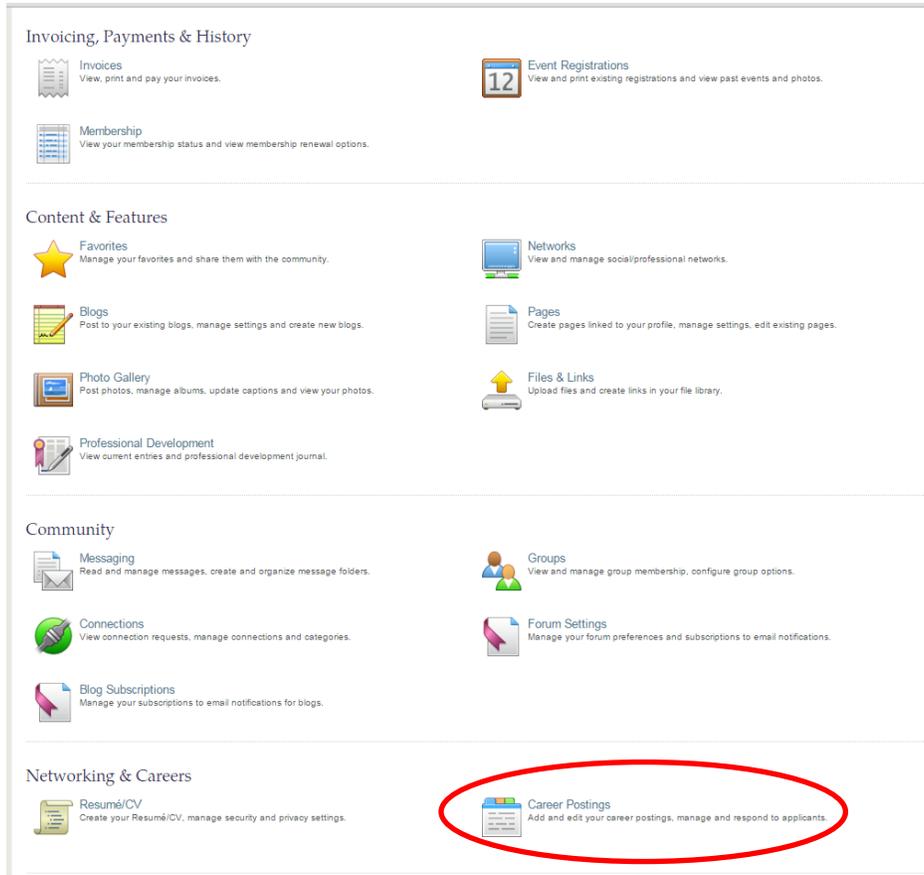
Post and manage job opportunities for other site members here. You can disable or edit your job posts and even see how many views or applicants a job you posted has received.

OPTIONS	POSITION	APPLICANTS	VIEWS	APPROVED	POSTED	EXPIRES
 	Sample Job Posting	0	0	No		

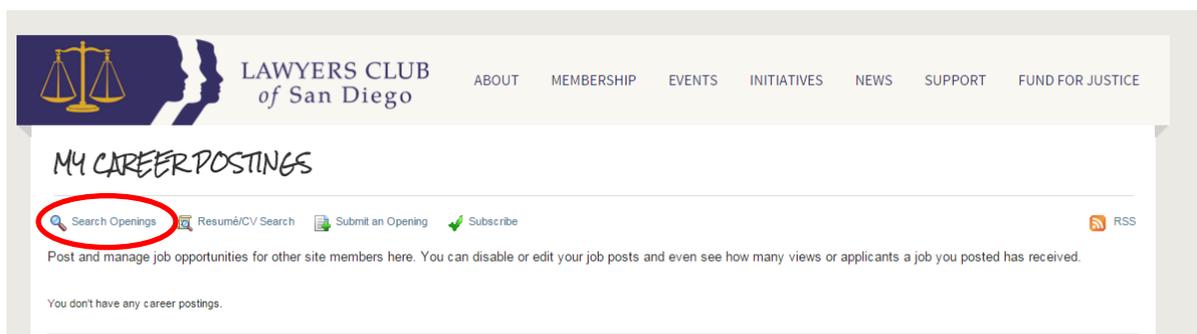
To Find Job Openings on the Lawyers Club Website

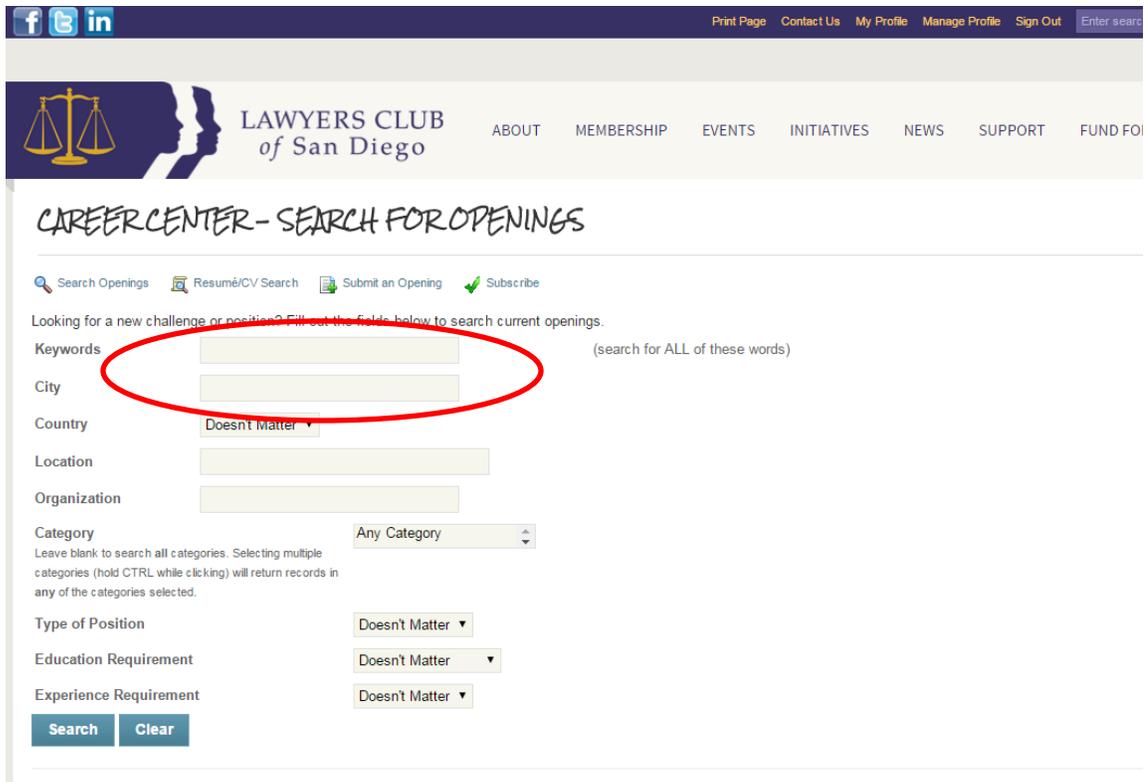
This is a benefit allotted to Lawyers Club members only; non-members will not have access to the Career Postings or the job search feature.

1. Logon to your Lawyers Club > “Manage Profile” at the top or bottom right-hand side of the homepage.
2. Scroll down to the “Networking & Careers” heading and select “Career Postings.”

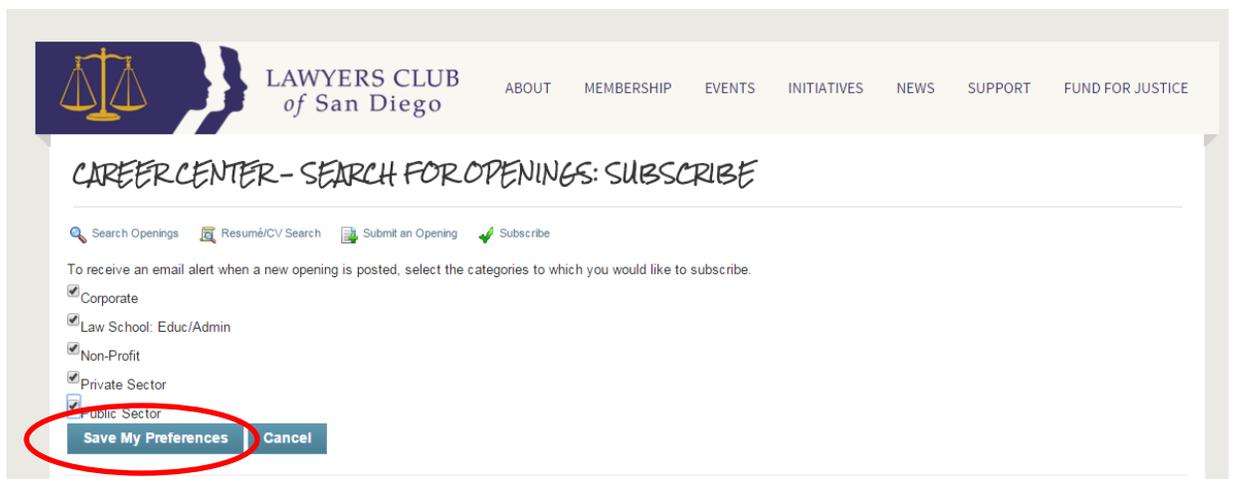


3. Select “Search Openings” > Enter keywords, locations, organization, etc. > Click “Search.”





4. After the search displays the results, click on the “Position” title for more information and details on the specific job posting.
5. If you would like to be notified when a new job opening is posted, select the “Subscribe” option > Select the categories for which you prefer to receive notifications for and “Save Preferences.”



6. You will now be notified by email when a new job opening is posted on the Lawyers Club website (you can unsubscribe from these notifications at any time).