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.

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.

* By completing your Company Profile, this will pre-populate information within the job posting.
Finally, **complete the information on the position** including the position details (description, responsibilities and requirements) and how candidates can apply to the position.

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

**Accounting Manager - Newark, OH**

**Jewels by Joyce**

- **DatePosted:** 2014-09-15
- **Job Type:** full-time
- **Application Deadline:** None

**Description:**

Looking for a dedicated and honest accounting manager

**Responsibilities:**

Preparing financial statements

**Requirements:**

Bachelor's in Accounting