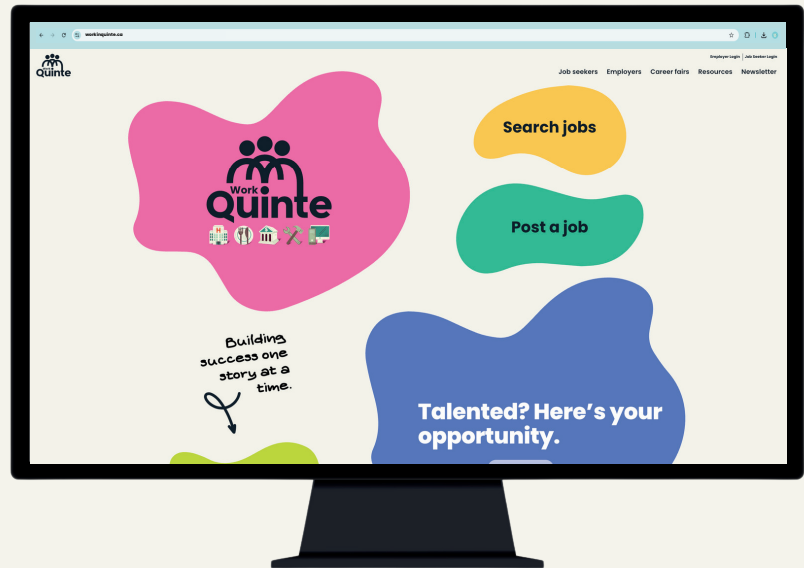


How to post a job

workingquinte.ca

Step 1 – go to workingquinte.ca

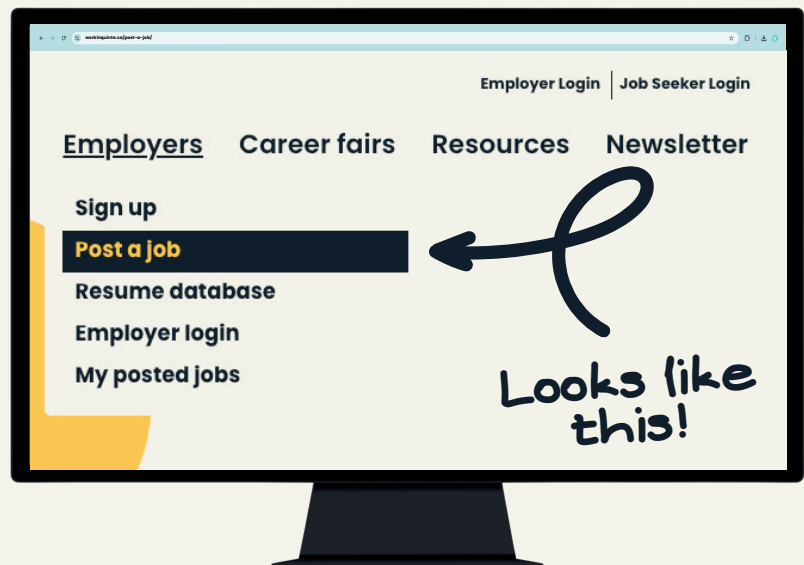
Find us
here!



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

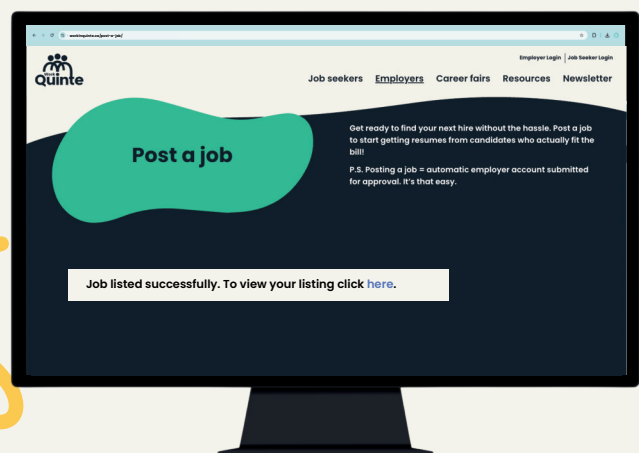
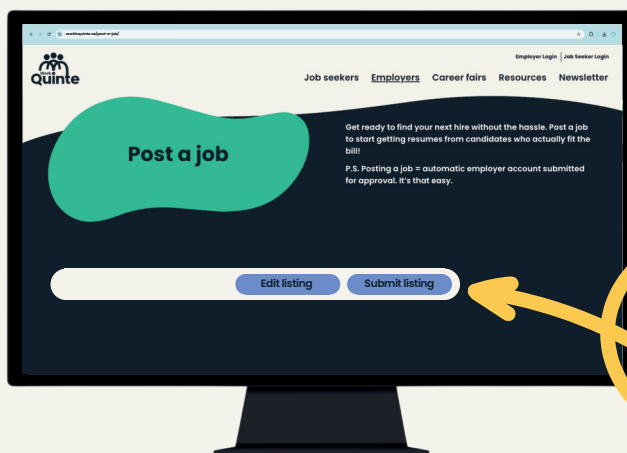
Fill out the job form and create an employer account at the same time.

Click
Preview & Submit

Review your draft and when ready click submit listing.

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

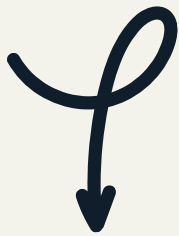
The screenshot shows the 'Post a job' form on the Quinte website. The form includes fields for: 'Your email' (with a 'Sign in' link), 'Job Title', 'Location' (with a dropdown), 'Salary (optional)', 'Salary Unit (optional)', 'Company Details' (including Company name, Website, Tagline, Video, Twitter username, and Logo), and a 'Are you human?' checkbox. At the bottom are 'Preview & Submit' and 'Save Draft' buttons. A green bubble highlights the 'Post a job' title. A yellow bubble contains the text: 'Sign in if you don't have an account you can create one below by entering your email address/username. Your account details will be confirmed via email.' A white cloud bubble says: 'Looking for that big fish in this small pond.' A blue box on the right states: '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

Looking for answers?

Email us
here!



info@workingquinte.ca

