

How to post a job

www.unitedwaypeel.org/jobs



United Way
Peel Region

The screenshot shows the homepage of the United Way Peel Region website. At the top right, there are links for 'Contact Us', 'Jobs', 'Campaign Toolkit', 'Privacy', 'Annual Report', and 'Strategic Plan'. Below these are buttons for 'MAKE A DONATION', 'LOGIN', and 'TEXT SIZE'. A navigation menu includes 'HOME', 'ABOUT US', 'FIND HELP', 'NEWS & EVENTS', 'GIVE', 'VOLUNTEER', 'ACT.', and 'CAMPAIGN'. A search bar is located on the right. On the left, there is a 'CLICK HERE TO DONATE online' button and a 'WAY TO GO!' newsletter subscription form. The main content area features a 'Job postings' section with a search bar and an 'Add Entry' button highlighted with an orange box and an arrow. Below the search bar is an alphabetical index (A-Z-9) with 'P' highlighted in red. A paragraph of text explains the job posting process and provides the email 'tford@unitedwaypeel.org'. There are also links for 'Jobs at United Way' and 'Jobs at Agencies'.

Visit unitedwaypeel.org/jobs. Click on "Add entry"

The screenshot shows the job posting form on the United Way Peel Region website. The form is titled 'Job postings' and includes a search bar and an 'Add Entry' button. The form fields are: 'Category' (dropdown menu), 'Position title' (text input), 'Name of agency' (text input), 'Name of Job Poster' (text input), 'Email address of Job poster' (text input), 'Agency Website' (text input with a dropdown for 'http'), and 'Position type' (dropdown menu). The 'Position title', 'Name of agency', 'Name of Job Poster', 'Email address of Job poster', and 'Agency Website' fields are highlighted in red, indicating they are mandatory. The 'Category' and 'Position type' fields are dropdown menus. The form is located on the right side of the page, with the 'WAY TO GO!' newsletter subscription form on the left.

Fill in the information. If it is highlighted in red, the information is mandatory.



WAY TO GO!

Subscribe to our newsletter, Way to Go!

Email Address

First Name

Last Name

Subscribe

Job postings Search Add Entry

Category: Jobs at Agencies

Position title: Fake position

Name of agency: Fake Agency

Name of Job Poster: First Last

Email address of Job poster: myemail@address.com

Agency Website: http://address.com

Position type: Select Position type

Additional comments: Select Position type, Volunteer Position, Part Time Contract, Full Time Contract, Part Time Permanent, Full Time Permanent

This is where you put details:

- You can add bullet point one
- point two

Years of experience required: 16

Phone number of Job poster: 16:07

Compensation: 16:07

Application Deadline: 15.09.2012 16:07

About the agency: Brief Description of the agency.

Responsibilities: List the responsibilities of the position you are advertising

- item one
- item two

Qualifications: What are the qualifications?

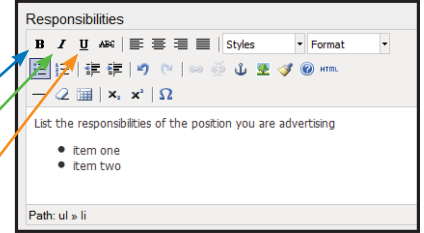
Job contact information: Include the job contact information that you would like the candidates to see.

Cancel Save Entry

Choose a category from the dropdown menu. Unless you are a United Way of Peel Region employee, select "Jobs at agencies"

WYSIWYG editor

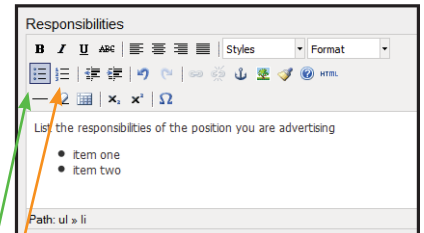
What-you-see-is-what-you-get



Bold highlighted text

Italicize highlighted text

Underline highlighted text

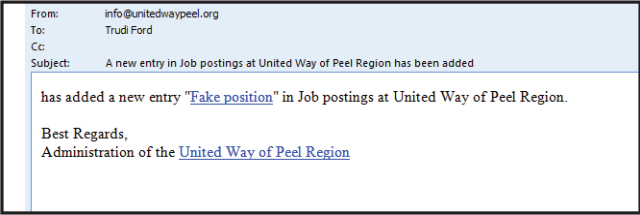


Highlighted items are placed in a bulleted list

Highlighted items are placed in a numbered list

When you have filled in the information, click "Save Entry"

If all the mandatory information has been filled out, you will be taken to this screen. Your job will not have been posted yet. Check your inbox. You will receive an email like this.



Your posting will be reviewed. When it has been confirmed as a legitimate posting, the post will be made live and you will receive an email confirmation of this fact.

The posting will be automatically deleted the day after applications are due.