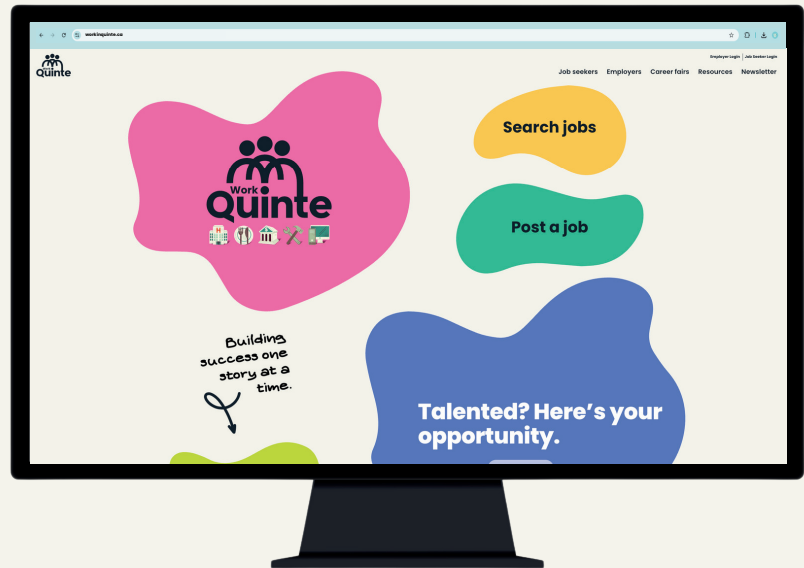


How to set up an employer account

workingquinte.ca

Step 1 – go to workingquinte.ca

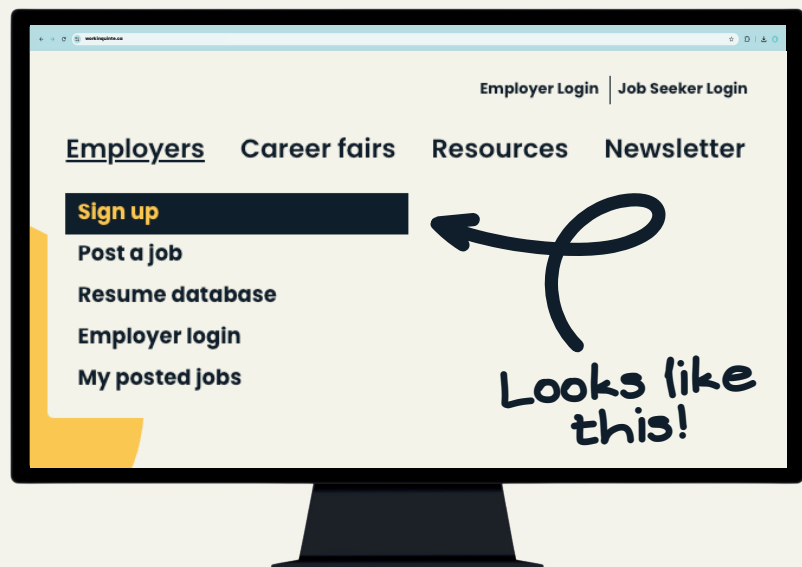
Find us
here!



workingquinte.ca

Step 2 – employer sign up

Hover over
Employers and
click Sign up



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 Password

Location

Company Name Address

Phone Website

☐ I agree to the terms and conditions

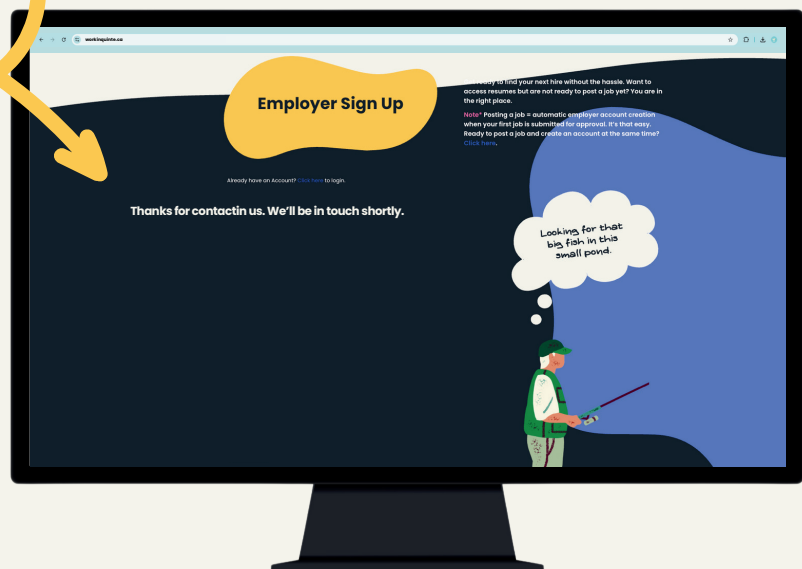
[Submit](#)

Looking for that big fish in this small pond.

After submitting you'll see this confirmation message

PS—it could take up to two business days to review submissions

If approved you'll get an email with your login info



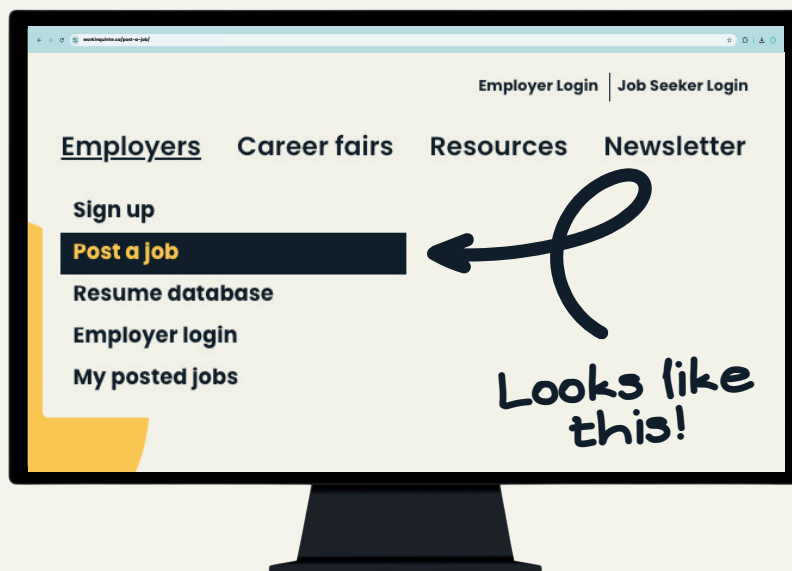
NOTE: You can stop here or continue to Step 4 and post your job(s) if you got em

workingquinte.ca/employer-sign-up

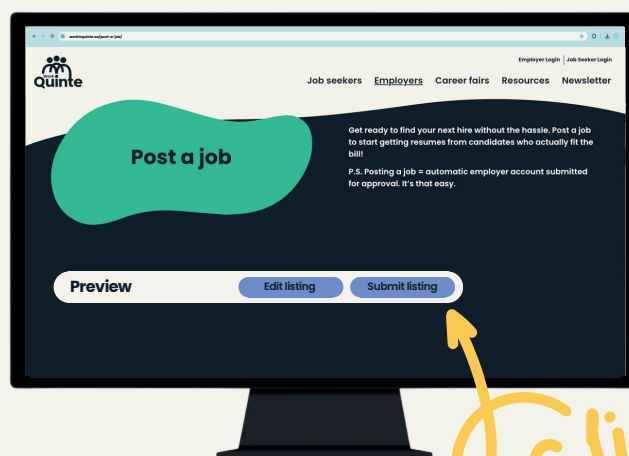
Step 4 – post a job(s)

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

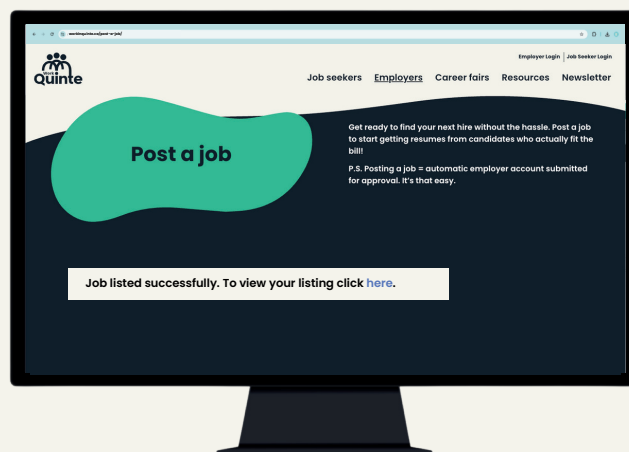
Hover over
Employers and
click Post a job



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

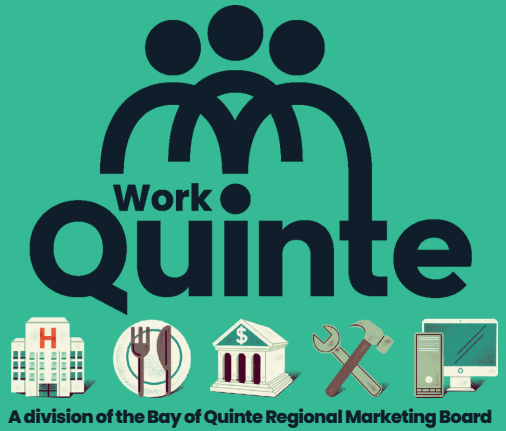
A screenshot of the 'Post a job' form on the workingquinte.ca website. The form is titled 'Post a job' and includes a green callout bubble with the text 'Looking for that big fish in this small pond.' The form fields include: 'Have an account?' (with a sign-up link), 'Your email', 'Job title', 'Location' (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 arrow points to the 'Preview & Submit' button with the text 'click!'.

Review your draft and when ready
click submit listing



workingquinte.ca/post-a-job

PS—it could take up to
two business days to
review submissions

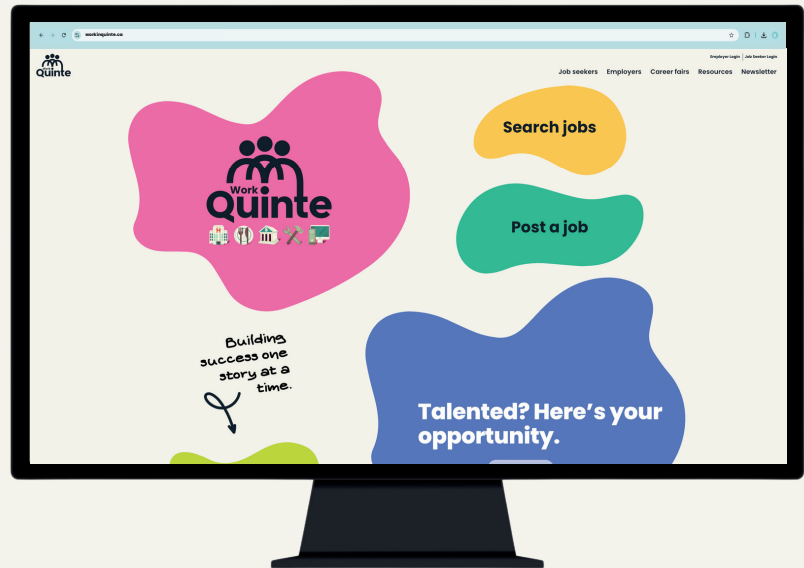


How to post a job

workingquinte.ca

Step 1 – go to workingquinte.ca

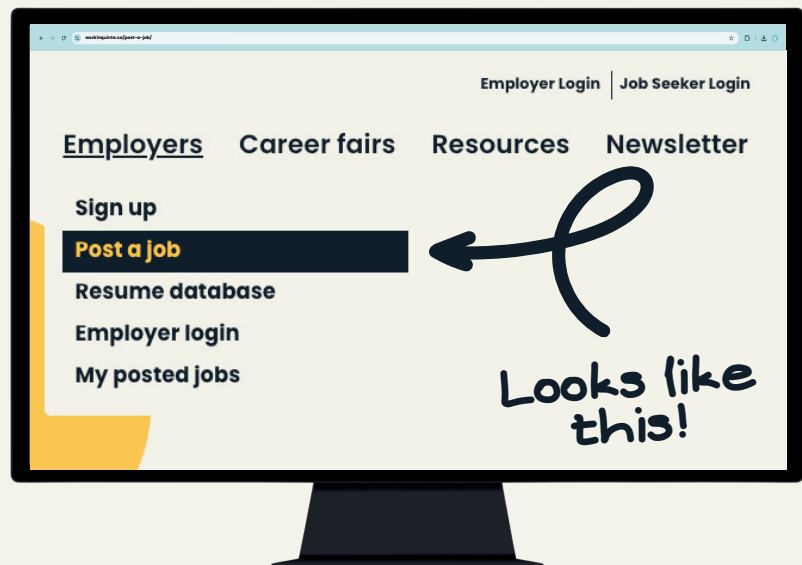
Find us
here!



workingquinte.ca

Step 2 – post a job

Hover over
Employers and
click Post a job



workingquinte.ca/post-a-job

Step 3 – log in / fill out form

If you have an account click Sign in and then continue to fill out the job form

OR

Fill out the job form and create an employer account at the same time

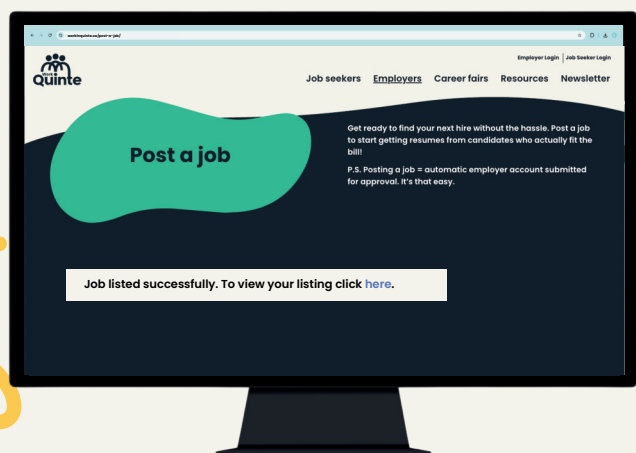
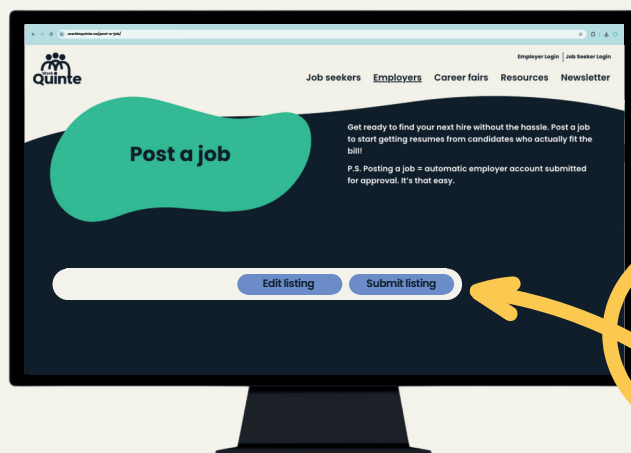
click!

Click
Preview & Submit

The screenshot shows the 'Post a job' form on the Quinte website. The form includes fields for: 'Your email' (with a placeholder 'you@yourdomain.com'), 'Job Title', 'Location' (with a dropdown menu), 'Salary (optional)' (with a placeholder 'e.g. 20000'), 'Salary Unit (optional)' (with a dropdown menu), 'Company Details' (including 'Company name', 'Website (optional)', 'Tagline (optional)', 'Video (optional)', 'Twitter username (optional)', and 'Logo (optional)'), and a checkbox for 'Are you human?'. At the bottom, there are two buttons: 'Preview & Submit' and 'Save Draft'. A yellow callout bubble points to the 'Preview & Submit' button with the text 'click!'. A speech bubble on the right says 'Looking for that big fish in this small pond.'.

Review your draft and when ready click submit listing

You will see a confirmation message that the job was listed successfully

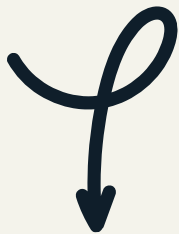


workingquinte.ca/post-a-job

PS—it could take up to two business days to review submissions

Looking for answers?

Email us
here!



info@workingquinte.ca

