

GUIDE TO THE JOB BOARD

BENEFITS

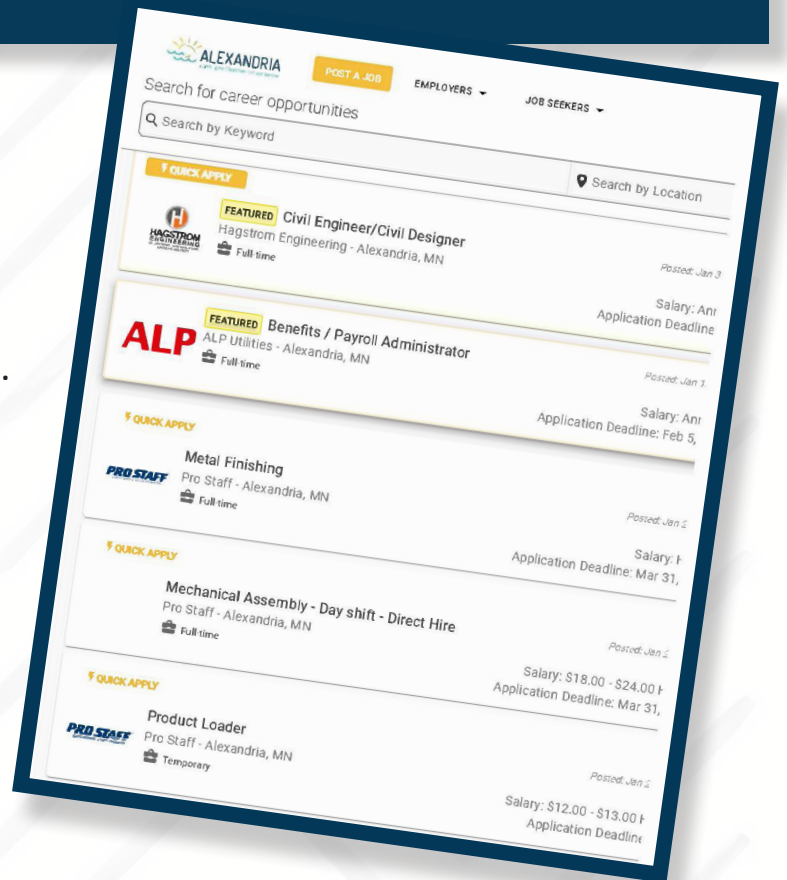
- ✓ Free for Chamber members!
- ✓ More visibility for your openings.
- ✓ Post jobs for 30, 60 or 90 days.
- ✓ Edit, upgrade or renew listings any time.
- ✓ Monitor your listings views.
- ✓ Quick Apply option allows for fast, simplified application process.
- ✓ Easily review submitted resumes.

HOW TO LOG IN

1. Visit alexandriamn.org, click 'Members' > 'Member Login'.
2. Enter the credentials provided to you when you joined the Chamber.
3. Click on 'Post a Job Opening'.
4. Once the new tab opens, click 'Log In'.
5. Enter the email address you selected to have published with the Chamber.
6. Click 'Next'.

QUICK TIPS

- *When entering your address, select one from the dropdown list.*
- *Upload a logo - visual appeal is important!*
- *Upgrade to a featured listing to increase visibility.*
- *Enable Quick Apply option to allow applicants to apply easily and quickly.*



RELOCATION PACKETS

Do you have prospective employees from out of town who aren't sure what the Alexandria area has to offer or recently moved here and can't find services? Ask for some of our FREE Relocation Packets! These are filled with great information and resources for all ages!

Contact the Chamber with questions:
info@alexandriamn.org or (320) 763-3161