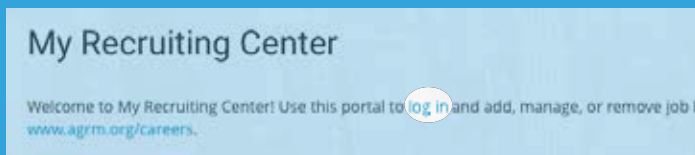


AGRM Recruiting Center

A guide to posting and managing job listings.

Logging In



Executive directors and/or billing contacts: Go to www.agrm.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.)

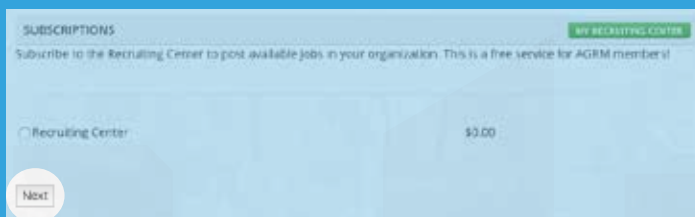
Account Setup (First Time Only)



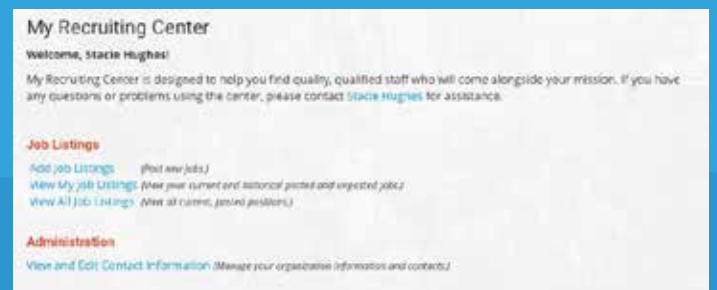
Click **View** and **Edit** to update your organization information.

A screenshot of the contact information form. Fields include: * City (Portland), * State (Oregon), * Country (United States of America), * Zip (99081), * Email (shughes@agrm.org). Below these is a note: 'If the name of the contact for this job does not appear on the list, please fill out the contact information below.' A red circle highlights the 'Contact Info' dropdown menu, which shows 'Tigger Too - recruiting@agrm.org'. Below this are fields for * Contact Email (recruiting@agrm.org), * First Name (Tigger), * Last Name (Too), and * 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 Contact** 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.



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.



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.agrm.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.

Stacie Hughes is the administrator of My Recruiting Center. Any questions or issues can be directed to her at **719-266-8300 x105** or via email at **shughes@agrm.org**.

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.