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WELCOME

The Department of Rangeland, Wildlife, and Fisheries Management (RWFM) has long supported a nation-wide job board geared towards connecting those interested in seeking and/or posting the latest job opportunities in the natural resource profession. The job board allows users to query and filter a variety of career field opportunities based on posting time, location and job type. Through the employers portal, companies can create, manage and edit their job postings. All job postings are reviewed by website administrators to ensure completeness and quality of job announcements. This guide provides an overview on how to post and manage your companies job listings.
CREATE A LOGIN

1. Access the job board home page by inputting jobs.rwfm.tamu.edu in your browser. Navigate to the top, right part of the window and click on the employer login button.

2. Click on the create an account option to register yourself as an employer with the job board.

3. Enter your email address, create and confirm your password, enter your employer name and employer type and click the register button. This information is required for you to create an account. There is an option to input the main website URL and this information is not required for your account creation.

Note: Please spell out the full name of the employer (do not use acronyms).
CREATE A LOGIN

3. Enter your email address, create and confirm your password, enter your employer name and employer type and click the register button. This information is required for you to create an account. There is an option to input the main website URL and this information is not required for your account creation.

Note: Please spell out the full name of the employer (do not use acronyms).

4. A confirmation message stating registration succeeded will appear in your browser and a confirmation link will be sent to your email.

Note: The confirmation link may get sent to you spam folder.

5. Click on the confirmation link in your email. A confirmation message stating your email has been confirmed will appear in your browser and you can now manage your job listings.
CREATE A JOB POSTING

1. Navigate to the top left part of the job board homepage and click the manage jobs tab.

2. This will pull up the current job listings dashboard. Click on the create new listing button.

3. Input data for required fields (job title, minimum education level, minimum years experience, hours per week, salary, start date, application deadline, contact name, contact preference and job description). These are indicated with a styled caption*.

Note: Requirements and tips for each field are included in the ? bubble after each header. Ex. Minimum Education Level* - “Specify the minimum education level that would be considered. Candidates without the minimum education should not apply.”
CREATE A JOB POSTING

4. Click the **add location** button at the bottom of the page.

5. Place a **marker** on the map to indicate a precise location. Place a **circle** on the map to indicate a wider area. Candidates searching by **state** will find listings based on the selected state in the dropdown. Candidates searching by **distance** from a precise location will find listings based on the map.

**Note:** The map can be updated based using any of the three buttons located above the map window.

- Update map from address
- Update address from map
- Show current location
CREATE A JOB POSTING

6. Click the **save** button at the bottom of the page to complete your job posting.

7. You will be brought back to the **current job listings** dashboard. Click on the **request publish** button.

8. A **request publish** pop-up will appear. Click the **submit request** button to have your listing sent to the job board moderators for approval. Your job listing will show as “pending” on the **current jobs listing** dashboard until it is reviewed and approved for publishing.

**Note:** If you wish to cancel the publishing of your job listing prior to its review, navigate to and click the **cancel publish** button on the **current jobs listing** dashboard.
EDIT A POSTED LISTING

1. Navigate to the **current job listings** dashboard. Click on the **edit** button. You will be brought to your current job posting where all information fields can be edited.

2. Click on the **save** button at the bottom of the page to save your edits.

3. An **approval required** pop-up will appear. Click the **continue save** button to have your listing sent through the approval process for posting. If you do not wish to save your edits, click the **cancel save** button.

4. You will be brought back to the **current job listings** dashboard. Click on the **request publish** button to have your listing go through the approval process.

**Note:** Your listing will lose its published status and will no longer appear in searches until it has gone through the normal job-posting process to be updated (within a few business days).
REPOST AN EXPIRED LISTING

1. Navigate to the current job listings dashboard. Click on the edit button. You will be brought to your current job posting where all information fields can be edited.

**Note:** You will need to update the application deadline prior to reposting the listing. If you click on the request publish button before updating your job listing, it will not let you proceed to the approval process.

2. Click on the save button at the bottom of the page to save your edits.

3. A request publish pop-up will appear. Click the submit request button to have your listing sent through the approval process for posting.

**Note:** Your reposted listing will show as pending on the current job listings dashboard until it is approved by the job board administrators. The review and approval process is usually completed within a few business days.
This tool is maintained by the Texas A&M Department of Rangeland, Wildlife & Fisheries Management. Contact us for questions or inquiries: rwfm-jobs@ag.tamu.edu