



Job Posting System

If you do not want your company's jobs indexed automatically, OR your company's website cannot be indexed, OR your company does not have a career section or only has a general careers web page, your company can utilize DirectEmployers Association's Job Posting System (JPS). You can then direct the job seeker/Soldier to apply however you would like, whether that is to a page on your site, to an email address, or some other method.

To utilize the **Job Posting System (JPS)**, a free service to manually post your company's job opportunities to the Employer Partnership website, please follow and complete the steps below:

1. To ensure your company's jobs are properly posted to the Employer Partnership website, first your company will need to complete the **Employer Partner Information Form** and select *Job Posting System (JPS)*.

Upon completion email it to hirenow@employerpartnership.org or fax to the Employer Partnership Office (EPO) @ 703-601-0673.

2. The EPO staff will send a copy of your completed *Employer Partner Website Information Form* to DirectEmployers Association (DEA). DEA will assign passwords to each of the email contacts that you provided on this form so each employer contact will be allowed to access the *Job Posting System (JPS)*. This login and password information will be sent from EPO to the new employer partner via email. The average set-up time is 5-7 business days from the date DEA receives a copy of your completed *Employer Partner Website Information Form* from the EPO staff.
3. Once you receive your login and password information, go to <http://postajob.directemployers.com> and enter in your email address and password.




Member Login
Email Address: <input type="text"/>
Password: <input type="password"/>
<input type="button" value="and Go!"/>

[Owned and managed by a non-profit association of employers](#)

Employer Partnership Job Posting Options Guide

- Once you log in, you will be directed to this page. The **Job Posting System (JPS)** allows you to post, edit, copy or delete jobs. To **post** a job, click on the *Post a Job* link:



[Post a Job](#) -OR- [Sign Out](#)

Jobs 1 - 10 of 422


Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#)
[20](#) [21](#) [22](#) [23](#) [24](#) [25](#) [26](#) [27](#) [28](#) [29](#) [30](#) [31](#) [32](#) [33](#) [34](#) [35](#) [36](#)
[37](#) [38](#) [39](#) [40](#) [41](#) [42](#) [43](#) [Next Page >>](#)

ID	Job Title	Edit	Copy	Date Posted	Delete (Show Deleted)
5465	900010 Cashier I	Edit	Copy	9/16/2008 10:14:47 AM	Delete Job
5873	900010 Cashier I	Edit	Copy	11/10/2008 7:18:57 PM	Delete Job
6634	900010 Cashier I	Edit	Copy	1/9/2009 11:39:21 AM	Delete Job
6694	900010 Cashier I	Edit	Copy	1/16/2009 10:17:40 AM	Delete Job
6654	900018 Food Service Worker I	Edit	Copy	1/13/2009 3:47:26 PM	Delete Job
5462	900018 Food Service Worker I	Edit	Copy	9/16/2008 10:09:59 AM	Delete Job
6702	90010 Cashier I	Edit	Copy	1/19/2009 10:19:36 AM	Delete Job
6799	Administrative Assistant	Edit	Copy	1/27/2009 2:45:58 PM	Delete Job
6609	Administrative Assistant	Edit	Copy	12/31/2008 2:43:39 PM	Delete Job
5824	Administrative Assistant	Edit	Copy	10/29/2008 3:02:45 PM	Delete Job

[Owned and managed by a non-profit association of employers](#)

Employer Partnership Job Posting Options Guide

- Then input the information about the job opportunity by completing this page. Notice the links at the bottom of this screen where you can *Preview Posting*, *Post Position*, and/or *Cancel & Return to Manage Jobs*.



[Manage Jobs](#) -OR- [Sign Out](#)

Job Title
[Text Field] *

Job Ref Code
[Text Field]

Job Location
City: [Text Field] * State: [Dropdown] Country: [United States] [Dropdown] *

Virtual Job Location
If the Job is a Virtual Job, then please enter the Hiring Manager's Zip Code: [Text Field] *

Job Body
(HTML accepted)
[Large Text Area] *

[Use the Job Builder - HTML Helper](#)

Application Options

Send Application to following URL: [Text Field]

Send Application to following email address: [Text Field]

Fax Application to following fax number: [Text Field]

Mail Application to following address:

Street:
[Text Field]

[Text Field]

City, State, Zip Code:
[Text Field], [--Select One--] [Text Field]

Apply In Person

Post Position


[Preview Posting](#) [Post Position](#) [Cancel & Return to Manage Jobs](#)

Owned and managed by a non-profit association of employers

Employer Partnership Job Posting Options Guide

6. At this point, you can *Preview Posting*, *Post Position*, and/or *Cancel & Return to Manage Jobs*.

Click on *Preview Posting* to proofread your posting before you post the position:



Customer Service Representative - Indianapolis, IN

This is the area where you will provide a brief job description to include required knowledge, skills and abilities to successfully perform in this position.

Company Information

Name: [Sodexo](#)

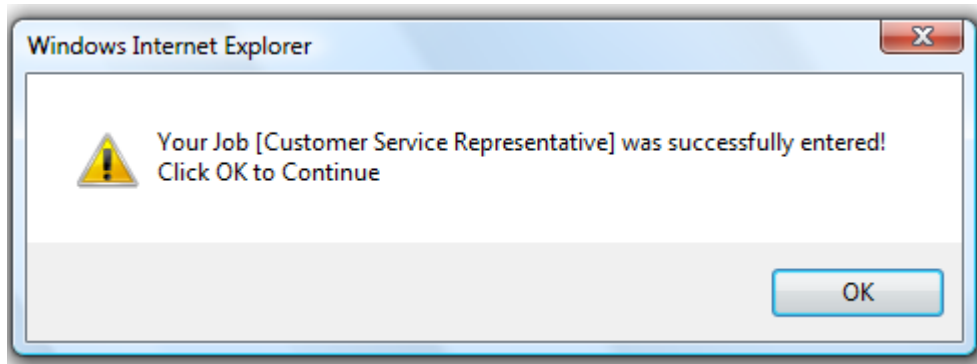
Description: Every day, more than 120,000 Sodexo employees work to improve the quality of daily life for our clients and customers. The people of Sodexo touch the lives of millions of men, women and children each day.

Application Information

Instructions: Submit Online Application To: test@jobcentral.org

Job Ref Code: TEST

If satisfied with the preview, you can then click on *Post Position* and this message will pop up:



If not satisfied, then you can go back and click on *Cancel & Return to Manage Jobs*.

7. The **Job Posting System (JPS)** allows you to manage and sort your jobs by job title or date posted. You can also *Edit*, *Copy* and *Delete* jobs once you have posted them. With *Edit*, you can make any changes necessary and update your posting. With the *Copy* feature, you can replicate an existing job. This is especially helpful if you have the same posting in multiple locations. All you have to do is *Copy* the existing job, change the location, and save time. When a job opportunity is no longer available, select the job and then *Delete*, and it will no longer be visible on the Employer Partnership website.

Employer Partnership Job Posting Options Guide






[Post a Job](#) -OR- [Sign Out](#)

Jobs 161 - 170 of 423

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#)
[20](#) [21](#) [22](#) [23](#) [24](#) [25](#) [26](#) [27](#) [28](#) [29](#) [30](#) [31](#) [32](#) [33](#) [34](#) [35](#) [36](#)
[37](#) [38](#) [39](#) [40](#) [41](#) [42](#) [43](#)

[<< Previous Page](#) [Next Page >>](#)

ID	Job Title	 Edit	 Copy	Date Posted	 Delete (Show Deleted)
6877	Customer Service Representative	Edit	Copy	2/3/2009 4:21:09 PM	Delete Job
5412	Customer Service Specialist	Edit	Copy	9/5/2008 2:51:19 PM	Delete Job
5262	Deli	Edit	Copy	8/12/2008 2:59:35 PM	Delete Job
6761	Deli Prep	Edit	Copy	1/24/2009 2:36:10 PM	Delete Job
4951	Diet Technician	Edit	Copy	7/8/2008 12:32:55 PM	Delete Job
4876	Dietary Aide	Edit	Copy	6/27/2008 7:24:27 AM	Delete Job
6693	Dietary Aide	Edit	Copy	1/15/2009 3:24:44 PM	Delete Job
5107	Dining Room Attendant	Edit	Copy	7/23/2008 1:10:33 PM	Delete Job
5343	Dining Room Attendant	Edit	Copy	8/21/2008 11:56:38 PM	Delete Job
5244	Dining Room Supervisor	Edit	Copy	8/6/2008 2:15:12 PM	Delete Job

[Owned and managed by a non-profit association of employers](#)