

BOMA/Chicago Website Guide: Posting a Job or Resume in the Job Bank

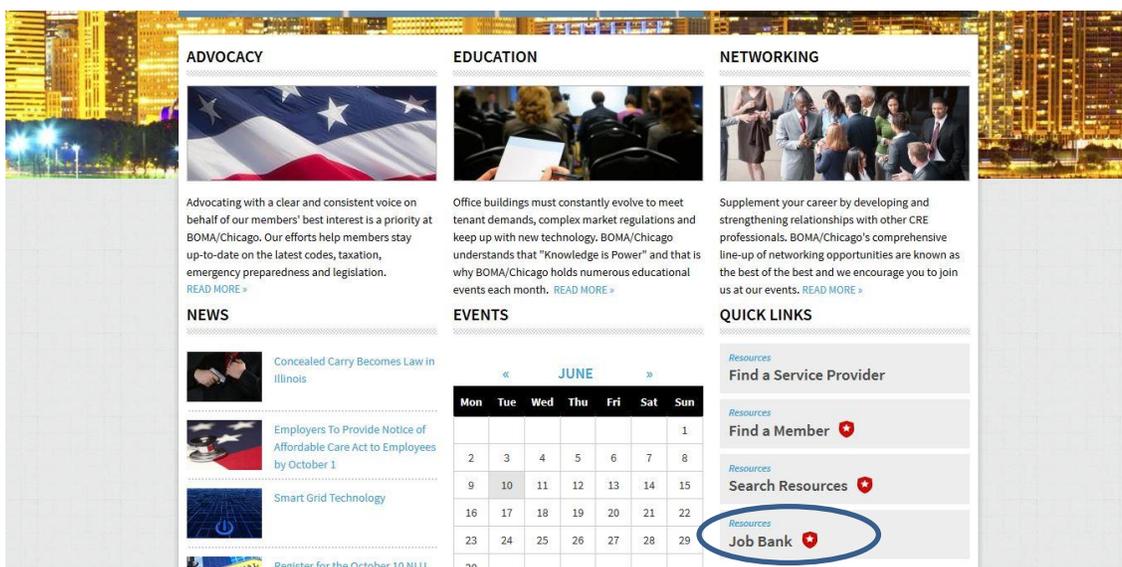
This guide outlines the various ways that you can utilize the BOMA/Chicago website Job Bank. This user-friendly and no-cost tool equips each of our members with employment and networking opportunities. Whether you are an individual seeking a position or an organization looking to fill an open position, our Job Bank is the resource for you.

If you have any questions regarding information in this guide or if you cannot figure out how to complete a task on the website, please email us at info@bomachicago.org.

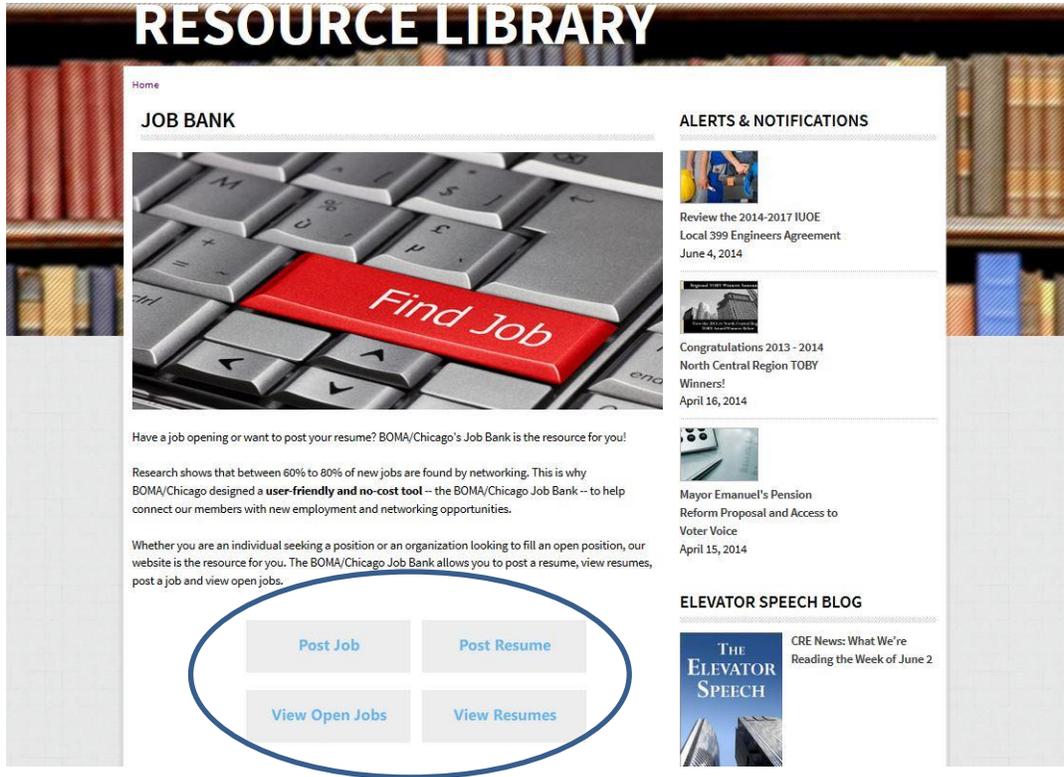
STEP 1: Log in using your username and password.



STEP 2: Look under the “Quick Links” section for the box titled “Job Bank.” Click “Job Bank.”



STEP 3: You will now land on the Job Bank webpage. Click on any of the four options listed in the gray boxes: Post Job, Post Resume, View Open Jobs and View Resumes.



STEP 4: If you click on Post Job or Post Resume, you will be directed to the same page. See below for instructions on how to post a job and/or resume.

Ad Type: Choose "Job" or "Resume" →

Category: Choose a relevant category →

Title of your job or resume →

Enter in your job description or enter in your resume →

Attach a picture (company logo, headshot, etc.) →

Contact person email address →

Contact person phone number →

Save or Preview. Pressing save will publish your job/resume automatically. →

STEP 5: Now that your job/resume is posted, you will see your job/resume appear (like the below). If you would like to edit or delete, click "Edit."

Home

View **Edit**

PROPERTY MANAGER NEEDED ASAP

BOMA/Chicago is seeking an experienced Property Manager.

06/10/2014 - 9:48am

Contact Details

Contact Email:
jmadden@bomachicago.org

Subscribe to: Posts by jaclynnetest

ALERTS & NOTIFICATIONS

- Review the 2014-2017 IUOE Local 399 Engineers Agreement
June 4, 2014
- Congratulations 2013 - 2014 North Central Region TOBY Winners!
April 16, 2014
- Mayor Emanuel's Pension Reform Proposal and Access to Voter Voice
April 15, 2014

ELEVATOR SPEECH BLOG

STEP 6: You can now edit your post or delete it by pressing "Cancel Ad" at the bottom of the edit page. Your job or resume will stay posted for one month after the date that you posted it (unless you delete it yourself). Once your post does expire, you will have the option to repost by pressing the "Renew" button that will appear.

Publish Date: 06/10/2014
Format: 06/10/2014

Classified Image: REMOVE

Contact Details

Contact Email:
jmadden@bomachicago.org

Contact Phone:

SAVE PREVIEW **CANCEL AD**