



## for Employers

### How to Create an Account

- Click the “Registration” link (upper-right side of the screen).
- Click “Employer.”
- Enter employer information (only the \* areas are required).
- Enter security code that is given.
- ✓ “Read terms of use” box.
- Click “Register.”

### How to Post a Job

- Click “Post Job” tab (top row of tabs on screen, to the right)
- Click “Job Posting.” It’s FREE!
- Enter information about your job.
  - For the “Job Description” and “Job Requirements” sections, you can do one of the following according to your preference:
    - Type in the information;
    - Copy and paste the information. There are three paste options (top row of icons – 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> one) – “Paste,” “Paste as Plain Text,” and “Paste from Word”;
    - Link your information to a website using the link icon (second row of icons – 10<sup>th</sup> one over).
- There is a question asking if the job you want to post supports behavioral health services in some capacity. *If the answer is no, your organization is not eligible to post that job on this website.*
- Select the date you would like to close your posting. You can choose the automatic 30-day date or click the calendar icon to select a date (less than 30 days).
- Click “Post.”

### How to Renew a Job Posting

- If you would like to renew a job (post longer than originally anticipated), click “My Account,” “My Jobs,” find the job you would like to edit, click “Edit,” scroll down to “Job should be active for,” and change the ending date. Note: You cannot do this for “Featured Jobs” as featured jobs may only be posted for a 15-day maximum time period.

Questions: E-mail us at [info@NebraskaBehavioralHealthJobs.com](mailto:info@NebraskaBehavioralHealthJobs.com)