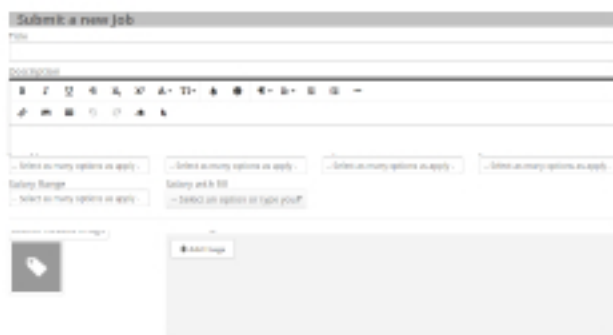
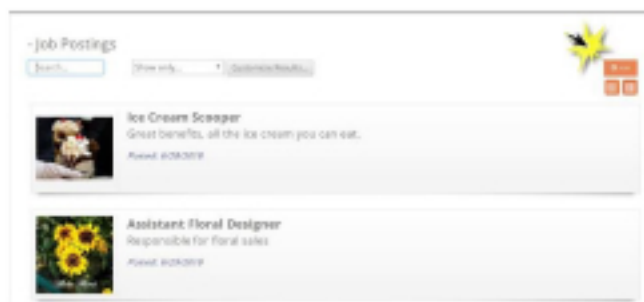


Submit a Job Posting via the Info Hub

1. Click **Job Postings** in the left-hand navigation.
2. Click the **Add** button in the top right.



3. Configure the following:
 - **Contact:** Your name will be automatically populated. If applicable, the organization may be selected from the drop-down list.
 - **Content Status:** The status of the content will be displayed as **Draft**. Once the job posting is saved, the status will change to **Pending Approval**. Once staff has approved the content, this will be automatically updated to approved.
 - **Title:** Enter the job title. This will be displayed in the job postings search results.
 - **Tags:** Enter desired tags..
 - **Description:** Enter the job description.
 - **Publish Start:** Enter the first day this job posting will be published.
 - **Publish End:** Enter the last day this job posting will be published. **Note:** a *Web Content Pre Expiration Notice* email will be sent three days prior to the Publish End with a link to the Info Hub where you could update the publication end date.
4. **Search Description:** The description for display on the job postings listing pages.
 - **Custom Fields:** If you include custom fields, enter the appropriate information.
5. (Optional) Click the **Search Result Image** to upload an image to be displayed on the job listings page. **NOTE:** Additional images can be added once the posting has been saved.
6. Click **Done**.

When Chamber staff approve the content, you will receive an email notification stating the content was approved.