

## Listing Information Help Key

**Company Name** – This is job title.

**Contact Name** – This is the city or business name.

**Street Address, City, Zip Code, State, and Country** – These fields will be used by Google Maps to show where the actual job will take place. If there is a different location where applications and resumes are to be sent, detail that information within the main body of the job description and/or in the “Deadline Information” field. This field has no maximum number of words so it would be a good place to inform the potential applicant of the deadline date and where the application should be sent.

**Phone** – This phone number will show up on the ad as a contact number.

**Listing Type** – The listing type distinguishes which type of ad will run. Premium ads will be appear at the beginning of the list in alpha order. Basic listings appear after Premium ads in alpha order.

**Website URL** – do not include “http://” before www.YourWebsiteAddress.com.  
Example: www.westerncity.com. \_\_\_\_\_

**Listing Description** – This typically will include general information about the employer, a description about the position, requirements and education, and information on how to apply.

The next section asks for the payment information and poster’s contact information incase we have a question and need to contact you.

After the payment section, the “Additional Information” section follows. This is where you have an opportunity to fine tune your ad. The fields in this section will be used by job seekers to sort and search for your ad so take advantage these fields and fill out as many as you can. If you leave a field blank the field will not appear in your ad in any way.

**Contact** – This field will appear on the ad and should be filled out if there is a specific person the job seeker should contact.

**Category** – This is an important field. Job seekers that are browsing the site quickly will most likely only look in categories that they are interested in. Be sure to choose a category to ensure getting the most possible exposure.

**Contact Email** – This goes along with “Contact” this should be filled out if you’d like candidates to send email inquiries to a specific person. If you do not, leave it blank.

**Title** –Please fill this out with the job title that you are advertising for. This is a redundant field but is used as another important sorting function and should be typed into the field both here and in the above section where it says “Job Title.”

**Deadline Information** – You may put information in respect to time the application/resume is due, where candidates should return their material, etc.

**Deadline Date** – This field should be formatted in mm/dd/yyyy.

**Salary** – This is a drop-down field and may be filled out or left blank.

**Salary Range** – This field can have more information. Ex: \$\$,\$\$\$ - \$\$\$,\$\$\$ plus car, etc.

**Benefits** – There is no maximum number of characters so feel free to put as much information as you’d like.

**Job Duration** – Specifies if this is a full-time, part-time or interim position.

**County** – This field will also be used by job seekers regularly to find jobs in a particular geographic area.

After you’ve placed your order, you will be able to upload images and edit your ad if necessary.