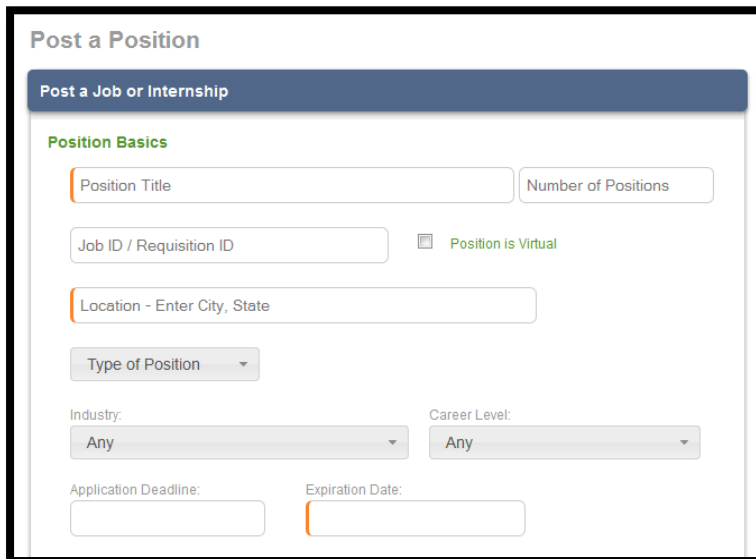


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Posting Jobs

Once your organization is registered in Franklin’s CareerBeam system and your account is activated, you have the ability to post an unlimited number of available positions. Using the Manage Postings feature (under the Post a Position menu), you can edit and remove postings at any time. **Click on Post Jobs & Internships** to begin the posting process. You will see a screen similar to the one below.

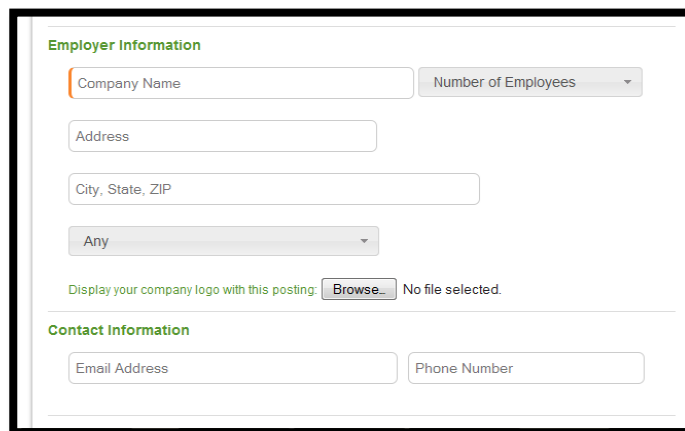


The screenshot shows the 'Post a Position' form with the 'Position Basics' section highlighted. The form includes the following fields and options:

- Position Title (text input)
- Number of Positions (text input)
- Job ID / Requisition ID (text input)
- Position is Virtual (checkbox)
- Location - Enter City, State (text input)
- Type of Position (dropdown menu)
- Industry: Any (dropdown menu)
- Career Level: Any (dropdown menu)
- Application Deadline: (text input)
- Expiration Date: (text input)

You’ll start by inputting the ‘Position Basics’, the **required information includes position title, location, and expiration date for the posting.** You can also include job ID, type of position, industry, career level, and application deadline. The more information you provide, the more likely your posting will match a user’s job search criteria.

Next, **complete the requested Employer and Contact information*** for your job posting.



The screenshot shows the 'Employer Information' and 'Contact Information' sections of the form. The 'Employer Information' section includes:

- Company Name (text input)
- Number of Employees (dropdown menu)
- Address (text input)
- City, State, ZIP (text input)
- Any (dropdown menu)
- Display your company logo with this posting: Browse... No file selected.

The 'Contact Information' section includes:

- Email Address (text input)
- Phone Number (text input)

* By completing your Company Profile, this will pre-populate information within the job posting.

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Finally, **complete the information on the position** including the position details (description, responsibilities and requirements) and how candidates can apply to the position.

Position Details

Position Description ****Required****

Responsibilities

Requirements

How to Apply ***At least one selection required**

Send Applications to this email address:

Application Email Address

Receive applications via your website application form

Application Website

By Phone

Contact Name

Phone Number

Once you finish inputting the posting information, **the system will display a preview** for your final review.

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Postings > Position Preview

Accounting Manager - Newark, OH

Jewels by Joyce

Date Posted: 2014-09-15
Job Type: full-time
Application Deadline: None

Description:

Looking for a dedicated and honest accounting manager.

Responsibilities:

Preparing financial statements

Requirements:

Bachelors in Accounting