

## Job Postings Online Member Feature

Looking for quality people? Tired of paying to post your job listing on numerous websites? The LPCC is now offering a free service to members to allow them to post open positions to potential employees each month. This feature is open only to members. You can also cancel an existing ad at any time, so you don't have to be overrun with resumes because an ad has to finish its run. You control the ad; you control the timeframe.

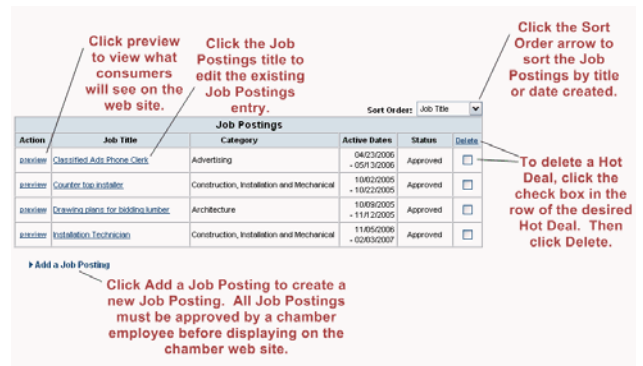
The Job Postings will be featured in every edition of *The Source*, as well as in other publications and events throughout the year. Additionally, a direct link to the Job Postings will be featured on the home page of the LPCC website and in our monthly *E-newsletter*.

### To Access Job Postings

1. Access your online LPCC member account at <https://secure.chambermaster.com/directory/Login.jsp>.
2. Enter your Log-In and Password.  
(If you do not know your Log-in and/or Password, please contact the LPCC at (773) 880-5200.)
3. Click on the Advertising module on the left-hand side of the screen.
4. Select Job Postings.

### To View Job Postings

1. Click on Job Postings in the left-hand navigation bar.
2. The existing Job Postings will display.
  - To view what consumers will see on the website, click preview.
  - To edit an existing Job Posting, click on the Job Postings title.
  - To sort your Job Postings by title or date created, click on the Sort Order arrow.

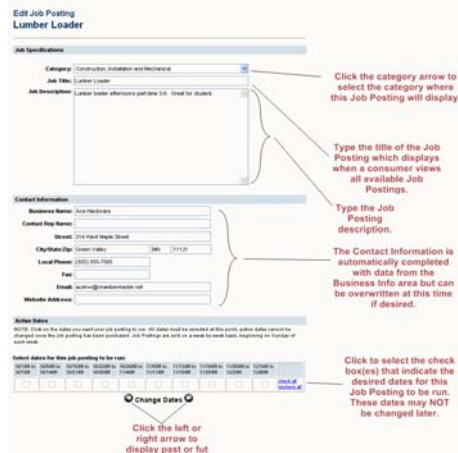


Action	Job Title	Category	Active Dates	Status	Delete
Preview	Classified Ads Phone Clerk	Advertising	04/23/2006 - 05/13/2006	Approved	<input type="checkbox"/>
Preview	Counter Top Installer	Construction, Installation and Mechanical	10/02/2005 - 10/22/2005	Approved	<input type="checkbox"/>
Preview	Drawing plans for bidding Lumber	Architecture	10/09/2005 - 11/19/2005	Approved	<input type="checkbox"/>
Preview	Installation Technician	Construction, Installation and Mechanical	11/05/2006 - 02/03/2007	Approved	<input type="checkbox"/>

Click Add a Job Posting  
Click Add a Job Posting to create a new Job Posting. All Job Postings must be approved by a chamber employee before displaying on the chamber web site.

### To Add a Job Posting

1. Click on Job Postings in the left-hand navigation bar.
2. Click Add a Job Posting.
3. Complete the fields in the Add a New Job Posting screen.



- Category: Choose category that best describes the type of job that is being advertised
- Job Title: Displays when a consumer views all available Job Postings.
- Job Description: Provides details and requirements for the job position.
- Contact Information: This field is automatically completed with data from the Business info area, but can be overwritten at this time if desired.
- Active Dates: Click to select the check box(es) that indicate the desired dates for the Hot Deal to be run. These dates may NOT be changed later.

4. Click Submit for Approval. Your Job Posting has now been submitted to the LPCC for approval.

### To Delete a Job Posting

1. After clicking Advertising in the left-hand navigation bar, click to select the check box at the end of the row of the desired job posting.
2. Click Delete.
3. Click OK.

### To Edit a Job Posting

1. After clicking Advertising in the left-hand navigation bar, click the title of Job Posting that you wish to edit.
2. Make the desired edits and click Save.
3. Click Job Postings List to return to the list of job postings.

### Monitoring the Results of Your Job Postings

The Job Postings feature also allows you to access a report that will display the number of hits that have been recorded on all Job Postings posted by your business. The default Job Postings Hits report will show current, cumulative job posting hits for the current week. Using filter options you may also view reports for a different date range, or for certain job postings.

### To View or Print a Job Posting Hits report

1. Click Job Posting Hits in the left-hand navigation bar.
2. Enter the desired Filter Options.



- To change the date range shown, click on the calendar icons. The default shows the current week.
  - To display all job postings in the specified date range, click on the box to “Only display job postings that are currently active.” This will remove the check.
  - To view hits associated with only a specific job posting, select the specific job from the list of Cumulative Sponsor Ad Hits.
3. Click Refresh Listing.
  4. You may view the report on screen or click Print and then click Print to print to your default printer.

### Guidelines for Job Posting Submissions

- Job postings must meet state and federal laws regarding discriminatory language and must comply with all other employment-related laws.
- Job listings can be for full-time, part-time or intern positions.
- Jobs listings are allowed only for specific jobs that are opened for direct hire within 60 days of the date posted.
- Jobs listings are posted for one-week intervals, chosen by the advertising member. Listings may be renewed if desired.
- Job postings can be deleted at any time. Deleting job postings before expiration is the responsibility of the employer.
- Responses must be sent to the member business; LPCC will not accept any resumes and will delete any resumes received.
- Business opportunities are unacceptable in the Job Postings section.
- Job postings are reviewed by LPCC staff on a daily basis and may be removed, with or without notice, if it is determined to be in violation of these guidelines or any federal or state laws.

*If you have any questions or comments regarding the Job Postings on-line member feature, please contact the Lincoln Park Chamber of Commerce at (773) 880-5200.*