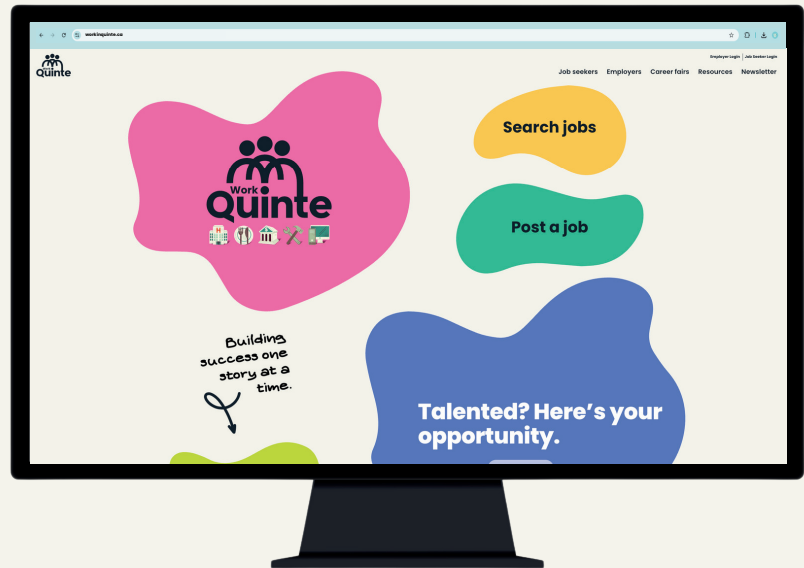


# How to set up an employer account

**[workingquinte.ca](http://workingquinte.ca)**

# Step 1 – go to [workingquinte.ca](https://workingquinte.ca)

Find us  
here!

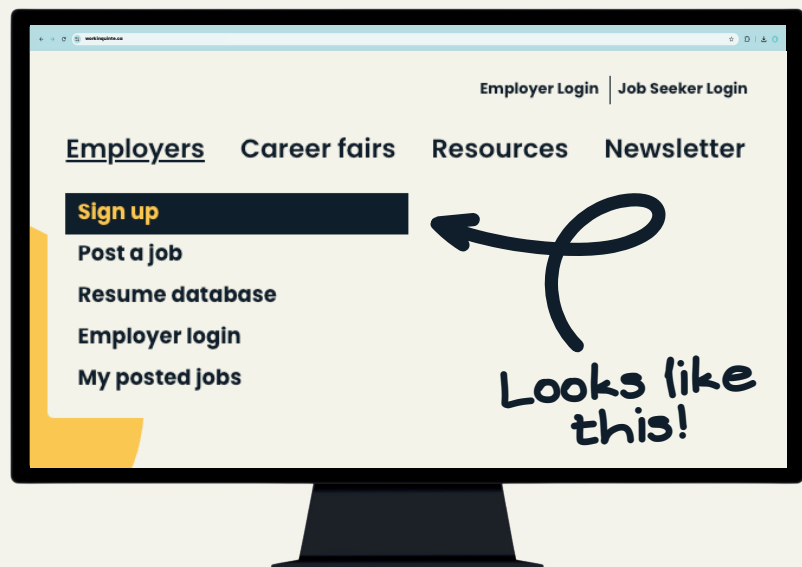


[workingquinte.ca](https://workingquinte.ca)

---

# Step 2 – employer sign up

Hover over  
Employers and  
click Sign up



[workingquinte.ca/employer-sign-up](https://workingquinte.ca/employer-sign-up)

# Step 3 — fill out Sign up form

Fill out all of the relevant fields on the form and click submit

click!

**Employer Sign Up**

Already have an account? [Click here](#) to login.

Email  Location

Company Name  Address

Phone  Website

Twitter  LinkedIn

Facebook  YouTube

Instagram  Other

Submit

After submitting you'll see this confirmation message

P.S. Please allow up to two business days for your Employer account to be approved. Once approved, any jobs you post will go live immediately—no additional approvals needed.

**Employer Sign Up**

Thanks for contactin us. We'll be in touch shortly.

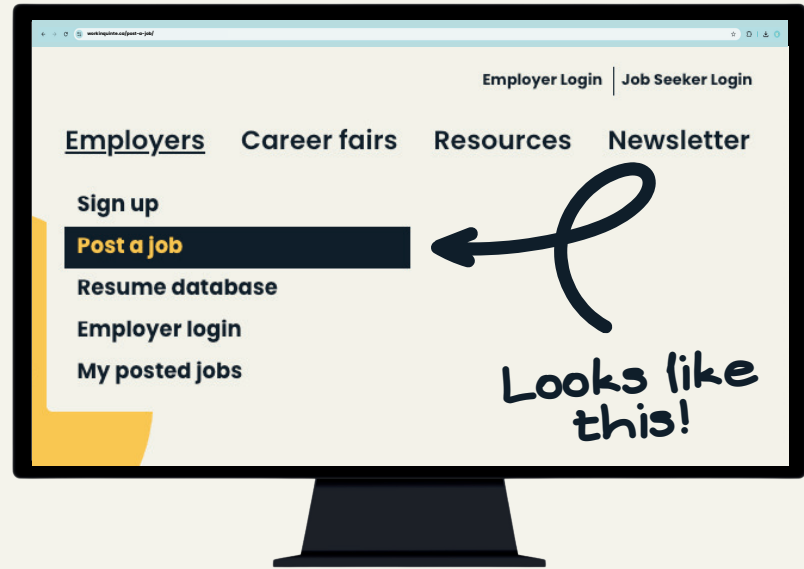
NOTE: You can stop here or continue to Step 4 and post your job(s) if you got 'em. These will post when your Employer account is approved

**workingquinte.ca/employer-sign-up**

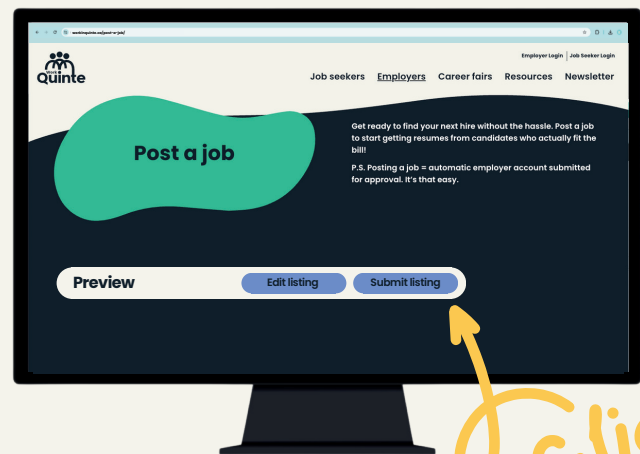
# Step 4 – post a job(s)

(Optional but recommended if you have jobs ready to go!)

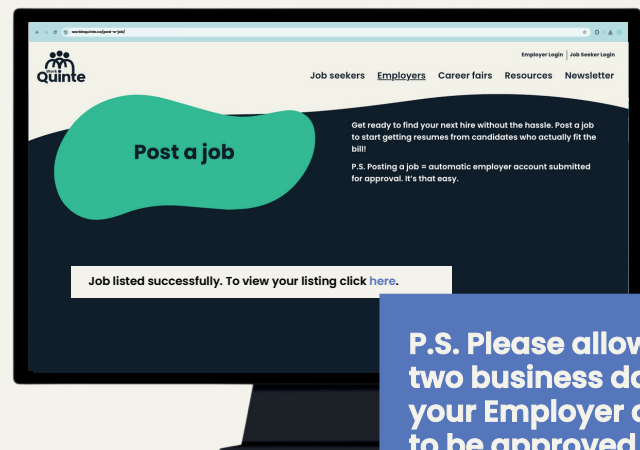
Hover over  
Employers and  
click Post a job



Fill out all of the relevant  
fields on the form and  
click Preview & Submit

A screenshot of the 'Post a job' form on the workingquinte.ca website. The form is titled 'Post a job' and includes a sub-header: 'Get ready to find your next hire without the hassle. Post a job to start getting resumes from candidates who actually fit the bill!'. Below this, it says 'P.S. Posting a job = automatic employer account submitted for approval. It's that easy.' The form fields include: 'Have an account?' (with a sign-up link), 'Your email', 'Job title', 'Location' (with a dropdown), 'Salary (optional)', 'Salary Unit (optional)', 'Company Details' (including company name, website, tagline, video, twitter username, and logo), and 'Are you human?' (with a checkbox). At the bottom, there are 'Preview & Submit' and 'Save Draft' buttons. A hand-drawn cloud bubble next to the form says 'Looking for that big fish in this small pond.'.

Review your draft and when ready  
click submit listing

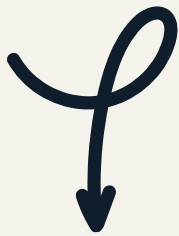


P.S. Please allow up to  
two business days for  
your Employer account  
to be approved. Once  
approved, any jobs you  
post will go live  
immediately—no  
additional approvals  
needed.

[workingquinte.ca/post-a-job](https://workingquinte.ca/post-a-job)

# Looking for answers?

Email us  
here!



**info@workingquinte.ca**

