



User Guide to Posting a Job Announcement

Log into your CNM user profile by clicking on **“My CNM Dashboard.”**

On your CNM Dashboard screen, scroll down to **“My Organizations”** section select your organization. This will bring up you organization’s profile. Scroll down to the **“Jobs”** Section.

Click on **“View all Jobs or Create new Job.”**

You will see any current or expired jobs that you have submitted since our website upgrade.

Click on **“Add a new Job.”**

Type the title of the position in the box and be sure to click on **“+”** to save the entry.

The **“job detail”** page will then appear, where you can type or copy/paste in the job description and contact procedure. With CNM’s enhanced job postings functionality, you are now able to format your posting with a toolbar similar to the Microsoft Word toolbar.. Two new features of, **“job type”** and **“job category,”** are available to add to your job posting.

Click on **“Job Type”** and select one from the drop menu. You must chose one job type.

Click on **“Add a new Job Category”** to select from the drop menu.

Be sure to click on **“+”** to add your selection; to add another simply click the **“Add a new Job Category”** again and repeat the process.

Once you have finished your job announcement form, click the **“Save Changes”** button.

Scroll to the top of the page to click **“<< Return to Job.”**

From this page you can review what your posting will look like on the website.

To make changes or delete the posting, click the following links in the upper right corner:

 [Edit Details](#)
 [Delete Job](#)

You will notice that your posting has the following information under the title and organization name:

[Pending Approval] [\[Post this Job\]](#)
Date Posted: [\[Not Currently Posted\]](#)

In order to post your position, please click on “[**Post this Job**].”
(If you do not click “[**Post this Job**]”, your job will not be posted, will remain in your job list and will have a status of “[**pending approval**].”)

The next page will give you general job posting details such as start date, duration of posting, and expiration date.

Click the “[**Add to Cart**]” button; it will then determine your fee based on your membership status. (**CNM Members may post jobs on the Web site free of charge at anytime; the fee amount will show up as \$0.00**)

Note: This job posting must be approved by a CNM staff member before it will be displayed to the public on our Web site. The approval process is typically completed on the same business that your order is submitted. In the event that a delay in approval occurs, the expiration date for your job posting will be adjusted accordingly.

Click the “[**Continue Order**]” button

Your shopping cart will then be displayed, and you may either continue to checkout or continue browsing our other CNM products and services:

[Proceed to Checkout >>](#)

or

[<< Continue Browsing Courses](#)
[<< Continue Browsing Items](#)

To submit your cart for checkout, click on the “[**Proceed to Checkout**]” button.

If you are a CNM Member and have only the job posting in your cart, click the “[**Complete Order**]” button at the bottom of the page to submit your order. If you are not a CNM member or have other items in your cart, you will be prompted to enter payment through PayPal. All online credit card payments will be processed through PayPal, a trusted and secure payment processing company; CNM will not store any credit card information. You also have the option of setting up a PayPal account for future purchases with CNM or other PayPal clients.

Once you have submitted your order, you will receive a message that your order has been successfully submitted, as well as emails confirming your order and reminding you that your job request requires approval.

If you have any other questions regarding job postings, please feel free to contact us at 615-259-0100.