



User Guide to Withdrawing 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 Title of job posting you would like to withdraw (**e.g. Program Coordinator**)

Click on **“Posting History”** Tab

Click on **“[Withdraw Posting]”**

At this point, your posting has been removed from the website, but will still be available in your job listing for re-posting in the future. In order to view withdrawn postings, please click **“Show Inactive Jobs”**

Note: In order to re-post, you will have to create a new order in your shopping cart, click on add item and select “Job Posting Renewal” from the drop down list and proceed with the checkout process or continue browsing our other CNM products and services.

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