

Workplace Exploration Employer Posting Process



Post an opportunity

Click on the Opportunities tab

Click on Post A New Opportunity

Complete the fields in the Opportunity Details section

- Give the opportunity a descriptive Title
- Create an Opportunity Description that covers the main purpose and points of your opportunity
- Select the Industry of the opportunity
- Type in Keywords that will help teachers search the opportunity

Complete the fields in the Availability section

- Select the Opportunity Length from the drop down list
- Use the calendar to select the start date
- Use the calendar to select the last day of your opportunity
- Check the boxes to indicate your Preferred Days Of The Week
- Enter the Maximum Number of Participants per booking

Complete the fields in the Audience section

- Select the Grade Level(s) appropriate for your opportunity
- Select Districts you are willing to host or Select All Districts if you so desire

Under Other Considerations type any additional comments

Click the Preview Opportunity Posting button and review your posting (Blank fields will result in an error message; correct highlighted fields)

Postings cannot be edited once posted, you must Cancel the posting and repost

Upload Outline Or Handouts if you are planning to use them

Click Submit Posting

View your newly posted opportunity on the Opportunities tab

Cancel an opportunity

Click on the Opportunities tab

Select the opportunity you would like to cancel

Click on Cancel Opportunity at the bottom of the screen

Confirm the opportunity has been cancelled in the Opportunities table