

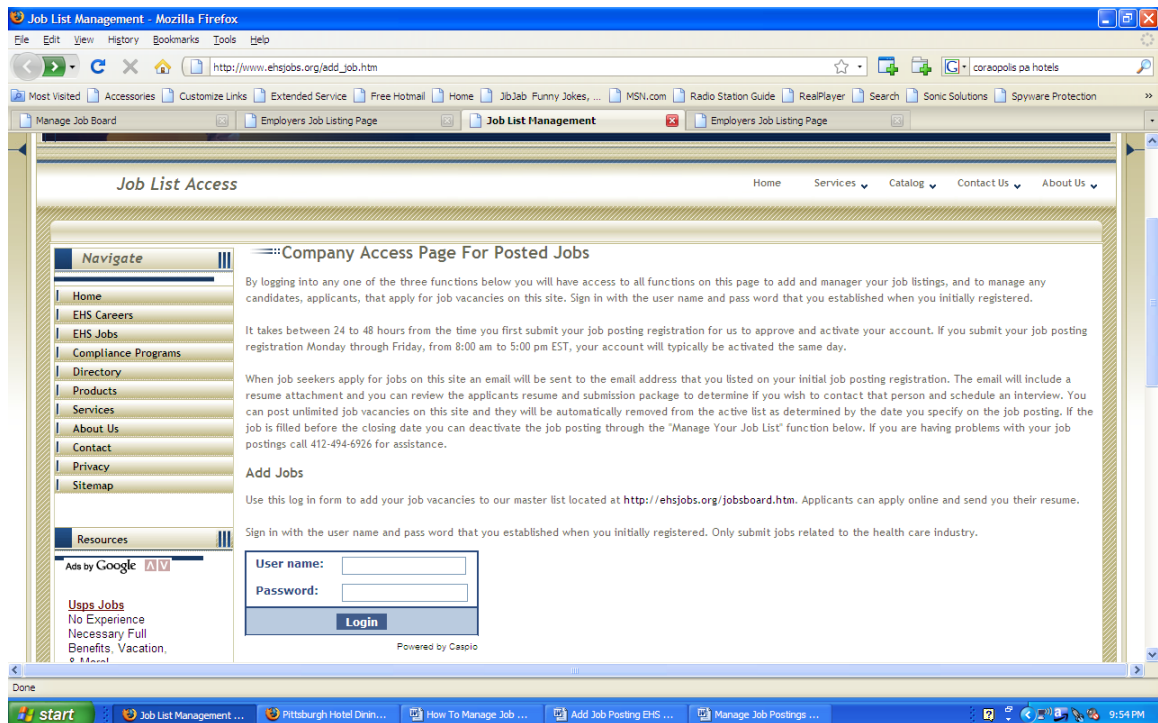
How To Add Job Postings

This free job posting service is provided by [Bookhaven Press LLC](#). Annotate your USER ID and Password here for future reference:

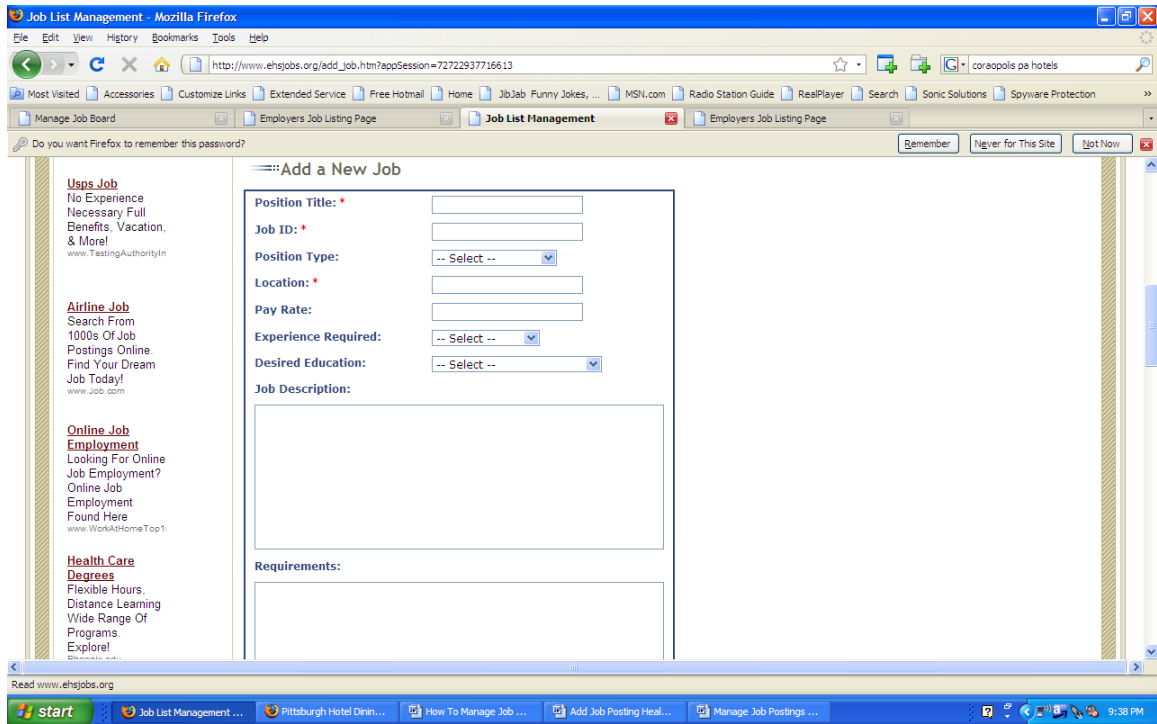
- USER NAME: _____
- PASSWORD: _____

Add and manager your job listings and manage applicants that apply for jobs on this site. Remember, an email with resume attachment is sent to the email address listed on your job posting registration for each applicant that applies for your job postings. Review the applicant's resume and determine if you wish to contact that person for an interview. Post unlimited jobs on this site, they are automatically removed on the date that you specify.

1. Visit the EHS Jobs Add Jobs Page at the following web address:
http://www.ehsjobs.org/add_job.htm
2. Please enter your User ID and Password once you enter the Add Jobs page. Enter your User Name and Password in the first box on the page. (See below)



3. Now that you have entered your User Name and Password you are now able to post jobs to our site. Basically, Now you will see a blank template. Fill in the applicable fields with your job posting information. **Important:** Position Id, Job Id, Location, and Expiration Date are **REQUIRED** fields. Add an appropriate job description, experience, requirements, and contact information. (See Below)



4. **Important:** Once you have posted your job information make sure to check the box that reads **Check To Publish Immediately**. If this step is not done your job information will not post to the site. While there are reasons why some companies will not want to post immediately due to information changes etc. please remember to check the box when you intend to publish change.
5. Then Click the **SUBMIT** Button to add the job to our site. (See Below). It's as easy as that to post a job. Feel free to add as many jobs as you like to our site.

