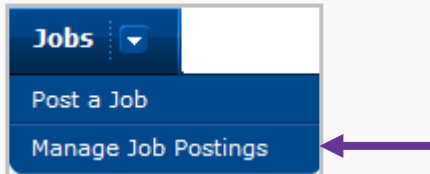



COPY A JOB POSTING

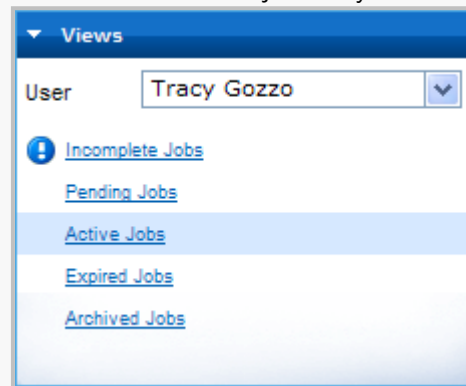
Step-by-Step Actions

1. Place the mouse over the “Jobs” tab, and then click on “Manage Job Postings”.

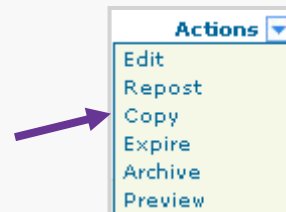


2. From the “Views” menu on the left-hand navigation menu, select the status of the job that you want to work on.

 The default view is “Active Jobs”.



3. Select “Copy” from the “Actions” drop-down menu.




4. Click .


5. Choose the section(s) you want to edit. Add/change information in the following section(s):

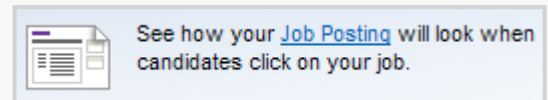
Sections:

- Job Information
- Job Description
- Company Information
- Contact Information

* If you see this symbol , this indicates that you have not completed your edits.

6. It is strongly recommended to preview your job before posting it to Monster. To do this, click “Job Posting”.

* If you see this symbol , this indicates that this preview is not the same one that you will see on the live site. The reason is that you have not completed your edits.



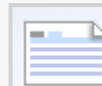
COPY A JOB POSTING

Step-by-Step Actions

7. OPTIONAL STEP:

If you would like to view how the job seeker will see your job posting in their search results, then click **“Job Search Results”**.

This will show the impact of your job title and the first part of your job description.



See how your job posting will look on the [Job Search Results](#) page.

8.

Click **Continue** to proceed to the next page.

9. OPTIONAL STEP:

Review the **“Job Search”** section.

Add/change the Search Area and/or Category.



Please note that when you add a Search Area, it is considered a new posting and a charge is applied.

Job Search?

Indicate how you want to advertise your job. The price of your job posting includes the following:
Advertising in a search area.
3 occupations in a search category.

You can expand your reach by purchasing additional search areas and categories.

Search Area	Category	Expires	Status	
Edit Delete	US-Florida-St. Petersburg	Accounting/Finance/Insurance	12/18/2009	Incomplete

[Add Search Area/Category](#)

10. OPTIONAL STEP:

Monster offers a variation of products to enhance your job posting some of which you can apply in the job posting process.

- Job Bolding
- Career Ad Network
- Area-wide Career Ad Network
- Monster Newspaper Postings
- Monster OnDemand

Job Posting Enhancements?

Increase the effectiveness of your job posting.

Job Bolding
Stand out by bolding your job title in job search results. [Learn more](#)
Only \$30 per job posting.

Expand your hiring reach!

Resume Search
Find qualified candidates in Monster's resume database. [Learn more](#)
Only \$650 for 2 week 100 mile Resume Search 400 views.
Search area ZIP Code:

Monster Newspaper Postings
Advertise your job in the Sunday edition of a leading newspaper. [Learn more](#)

The Boston Globe - Only \$79

11. OPTIONAL STEP:

If you would like to save this job posting for future use, check the box next to **“Save this job to your Hiring Library to use again.”**

All the information you have entered in this job posting will be saved to your Hiring Library and can be edited at any time.

12.

Click **Apply Changes**.

* indicates a **REQUIRED** field.



indicates that HELP information is available