

## CARL Job Listings Submission Instructions

1. Click on “Login”, type in Username: guest, Password: guest

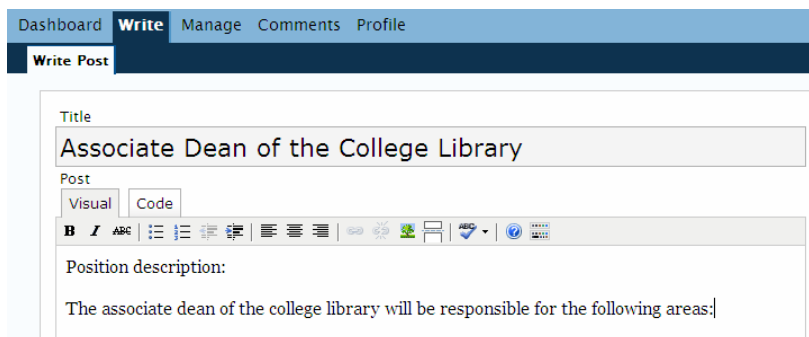


2. Click on “Write a post.”

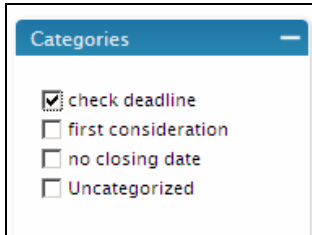


3. Type the job title into the “Title” field. Type the job description into the box below.

This is a WYSIWIG editor, so what you see is essentially what will appear on the CARL website.

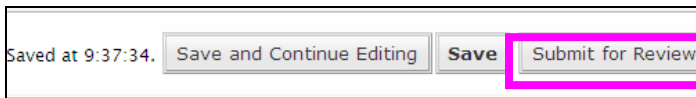


4. Choose ONE of the following categories: “check deadline” if your job listing has a deadline for submission, “first consideration” if your job has a first consideration date, and “no closing date” if your job is open until filled.



A screenshot of a web form's 'Categories' dropdown menu. The menu is titled 'Categories' in a blue header. Below the header, there are four radio button options: 'check deadline' (which is selected with a checkmark), 'first consideration', 'no closing date', and 'Uncategorized'.

5. Click the “Submit for Review” button.



A screenshot of the bottom of a web form. On the left, it says 'Saved at 9:37:34.'. To the right of this are three buttons: 'Save and Continue Editing', 'Save', and 'Submit for Review'. The 'Submit for Review' button is highlighted with a pink rectangular box.

You are done!

Within the week an administrator will review your job listing and publish it to the website. Due to the number of listings, we do not send out confirmation of receipt.