

## HOW TO CREATE A NEW JOB

**Create New Job:** Click on link, MauiCC as the campus affiliation, then fill in the blanks. When done, click on "Submit Final."

**View & Manage Existing Jobs:** Allows employers to see existing list of jobs. Click on the job to access the listing information. Editing, re-opening, and closing jobs have never been so easy.

Welcome : (your name)

**Jobs/Other Menu**

Current Statistics	#
Pending Jobs (in Draft)	0
New Jobs (Awaiting Approval)	0
On Hold Jobs	0
Open Jobs (Being Advertised)	0
Closed Jobs	0

**Job Options**

- [Create a New Job](#)
- [View and Manage Existing Jobs](#)
- Search by Job Series #:  -AXX

**Other Options**

- [Edit My Profile](#)
- [Change Password](#)
- [Browser Information](#)
- [Equal Employment Opportunity \(EEO\) Policy](#)
- [Contact Information](#)

Help

**Current Statistics:**  
Just some helpful data

**Edit My Profile:** Employers can update their contact information any time.

**Equal Employment Opportunity (EEO) Policy:** Click on the link and read this important information, which every Employer should know.