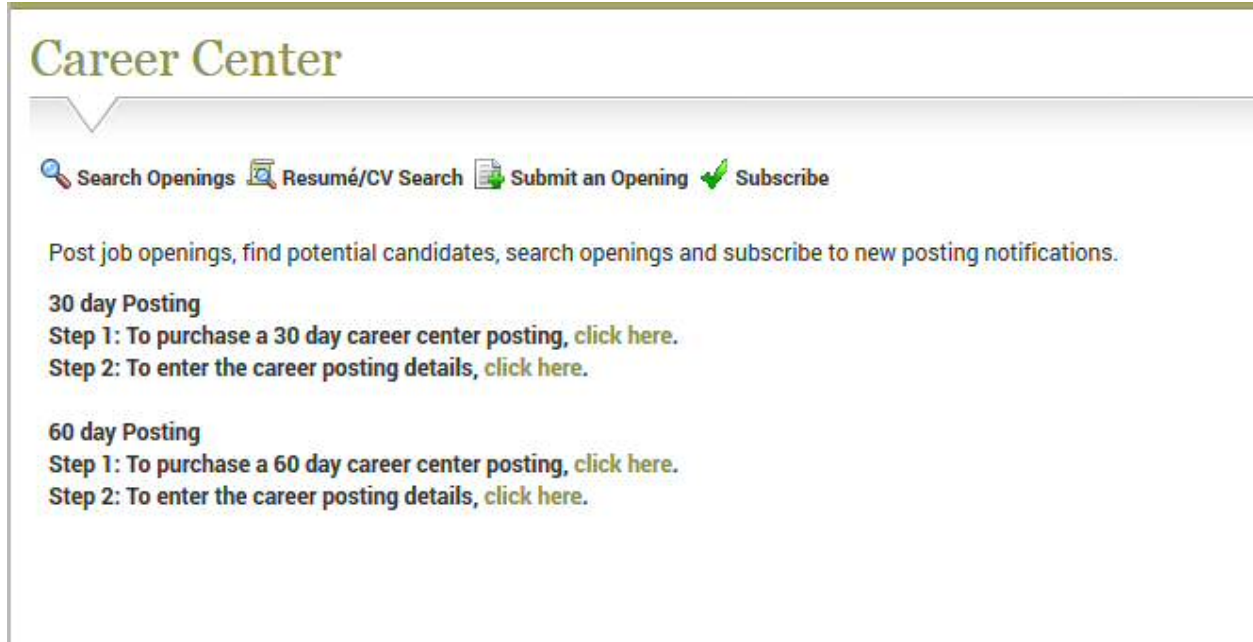


TCCN Website Tip Sheet – Career Center

Post a Job to the Career Center

From the homepage, click on Career Center, select the 30 or 60 day posting



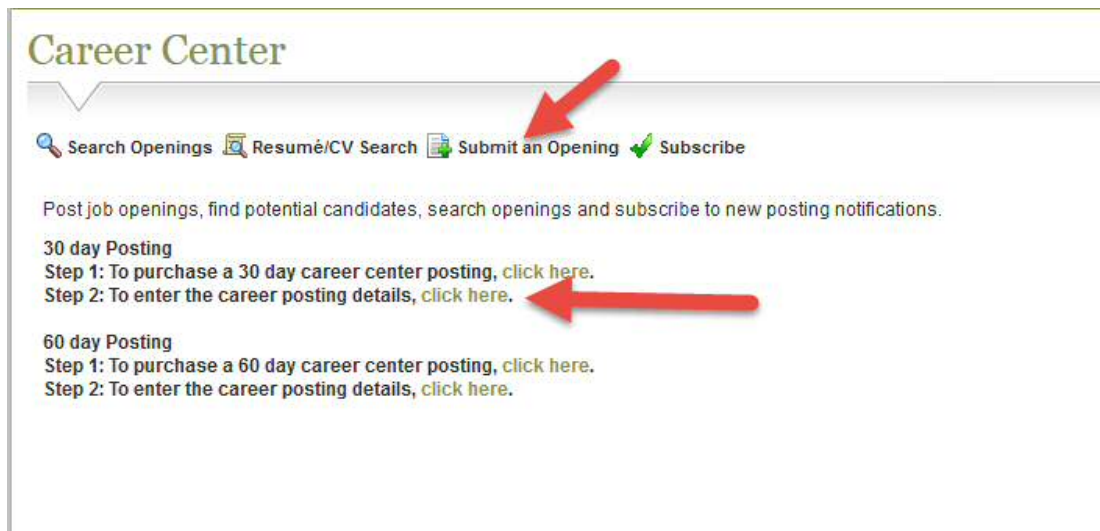
The screenshot shows the 'Career Center' header in a green serif font. Below the header is a navigation bar with four items: 'Search Openings' (with a magnifying glass icon), 'Resumé/CV Search' (with a document icon), 'Submit an Opening' (with a document icon and a green checkmark), and 'Subscribe' (with a green checkmark). Below the navigation bar is a paragraph: 'Post job openings, find potential candidates, search openings and subscribe to new posting notifications.' This is followed by two sections: '30 day Posting' and '60 day Posting'. Each section has two steps: 'Step 1: To purchase a 30 day career center posting, click here.' and 'Step 2: To enter the career posting details, click here.'

Add the item to your cart / Check out / Enter your credit card info or select the Bill Me option / Click on the Proceed to Confirmation / Complete Order

Click back on the *Career Center* to enter your posting details.

Click on the *Submit an Opening* or *Step 2: To enter the career posting details, click here.*

Enter the details of the career posting, then click on *submit*.



This screenshot is identical to the one above, but with two red arrows. One arrow points to the 'Submit an Opening' link in the navigation bar. The other arrow points to the 'Step 2: To enter the career posting details, click here.' link in the 30 day Posting section.

To view information about the Career Posting that you placed:

Manage Profile / Networking & Careers / Career Postings

Here you can view how many people have viewed the posting, if you selected that they can apply online, you can click on the Applications Link and view them here, as well as edit the posting if needed.

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.

You have purchased 2 postings, 0 of which are currently visible.

OPTIONS	POSITION	APPLICANTS	VIEWS	APPROVED	POSTED	EXPIRES
 	Untitled	0	0	No		
 	Untitled	0	0	No		