

## Instructions for Posting your Positions to CareerLINK

- 1) **Create your CareerLINK Account** – *CareerLINK is your portal to all of our services including our online job board. Here's how to get started.*

To begin your registration, [click here](#).

- Fill all required fields and **SUBMIT** when complete
- Confirmation will be sent to your email along with a username/password within 24 hours
- Click the link to reset your password and login to CareerLINK.

- 2) **Post your Position(s)** – *This is a free service to our employers. Make sure to check out our [guidelines](#) to ensure they meet our requirements.*

To begin posting jobs, access your CareerLINK account, [click here](#).

- **LOGIN TO CAREERLINK** with Username and Password
- Under **SHORTCUTS** click on **Create a Job Posting**
- **SUBMIT** when complete
- Notification of approval will be sent to you via email