

# Posting a Job on IREMjobs.org

**1.** Once you have registered, the thank you page will look like this. On this page, click **"Take Me to Employer Tools"** to view the Employer Tools page and be able to post a job. *If you have already registered and are returning to the site, you will be taken directly to Employer Tools upon login.*

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**Thank You for Registering!**

You have been automatically logged in and are now ready to access the tools available to facilitate your search for the most qualified applicants for your real estate job opportunities.

Complete your account profile and company information now or select from the Employer Tools in the left menu bar.

**Update My Profile**  
Now that you have registered, please set your communication preferences and complete your contact addresses, phone numbers and additional information.

**Take Me to Employer Tools**  
Take me to IREM Employer Tools now.

**EMPLOYER TOOLS**

- Employer Tools
- Job Postings
- Active Job Applications
- Search Jobs
- My Profile
- Company Information
- Manage Users
- Mailbox
- Help

LOG OUT

Logged in as kkazmier  
**Logout**

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**2.** The Employer Tools page looks like this:

Whenever you log in to IREMjobs, you will be taken to this page. It is your home base, from which you can read messages in your on-site mailbox, search resumes, view active job applications to jobs you have posted, edit your company information and account preferences, and post a new job.

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**Employer Tools**

**Mailbox**  
You have 0 unread message(s) in your mailbox.  
[Check for messages and site notifications.](#)

**Resume Quick Search**

Keyword(s):

Designations:  CPM® (Certified Property Manager®)  
 ARM® (Accredited Residential Manager®)

**Search Resumes**

**Post Jobs**  
View, post, and modify your job opportunities.

**Active Job Applications**  
Here is a list of your saved resume searches.

**My Profile**  
Update communication preferences and to add or change contact information.

**Company Information**  
Change company descriptive information.

**Help**  
Having problems with the site? Send a request for help.

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**3.** To post a job ad, click the **Post Jobs** link in the center column, or the Job Postings link in the navigation bar on the right side of the page. You will be taken to this page:

You must first "subscribe" in order to post a job. You will need a credit card in order to subscribe online. (If you cannot pay by credit card, send an email to [jobs@irem.org](mailto:jobs@irem.org), and indicate you need to be billed for your job posting. Your IREMjobs account will be given a credit so that you may post a job, and you will receive an invoice in the mail for the posting.) Click the **Subscribe Now** link to begin the payment process.

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### Job Postings

Here is a list of your current job postings. Click "Post New Job" and follow the instructions for adding a new job to the system. You can click on the edit icon to change the description of jobs you have posted.

There are no job postings for this company.

**Subscribe Now!**  
You may not post any new jobs until you have subscribed to this service.

[What do these icons mean?](#)

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**4.** The add subscription page looks like this:

Be sure to check that the price is correct for your subscription type - if you are registered as an IREM member, the price will be \$100 for a 30-day posting, and if you are a non-member, it will be \$200. **Select Continue.**

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### Add Subscription

Select Subscription Plan

Subscription Type:

Description: With this subscription, you can post 1 job. Your posting will be active for 30 days.

Price: \$100.00

Available Credits: 1 job(s) may be posted.

Start Date: 6/15/2005

Expires: 7/15/2005

**Continue**

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5. Enter your billing information on this page.

Select **Process Payment** when you are finished entering the appropriate information. The credit card number must be entered with no dashes or spaces. When the payment process is complete, you will be taken back to the Job Postings page.

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**Billing Information**

First Name  
Last Name  
Address  
Address Line 2  
City  
State  
ZIP  
Country Code  
Email Address  
Phone Number

**Payment Information**

Card Type  
Card Number  
Card Month  
Card Year  
Name on Card

Cancel **Process Payment**

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6. If, when you are taken back to the Job Postings page after processing payment, it still says that a subscription is required, click on the **Employer Tools** link in the navigation bar on the right hand side of the page. Then, click on **Job Postings** and you should now see that you may post one job:

Click on the **Post New Job** link.

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Here is a list of your current job postings. Click "Post New Job" and follow the instructions for adding a new job to the system. You can click on the edit icon to change the description of jobs you have posted.

There are no job postings for this company.

**Post New Job**  
Based on your current subscription, you may post 1 new job.

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**7.** Fill in the relevant fields for the job description. We recommend writing the job description in Word, then cutting and pasting the text into the correct fields to avoid being logged out for inactivity. At the bottom of the page is a check box for **Confidential**. If you do not want your company information displayed with the ad, make sure this box is checked. If you do want your company information displayed with the ad, make sure it is unchecked. Either way, applicants will be able to apply to the job through the site, and you will get a message in your **Employer Tools Mailbox** and an email that someone has applied to your job. Be sure to click **Save** when you have finished filling in the job information!

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## Post New Job

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Please enter the following information then click "Save" to finish.

**Job Details**  
*Required fields are in bold.*

**Job Title**

**Job Category** Accounting/Finance

**Job Description**

**Minimum Requirements**

**Degree Requirements**

Designations Required  CPM® (Certified Property Manager®)

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