



TEXAS APARTMENT ASSOCIATION

FOR MEMBER/EMPLOYERS: HOW TO POST A JOB IN THE TAA CAREER CENTER

OVERVIEW

This document guides how to post a job on a the TAA Career Center.

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To post a job, Employers need a job posting credit available. They can check it in the **Dashboard > Credits** section (to the left side of the page)

<https://webscribble.atlassian.net/wiki/spaces/WS/pages/2061565981/My+Account+Employer#Credits>

If they do not have credits, they must buy it in pricing.

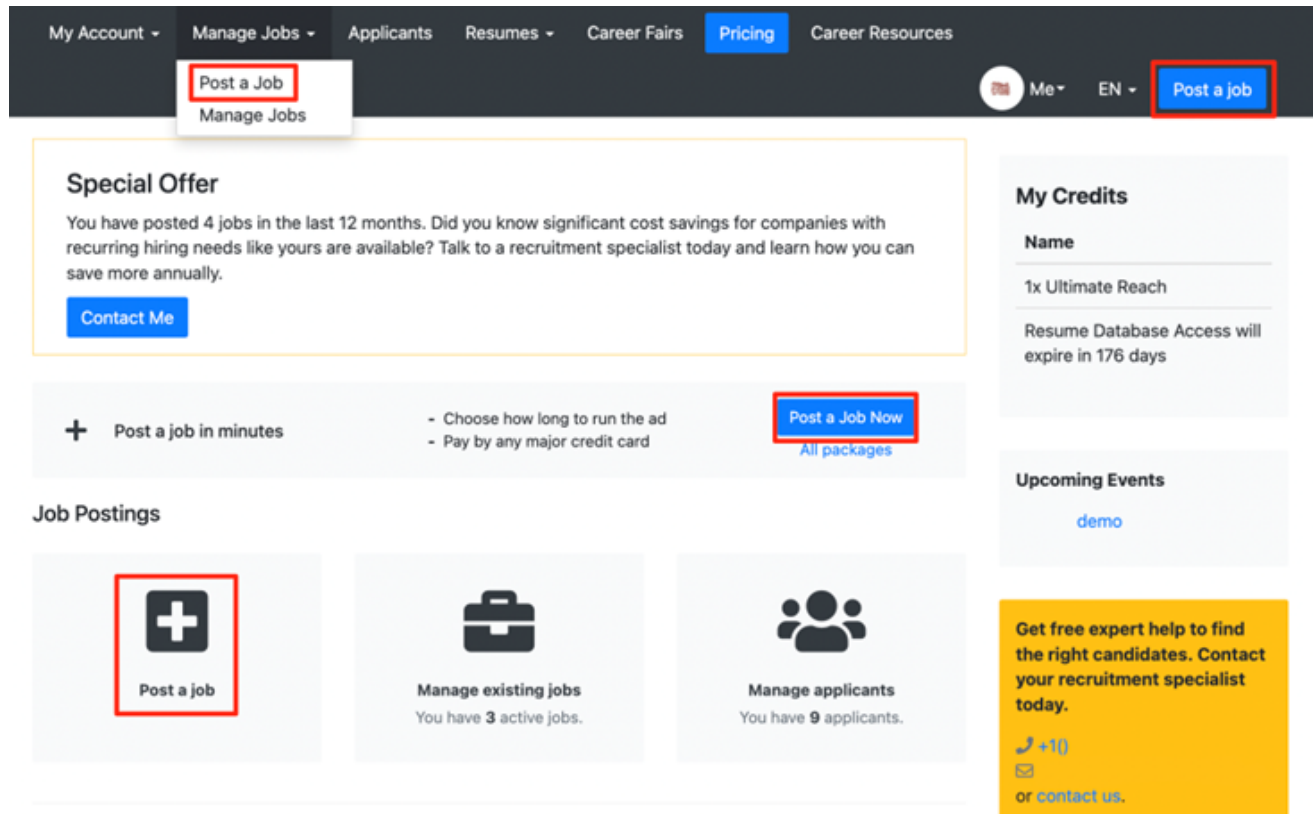
Read more about packages purchase here: [How to buy packages \[Employer\]](#).

For more information visit the link

WWW.TAA.ORG/CAREERS

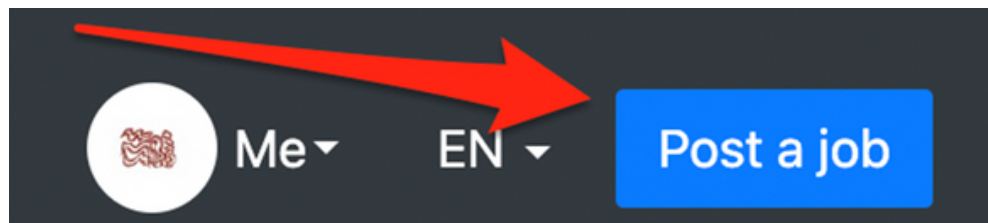
WAYS TO POST A JOB (ALL BUTTONS)

Employers have several paths to post a job.



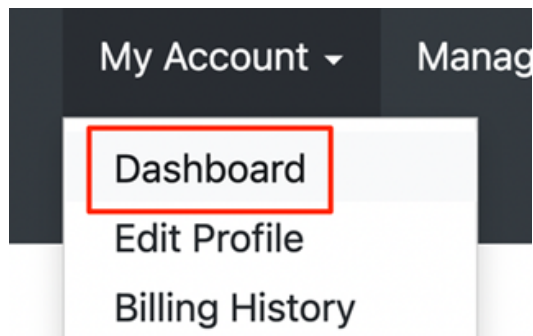
Post a job from the menu bar

Use the Post a Job button in the menu bar - top left corner of the page:



Post a job from the Dashboard

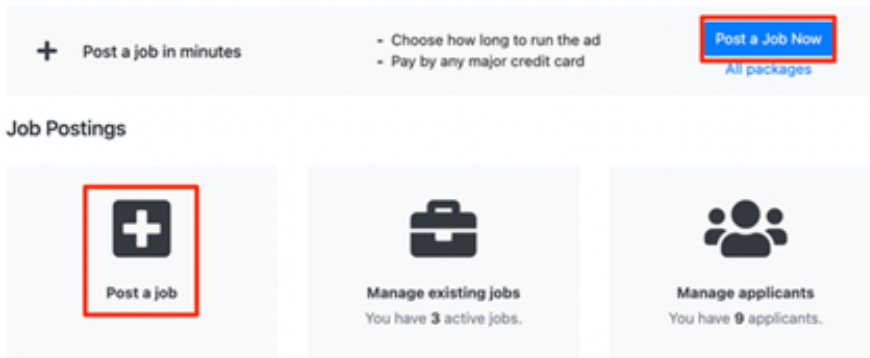
Go to My Account > Dashboard:



For more information visit the link

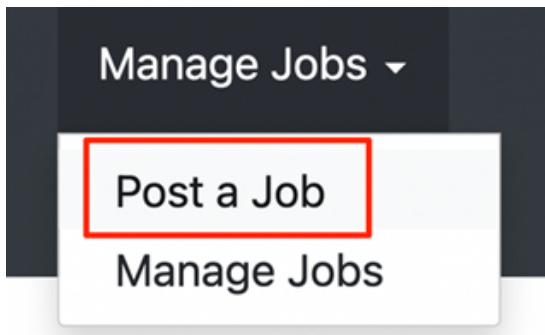
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Then click the Post a Job Now button and the big + Post a job buttons:



Post a job from the Manage jobs menu bar

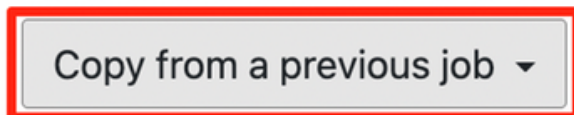
Manage Jobs > Post a Job:



POST A JOB (FORM)

Copy from a previous job

Is a button. Allows Employer to use details from previous jobs:



Employers can choose the Job from the drop-down menu by clicking on the button.

For more information visit the link

WWW.TAA.ORG/CAREERS

Credit to use

Employers can choose which billing package they want to apply to the Job. The package they choose at this stage will activate the Job.

See more about packages here: [How to buy packages \[Employer\]](#) & [Billing Packages](#)

Job Information

This section describes the Job. It includes the job title, category, industry, expected experience, and education. All these fields correspond to the search filters available on the Job Seeker's side.

This section indicates the publish date for the Job.

Job Location

Location of the position, not the company. Shows up in the search. Relates to Job Seeker's relocation destinations and current location.

Salary

Here, Employers can indicate the following:

- The exact annual salary for the Job, or set a range (minimum & maximum salary);
- Type of the position: Full Time, Part Time, Contract, or Internship.

Send your candidates to

This section lets Employers decide the way they want to receive applications. Even if they pick a channel different from the career center, Web Scribble still tracks all applicants.

Use your job board account


Receive applications on this career center account. Employers will see all job seeker applications in the [Applicants](#) section.

Use your website

To use this option, Employers need to add the link to their careers page.

If this is enabled, applicants see a message similar to this:

Apply for this job ×



You are being redirected to complete your application
If a new window did not open in your browser, please disable any popup blockers.

Get new jobs in your inbox similar to **Updated job**

By subscribing, you agree to the [terms of use](#) and [privacy policy](#)

Close Subscribe

And then, applicants visit Employer's website, where they continue the application process.


Use your email address

Employers indicate the careers email address. It can be different from the login email.

Each new applicant is announced to the Employer's email address.

Once a JS clicks Apply to this Job NG-3504 - Getting issue details... STATUS , they see the following message as confirmation:

Apply for this job ×



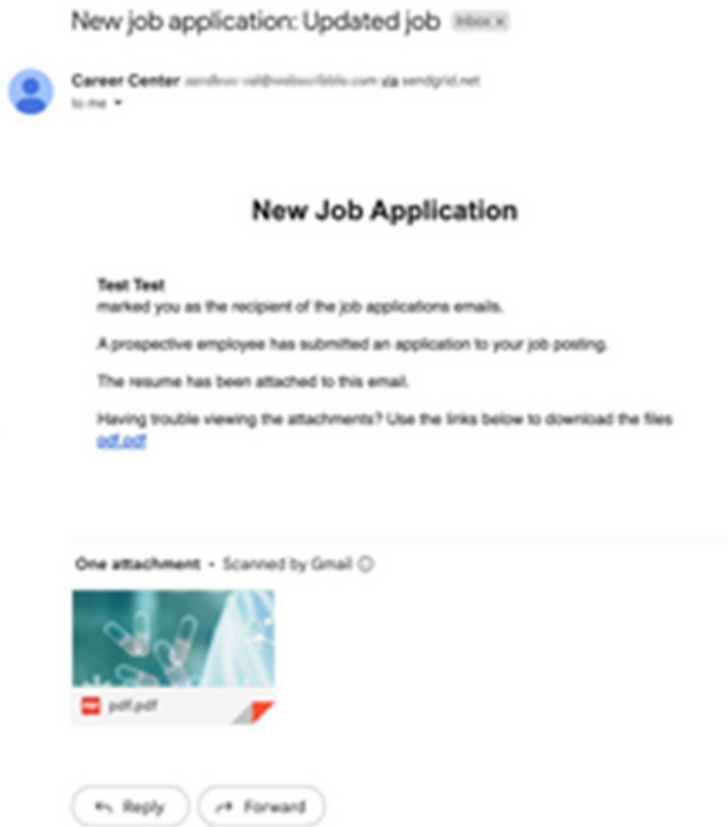
Your application is complete
Your application for **Updated job** was successfully submitted.

Get new jobs in your inbox similar to **Updated job**

By subscribing, you agree to the [terms of use](#) and [privacy policy](#)

Close Subscribe

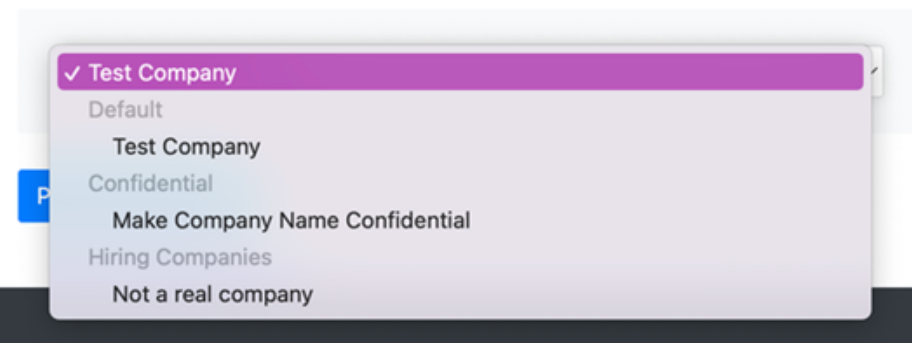
Employers receive an email from the career center. The email contains the applicant's resume, cover letter (if attached), and job name.



Company name

Indicate the hiring company name. Choose one from the drop-down list:

Company Name



Relates to this:

https://webscribble.atlassian.net/wiki/spaces/WS/pages/2061565981/My+Account+Employer#Create-a-new-Hiring-Company_

PREVIEW & POST JOB

Are buttons:



Preview - shows the Job in Job Seeker's interface.

Post Job - posts the Job and uses posting credits.

If the Employer does not post the Job, it remains incomplete. *See more about Incomplete status here:*

<https://webscribble.atlassian.net/wiki/spaces/WS/pages/2074738714/Manage+Jobs+Employer#Incomplete>

For more information visit the link

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