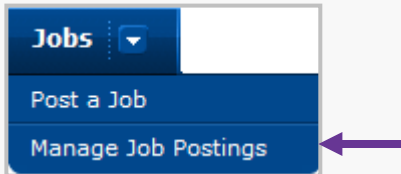


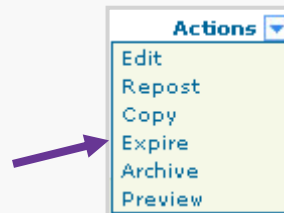
EXPIRE A JOB POSTING

Step-by-Step Actions

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

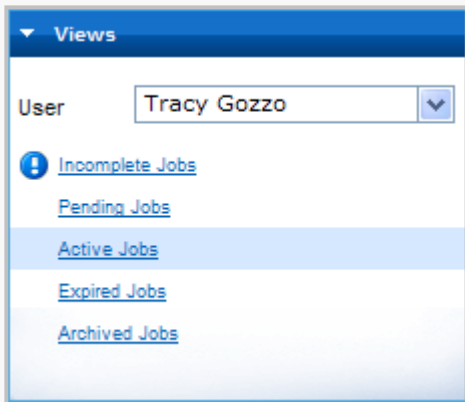


2. Select “Expire” from the “Actions” drop-down menu.



3. Click .

4. To view the job posting you just expired:
From the “Views” menu on the left-hand navigation menu, select “Expired Jobs”.



The default view is “Active Jobs”.