LOGGING IN

My Recruiting Center

Welcome to My Recruiting Center! Use this portal to log in and add, manage, or remove job listings that display on www.citygatenetwork.org/careers. If you need assistance, click here for instructions.

Executive directors and/or billing contacts: Go to **www.citygatenetwork.org/recruiting** and log in. (**Note**: *After you add a custom contact(s), such as your HR director, they will also be able to log in and use My Recruiting Center.*)

ACCOUNT SETUP (FIRST TIME ONLY)

My Recruiting Center

Welcome, Kanga Roo!

Think of "My Recruiting Center" as your control panel for finding the right staff for your organiz... manage your recruiting efforts through this site.

Step 1 is to View and Edit your organization information. This information will display on all yo... important for it to be accurate and complete. The Contact Info can be customized for each job... billing contact for your organization are already included as contacts, and you may set up addi... such as your HR director or staff.

Please note: Your HR director or staff will not be able to log in to My Recruiting Center u... as a contact.

Step 2 is to Subscribe with the Recruiting Center. Your organization must be subscribed in ord... subscription is free and does not have an expiration date.

Click **View** and **Edit** to update your organization information.

* City	Portland
* State	Oregon
* Country	United States of America
* Zip	99081
* Email	shughes@agrm.org

If the name of the contact for this job does not appear on the list, please fill out t... you select the contact name from the list, the four fields can remain empty.

Contact Info | Tigger Too - recruiting@agrm.org

* Contact Email	recruiting@agrm.org
* First Name	Tigger
* Last Name	Too
* Contact Phone	(719) 266-8300

Update your company information as needed. Asterisked fields are required. The name in **Contact Info** will be displayed on job postings. It can be the executive director or billing contact, or you can select **Add New Contac**t and fill in the Contact fields. Your logo and a link to your recruiting video will also be displayed on your job postings if provided.

SUBSCRIPTIONS | MY RECRUITING CENTER

Subscribe to the Recruiting Center to post available jobs in your organization. This is a free service for AGRM members!

○ Recruiting Center $0.00

Next

After your profile is updated, click **My Recruiting Center**, and then click **Subscribe** (Step 2) to process your free subscription. Click **Next** to complete the process.

My Recruiting Center

Welcome, Stacie Hughes!

My Recruiting Center is designed to help you find quality, qualified staff who will come alongside your mission. If you have any questions or problems using the center, please contact Stacie Hughes for assistance.

Job Listings

Add Job Listings   *(Post new jobs.)*
View My Job Listings *(View your current and historical posted and unposted jobs.)*
View All Job Listings *(View all current, posted positions.)*

Administration

View and Edit Contact Information *(Manage your organization information and contacts.)*

Once you have completed your subscription, this screen will appear each time you log in.

POSTING JOBS

Add Job Listings allows you to post a new job. The information you fill in here will display on your job post.

You can upload a detailed job description with your job post. The **Post Job** button must be set to **Yes** before your job will display on the Career Opportunities page.

VIEWING JOBS

From My Recruiting Center, **View All Job Listings** (to a logged-in contact) and **www.citygatenetwork.org/careers** (to a potential applicant) displays a list of all available jobs posted by association members. Clicking **View Full Job Description** displays the full job details, including the links and map.

This is how your job posting will appear to applicants searching for jobs. The **Send Resume** link allows an applicant to send an email to the Job Contact. Uploaded documents, video URLs, and your website will be clickable links.

Clicking **Send Resume** will bring up this form for the applicant to submit a resume. The email and attachment will be immediately sent to the job contact.

Please contact **info@citygatenetwork.org** if you have any questions or issues using **My Recruiting Center**.

MANAGING JOBS

From My Recruiting Center, the **View My Job Listings** link lets you see all your jobs by date range and posting options. The **View** and **Edit** buttons allow you to modify your job listing, and **Delete** permanently removes it from your list.