



## TML Career Center Instructions

*(Texas cities that are members of TML can post for free.)*

Go to [www.tml.org/careercenter](http://www.tml.org/careercenter)

Click on the "TML Career Center (Post Ads)" link

Click on Employers/Post a Job

Either login or Create an account

Click on Post a Job

Choose a Type of Job Posting (30 days to 12 months)

Post a job using Template: (If you've created a Template before, you can use it here.)

### **Settings:**

Job Name: is the name of this type of Postings (can be used as a template for future postings)

### **Job Basics:**

Company Name: Your company (required)

Position Title: Name of position being advertised (required)

Feature Company Logo: Optional. If you want your logo listed, go to My Company to upload your logo (do this BEFORE or AFTER you post your listing).

Job Function: (required)

Job Type:

Job Description: (required) (can be copied and pasted)

Job Requirements:

### **Job Details (optional):**

Job Duration:

Required Travel:

Minimum Education:

Minimum Experience:

Salary: minimum to maximum, hourly/yearly

### **Location:** (multiple locations can be listed)

City:

State: (required)

Zip Code:

Country: (required)

If you list more than one location, your job will be one time for each location.

**Contact Information:** This information will appear in your ad. All fields optional

Contact Person: who to contact

Email Address: email you want listed for application purposes

Phone:

Ext: phone extension

Fax:

Apply URL: employment website or where to download applications

**Applications:**

Allow online applications: fill in First, Last, Email for each person in your company to get an email (this is formerly called Apply Online: job seekers profile)

You MUST check the box next to each name that will get the application. Otherwise, you will not be notified, but application will be on available.

**Review/Finalizing your order:**

**Click on Continue, then COMPLETE ORDER to finish the job posting process.**

You will get an email listing the job posting. You can have this sent to someone else instead.

Click Complete Order when done.

Your job will be posted within a few minutes

**My Account:**

This is where you find out if you have any jobs that need to be completed.

Edit your account information

View active jobs and applications

**My Jobs:**

This is where your jobs are located, search your job listings or Post a new job

**Resume Bank:**

You will need permission to access the resume bank.

Here you can search the resume's listed on the TML Career Center

**My Candidates:**

This is where you save the resume's for future consideration

This is also where you find your online applicants.

**My Company:**

You can set up your company profile

Add colleagues to your account (they will have their own account, but you will see the jobs they posted and they will see your jobs).

My Account Contacts are created under the Applications section of your job posting.

**My Templates:**

The is where your saved templates are stored.