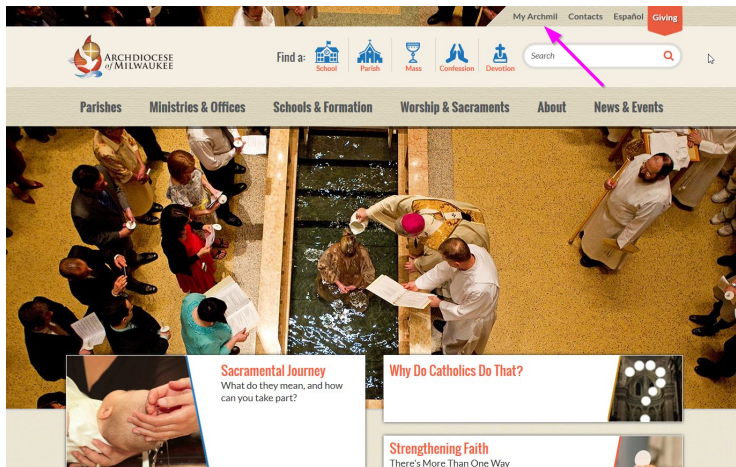


Posting Jobs

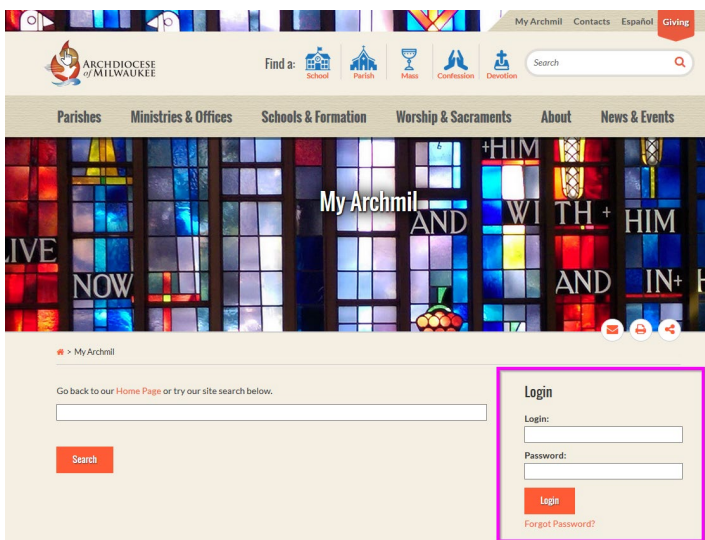
Parishes, schools, and the central offices all have the ability to post job openings to the archmil.org website. By default, the job is listed for 90 days unless you adjust the date.

Adding your job to archmil.org

To access the **Jobs Maintenance** section of the site you must first log into archmil.org by clicking the **MyArchmil** link on the main blue toolbar.

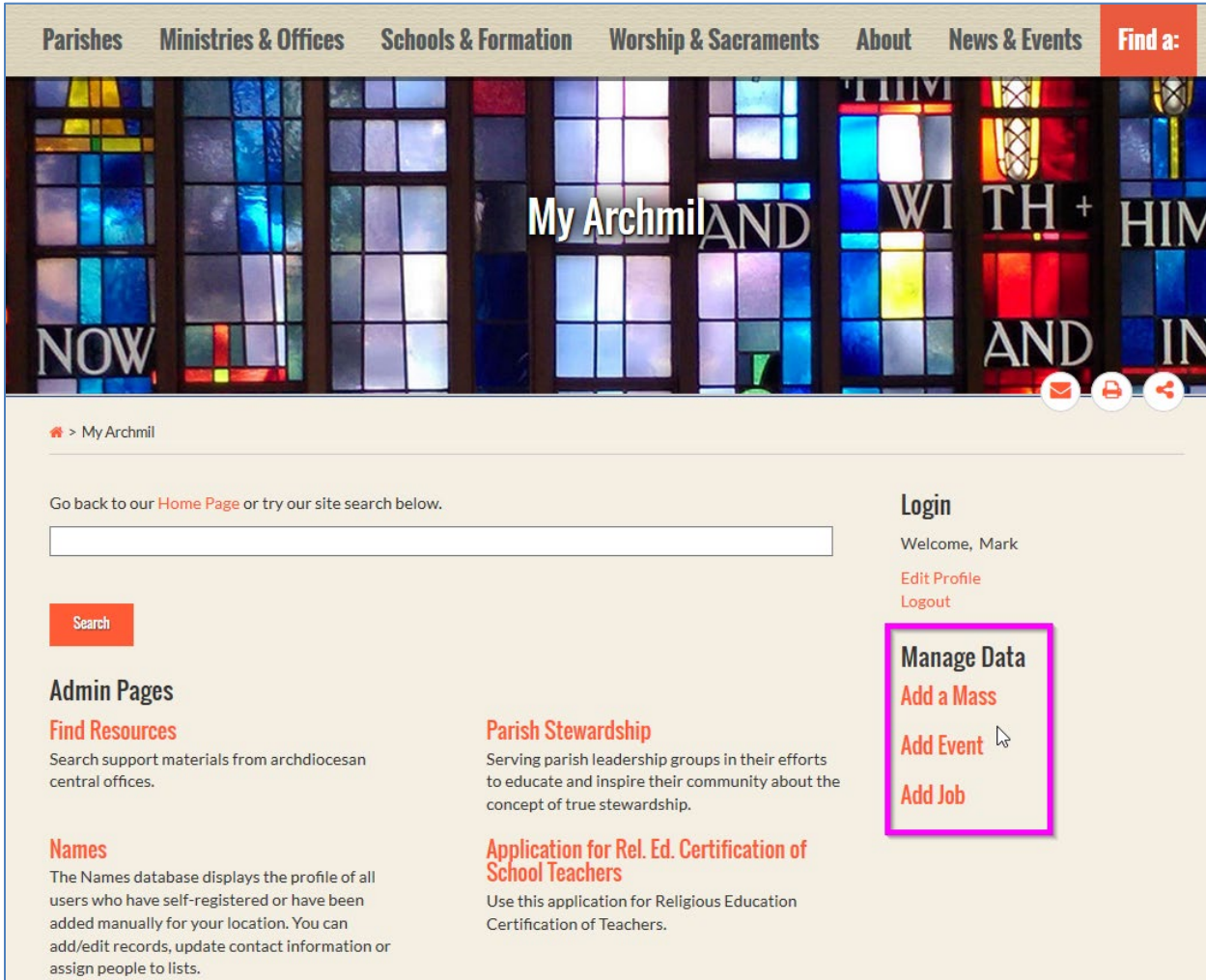


Enter your **Login** (username) and password. Click the **Login** button.



Contact the Information Systems office if you do not have your login information.

Click **Add Job** link in the right column of the screen. This will launch the Jobs Editor.



Note: The items displayed on this landing page are unique to the individual. You may not see these exact items on your screen.

The screenshot shows the top navigation bar of the Archdiocese of Milwaukee website. The logo is on the left, and a search box is on the right. Below the navigation bar is a dark blue menu with links: Find Resources, Manage Data, Names, SendGrid Mailer, Configure Role Tag Access, Event Reporting, and Return to ArchMil.org. The main content area is titled "Job Info" and contains three sections: "Position" with a text input field and a "Position Start Date" field with a calendar icon; "Summary" with a large text area; and "Job Description" with a large text area and a blue "Edit" button. Red asterisks indicate required fields.

Enter the **Job Position** Title (Required)

Enter the date you want this person to begin working (Recommended)

Enter a **Summary** of the job. This should be a short narrative (**no more than 150 characters**) or the first sentence of the full description. This is important because it appears on the main job listing. (Recommended)

Click the blue **Edit** button to open the **Job Description** editor. Type the full description here; format the text as appropriate. You can use bolding, italics, bullet lists, etc. (Required)

Note: please format the text in this editor. Do not use the formatting from your word processor.

Screen capture continued on the next page...

The screenshot shows a web form with a blue border. At the top left, the word "Qualifications" is displayed next to a blue "Edit" button. Below this is a large, empty text area. Underneath is a section titled "Status Notes" with an empty text area. This is followed by a section titled "To Apply" with an empty text area. The final section is titled "Compensation Notes" with an empty text area. To the right of these fields is a large, empty rectangular area.

Click the blue **Edit** button to add any additional **Qualifications**, format the text as appropriate. You can use bolding, italics, bullet lists, etc.

Enter any **Status Notes** (e.g. position available immediately, begins next school year, etc.)

Enter **To Apply** instructions.

Note: you should not include e-mail addresses here, they will not display as clickable links. There is a separate field for an e-mail later in the process.

Enter any applicable **Compensation Notes**.

Screen capture continued on the next page...

The screenshot shows a web form for job posting. It is divided into several sections:

- Job Contact:** Contains input fields for Full Name, Email, Phone, Fax, Address 1, Address 2, City, State (a dropdown menu with '- select -'), and Postal Code.
- Scheduling:** Contains a 'Display from' date field, a 'to' date field, and a checkbox labeled 'Feature until' followed by a date field. This section is highlighted with an orange border.
- Meta Information:** Contains a 'Page Title' input field.
- Metatag Keywords:** Contains a large text area for entering keywords.

Enter all appropriate **Job Contact** Information.

You can disregard the **Scheduling** section of the form. By default, your job posting will display for 90 days from the day the posting is created. Change the **Display from** and **Display to** dates if the default setting does not meet your criteria.

Disregard the **Feature Until** option, which is not being used.

You can also disregard the **Page Title** field, the system will automatically populate this with the job title entered in step one.

Enter any **Metatag Keywords** that describe the job. Separate keywords with commas.

Screen capture continued on the next page...

The screenshot shows a web form titled "Select Tags" with a light blue border. It contains six dropdown menus arranged in two rows of three. The first row includes "Job Category", "Employment Type", and "Compensation Type". The second row includes "School", "Parish", and "Language". Each dropdown menu has a red asterisk and the word "Required" below it. Below the dropdowns is a "Submit" button. At the bottom left, there is a breadcrumb trail: "You Are Here: Jobs > Edit Jobs". At the bottom right, there are "Email" and "Print" icons.

Select a Tag for **Job Category** and **Employment Type (Required)** Select a Tag for your **School** or **Parish (Required)** **Compensation Type** and **Language** tags are optional.

Click **Submit** to save your posting. You will be taken back to the main Jobs page and you should see your posting at the top of the list.

Editing a Job

From the main Careers page, search for your previously posted position.

Note: The link to the Careers page is now found in the footer of every page on the site.

Click the Red **Edit** button by the Job Title to open the editor.

Note: You only have the ability to edit jobs posted for your location(s).

The screenshot displays the 'Find a Job' interface. At the top, there is a navigation menu with the following items: Parishes, Ministries & Offices, Schools & Formation, Worship & Sacraments, About, News & Events, and a 'Find a:' search bar. Below the navigation is a banner image showing people in a church setting. On the left, a sidebar titled 'FIND A JOB' contains several filter sections: 'Keywords' with a search box, 'Job Category' with a list of categories and counts (e.g., Central Office - Pastoral/Ministerial (2)), 'Employment Type' with 'Full Time (31)' and 'Part Time (31)', 'Parish' with a dropdown menu, and 'School' with a dropdown menu. The main content area shows a job listing for 'Principal - St. James Catholic School, Waukesha, WI'. Above the listing is a red 'Add Job' button. Below the job title is a red 'Edit' button, which is highlighted by a pink arrow. The job description includes details about the school and a 'View Details' link. At the bottom of the listing, there is a table with the following information:

Location	St. James Catholic School, Waukesha, WI
Employment Type	Full Time
Job Category	Schools - Administrative/Principal

Deleting a Job

You cannot delete a job from the system. Contact the Information Systems office to remove a job or it is automatically removed once the ad has expired. Reminder, by default, jobs are posted for 90 days unless you shorten or extend the Display To date in the Scheduling section.