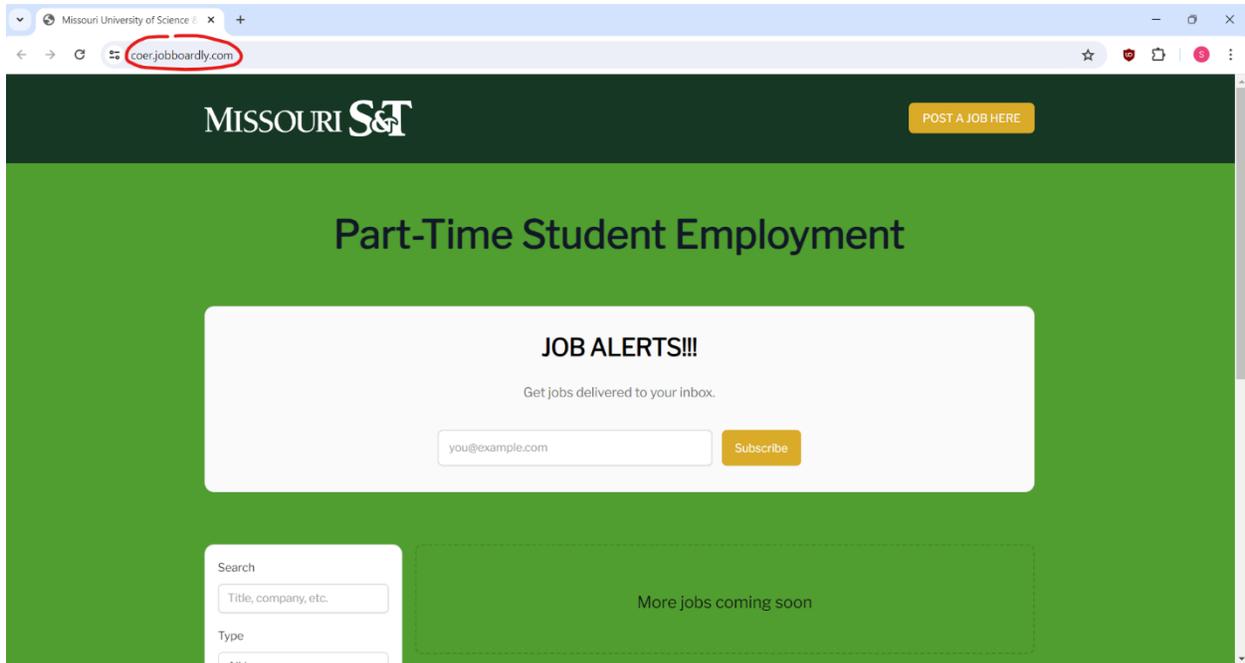


Job Boardly Training for Employers with Screenshots

Step 1:

Make sure you are at the correct site before continuing your job postings.

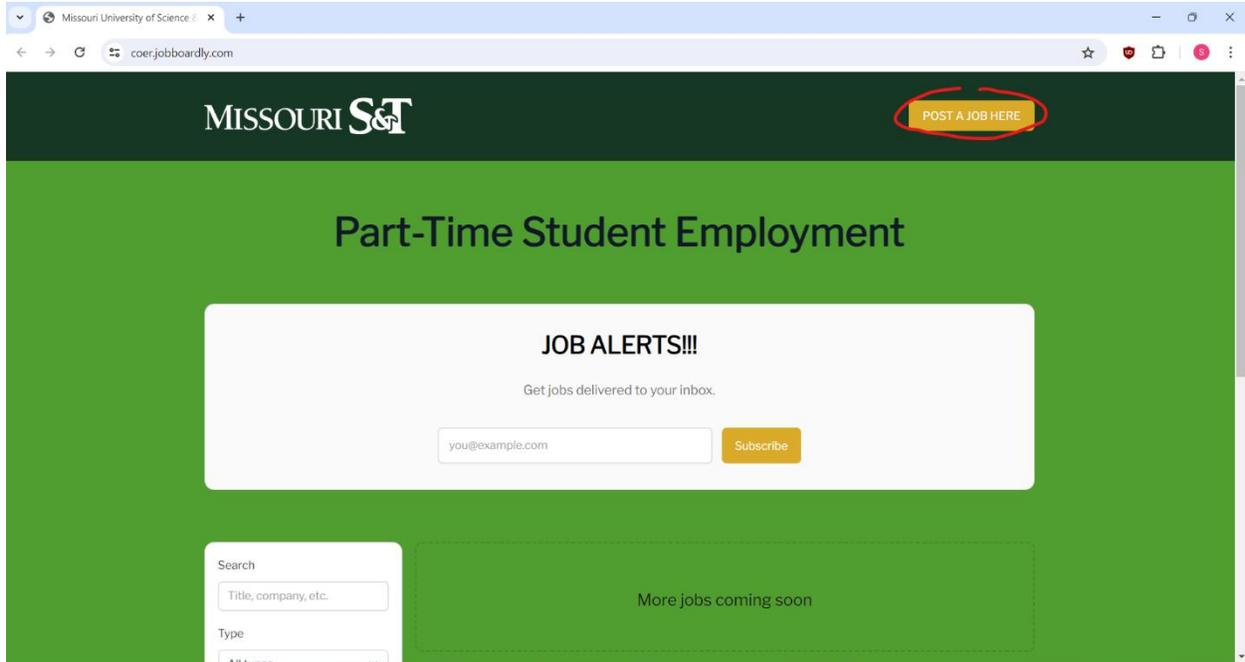
URL: coer.jobboardly.com



Step 2:

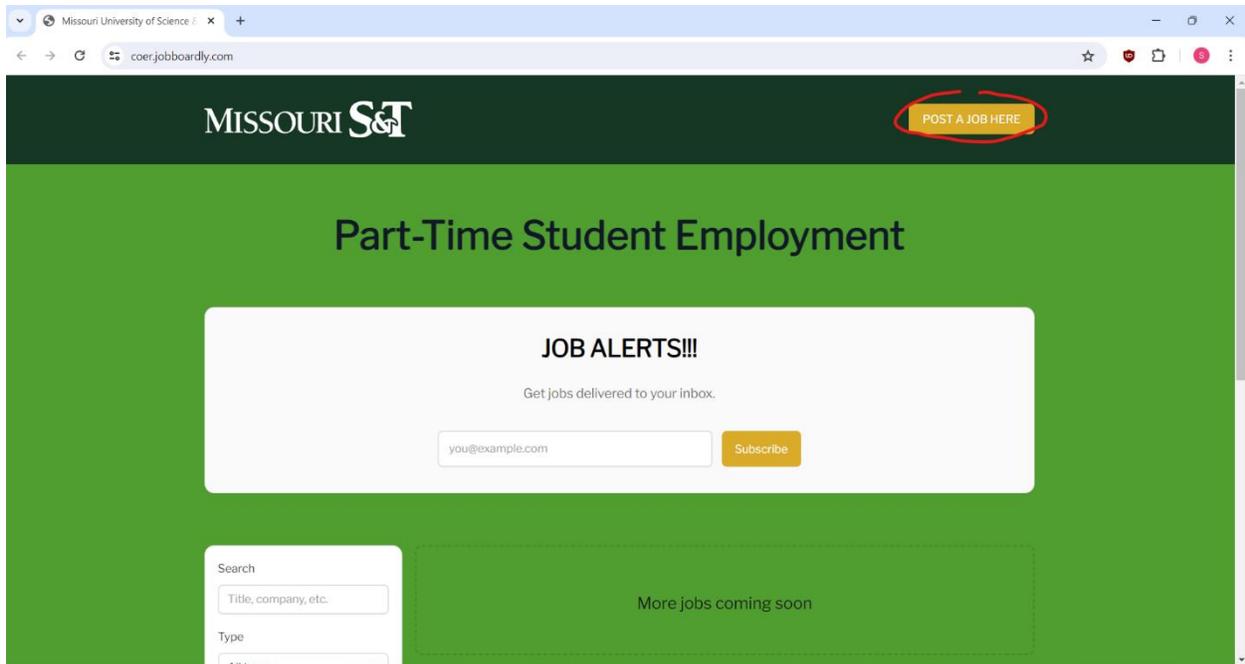
Become familiar with the Home Page

Circled is the **Post a Job Here** button that will take you to the job posting page.

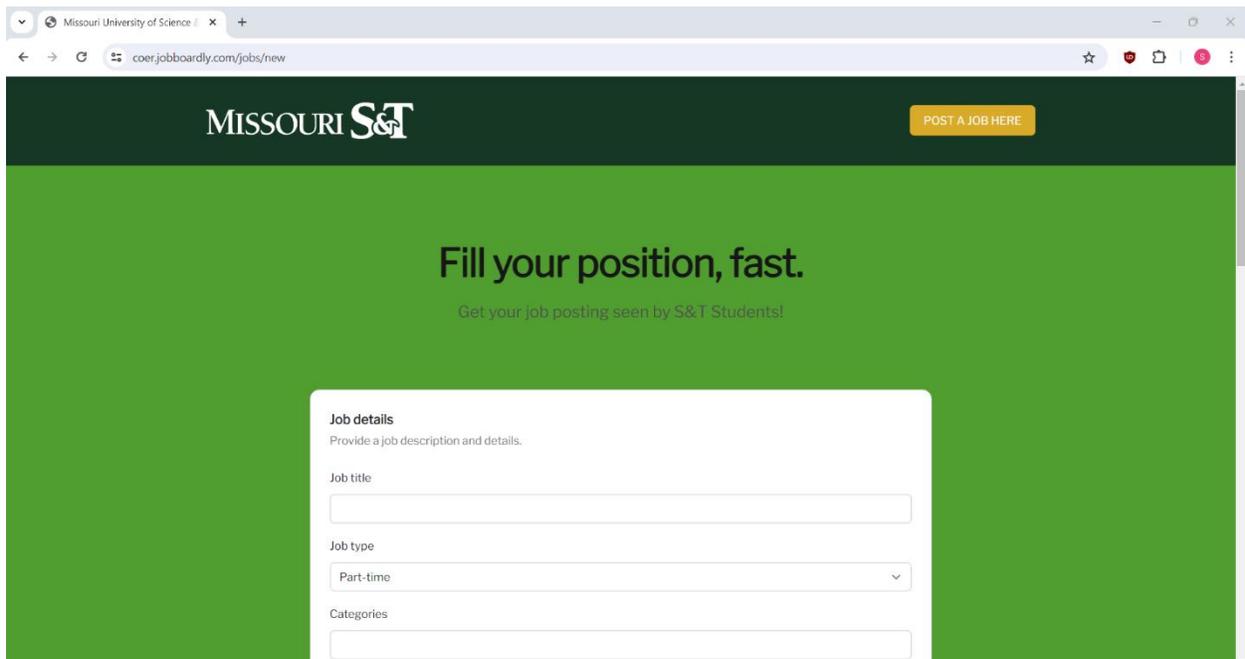


Step 3:

To post part-time student employment, click the **Post a Job Here** button.



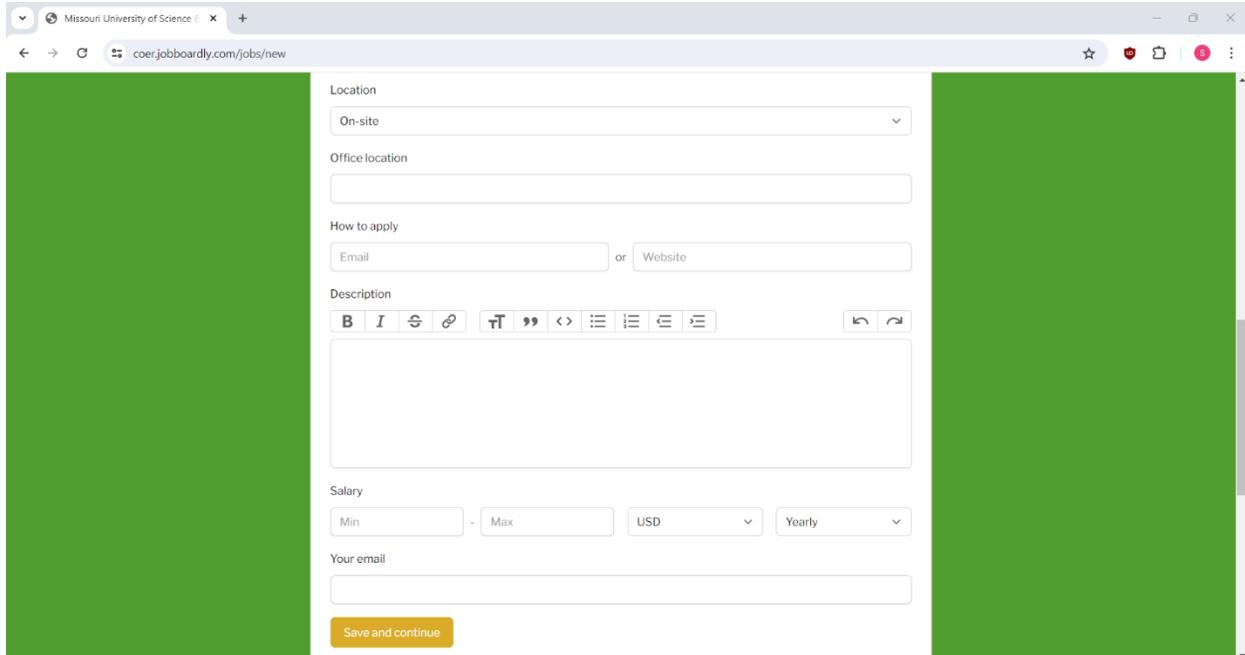
Below is the page you will come to after clicking the **Post a Job Here** button.



Please be sure to fill out ALL the information to post your job.

In the **How to Apply** section, we recommend placing a link to a location where students can drop their resumes & information (i.e. Google or Qualtrics Form). The Job Boardly software does not hold resumes or send them to you. If you choose to enter an email address in this section, please note that your inbox may fill up quickly with resumes for the positions you post.

Filling out the Salary section is not required but highly recommended.



The screenshot shows a web browser window with the URL `coer.jobboardly.com/jobs/new`. The form is titled "New Job" and contains the following sections:

- Location:** A dropdown menu with "On-site" selected.
- Office location:** A text input field.
- How to apply:** Two input fields labeled "Email" and "Website" with an "or" separator between them.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, link, unlink, text color, background color, bulleted list, numbered list, indent, and outdent. Below the toolbar is a large text area.
- Salary:** A section with four input fields: "Min", "Max", "USD" (a dropdown menu), and "Yearly" (a dropdown menu).
- Your email:** A text input field.
- Save and continue:** An orange button at the bottom of the form.

Once you have filled out the information, select the **Save and Continue** button.

The screenshot shows a web browser window with the address bar displaying "coer.jobboardly.com/jobs/new". The page contains a job application form with the following sections:

- Location:** A dropdown menu with "On-site" selected.
- Office location:** An empty text input field.
- How to apply:** Two input fields labeled "Email" and "Website" with an "or" separator between them.
- Description:** A rich text editor with a toolbar containing icons for bold (B), italic (I), link, unlink, text color, quote, code, bulleted list, numbered list, indent, and outdent, along with undo and redo buttons. Below the toolbar is a large empty text area.
- Salary:** A section with four input fields: "Min", "Max", "USD" (a dropdown menu), and "Yearly" (a dropdown menu).
- Your email:** An empty text input field.

At the bottom of the form, there is a yellow button labeled "Save and continue", which is circled in red.

Step 4:

After clicking the **Save and Continue** button, you will be taken to the page with a **Job Post** selection option.

The only option to select is the free option. Please select this option.

Your job will be posted for 14 days. If you would like your job to be posted following the 14 days, please fill out another form for an additional 14 days.

Select the **Post Job** button.

The screenshot shows a web browser window with the URL `coer.jobboardly.com/jobs/new`. The page has a green background and the heading "Fill your position, fast." with the subtext "Get your job posting seen by S&T Students!".

The form contains two main sections:

- Job details:** "Provide a job description and details." The text "Test" is entered, and an "Edit" button is visible.
- Job post:** "Confirm and submit the job posting." This section features a selection box with two options: "No Fee EVER 14 days" (highlighted in yellow) and "Free" (also highlighted in yellow). Below this is an "Add coupon code" button and a large orange "Post job" button, which is circled in red.

Step 5:

Once you have completed these steps, your job will be under review by the COER team and will be pending approval.

Job postings will be approved within 24 hours of posting. Please email or call our office if you have submitted a job posting and have not received a response.

You may return to the Job Boardly home page by clicking on the white Missouri S&T logo in the top left corner of the screen.

