EGSA Job Bank Posting Instructions

Watch the video of how to post a job bank ad at: https://youtu.be/TPPD-lZAe50 or read the instructions below:

1. Log in to your member account at www.egsa.org. Default username is your e-mail address. You can reset your password if you do not remember it.

2. Select "Post Job" from the dropdown menu below the Careers tab on the menu bar.

3. Fill out the form.
    a. Upload your company logo to make the posting stand out.
    b. Check the box to include the posting in Powerline if you would like it included in the next issue.
    c. Select "Post Job" when you are finished.

4. Listings are automatically removed after 60 days. To extend the listing, log in and edit your post before the 60 day expiration.

Troubleshooting Tips

- If something displays weird, try clearing the cache on your browser and restarting the page.

- **Shorten the description** (50 word limit on job descriptions)**.**

- **Paste a text file of the description.** If you are copying and pasting the job description from a MS Word doc, the formatting (such as bullet points) can be read as words, increasing the word count of your description. Copy the description into Notepad, then paste it into the job bank.