MHTBA Jobs Board Instructions

Welcome to the new MHTBA Jobs Board. Please see below for instructions on:

1. Creating a new account
2. Logging in
3. Posting a job listing from the main website
4. Editing a job listing or updating the date on an expiring job
5. Closing a job listing

Note: Your Taleo login information will not work on this board. Please see "Creating a new account" below.
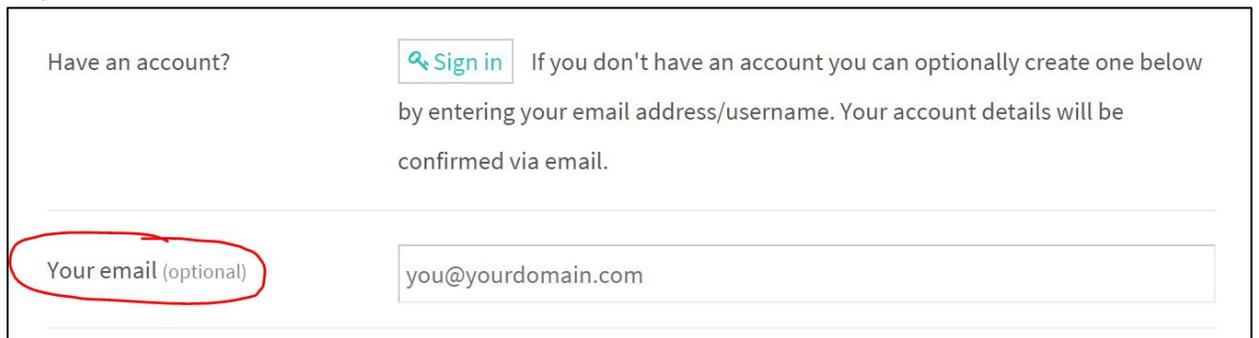
Quick links:

View jobs board – mthightech.org/jobs
Post a job – mthightech.org/post-a-job
Log in to management dashboard – mthightech.org/job-dashboard/

Creating a new account

1. Creating an account gives you access to the management dashboard, where you can edit and close job listings. You will also receive an email when your job listing is about to expire. Jobs are set to expire 40 days from their initial posting. (See below for instructions on updating an expiring job.) Creating an account will also save your company information so you don't have to re-enter it each time you post a job.
2. You can create a new account by entering your email address into the "Your email" box. That is all you need to do to create a new account with this board.

3. When you create a new account, Wordpress will email you a link to set your password. Be sure to check your spam folder for this email if you don't see it in your inbox.

Logging in

1. If you were previously had a Taleo account, that log-in **WILL NOT WORK for this jobs board**. Please see "Creating a new account" above for instructions on creating a new account.
2. When posting a job from mthightech.org/post-a-job, click "Sign In" and enter your user name or email address and password. You will then be redirected back to mthightech.org/post-a-job.
3. You can also sign into the management dashboard to manage your job postings. Visit mthightech.org/job-dashboard/ and log in with your user name or email and password. See "Editing a job listing" or "Closing a job listing" for more information on navigating the management dashboard.
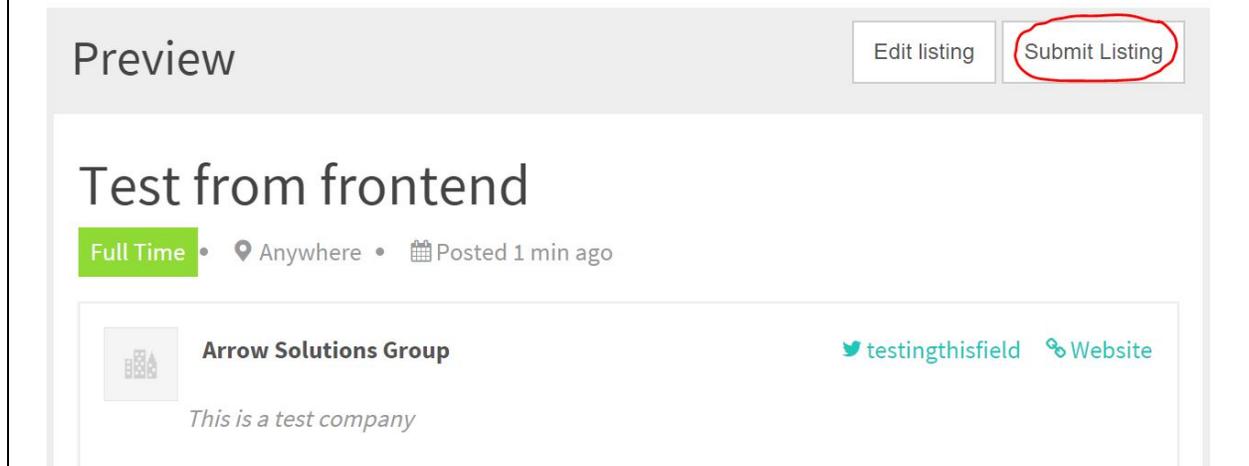
Posting a job listing from the main website

1. Navigate to mthightech.org/post-a-job
2. You can post a job as a guest, create an account, or log in with an existing Wordpress account.
3. Once you have logged in, created an account, or decided to post as a guest, begin to fill in the relevant fields. If there is not an appropriate job category for a position, email katy.spence@mthightech.org.
4. You must preview the job before submitting it.

5. On the preview page, click "Submit" to submit the job posting or "Edit Listing" to go back to the previous page.

3. Click "Preview" to proof your posting, then click "Submit" on that page. You should receive a confirmation message after successful submission.

Preview   Edit listing   (Submit Listing)

Test from frontend

Full Time • • ♦ Anywhere • • 📅 Posted 1 min ago

🏢 **Arrow Solutions Group**   🐦 testingthisfield   🔗 Website

   This is a test company

6. You will receive a confirmation if your job has submitted successfully.

in the future. If you had a Taleo account, that log-in will not work for this board.

2. Fill in information about the job. Please include any special application details in the job description.

3. Click "Preview" to proof your posting, then click "Submit" on that page. You should receive a confirmation message after successful submission.

Job submitted successfully. Your listing will be visible once approved.

Job submitted successfully? Click here to post another.

What do you think about the new jobs board? Let us know: katy.spence[at]mthightech.org. Thank you for your patience as we work out the kinks in our new system.

7. Click "Click here to post another" to post another job.
8. Your jobs will be usually be approved within 24 business hours of submission.
9. Job listings automatically expire after 40 days. Registered users will receive a notification of impending expirations.

Editing a job listing or updating the date on an expiring job

1. You must log in to the management dashboard from mthightech.org/job-dashboard/ to edit jobs.
2. Log in with your user name or email and password.

3. You should then see all the listing that your user account owns. If you have not posted any jobs with your user account, there will be no jobs in this view.
4. Click "Edit" beneath the listing you wish to update.
5. Update any relevant information on the listing and click "Save Changes" at the bottom to update the listing.
6. If your job is expiring, duplicate the current listing and re-submit it for publication. Once approved, the job will have the most recent date and you can close the expired job listing by following the instructions below.

Closing a job listing

1. Log in to mthightech.org/job-dashboard/
2. Locate the listing you want to close.
3. Click "Mark Filled."