

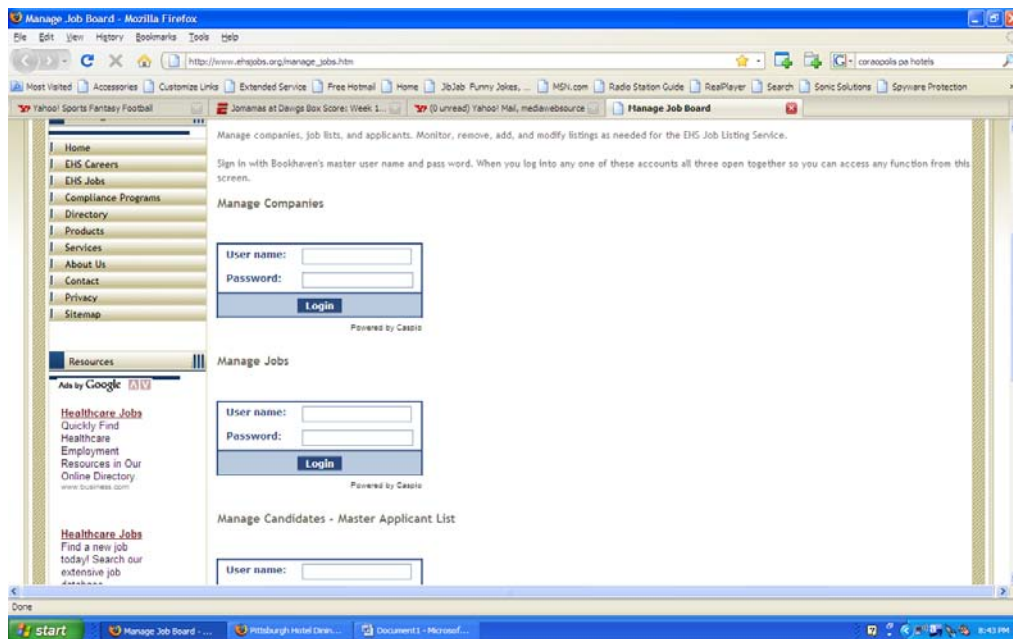
How To Manage Job Postings on www.ehsjobs.org:

This free job posting service is provided by [Bookhaven Press LLC](http://www.bookhavenpress.com). Annotate your USER ID and Password here for future reference:

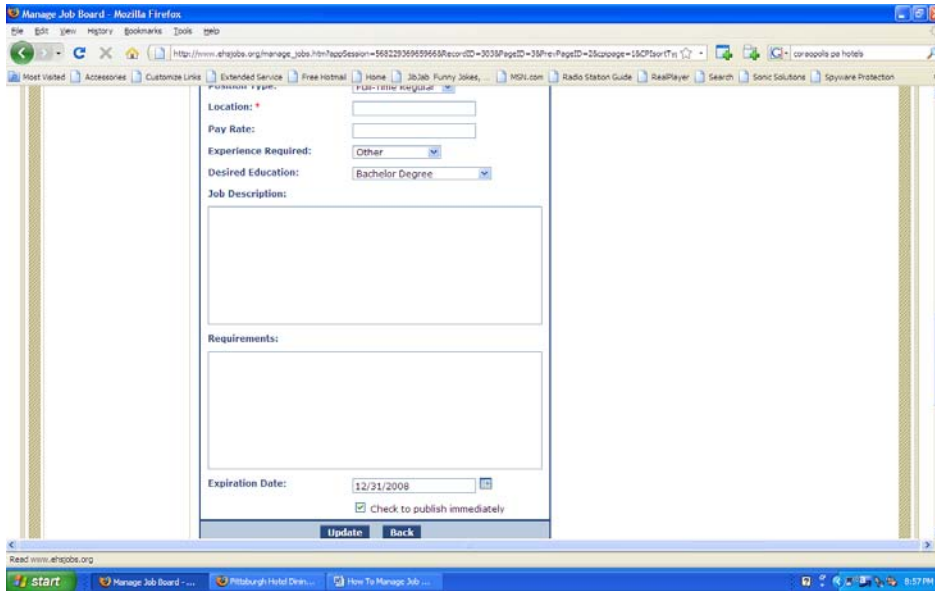
- USER NAME: _____
- PASSWORD: _____

Use these instructions to manage companies, job postings, and applicants. Monitor, remove, add, and modify listings as needed for the EHS Job Listing Service & Health Care Job Listing Service.

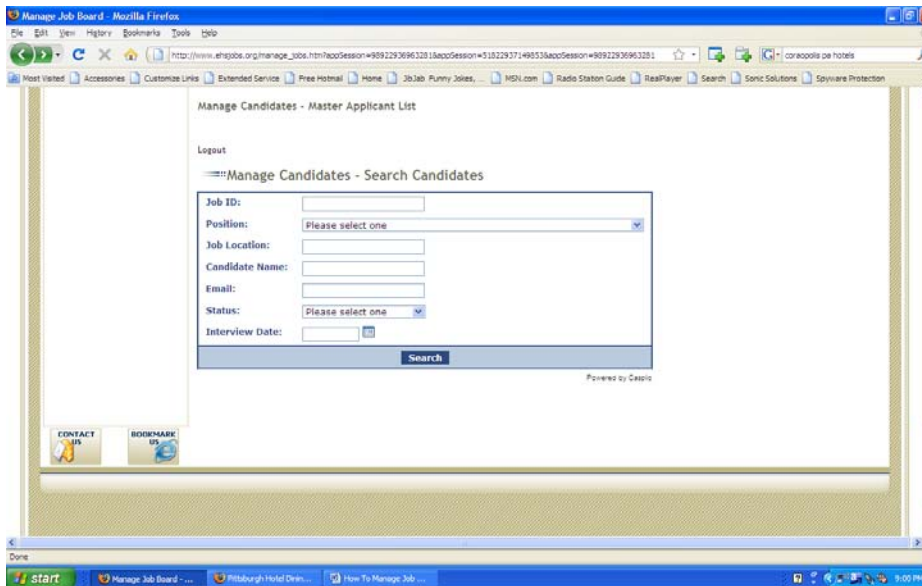
1. For EHS Jobs: Go to the web address http://www.ehsjobs.org/manage_jobs.htm
2. Enter your specific User Name & Password in either the Manage Companies, Manage Jobs, Or Manage Candidates Boxes (See Below)



3. Once you have signed in you can now change your companies information, edit / delete your previously posted jobs, or manage your applicants (candidates)
4. **To Delete a Job** - Just click the delete button at the far right of the job you want to delete. Toward the middle of the page you will see the jobs you have posted listed by job id. Once you discover the job you would like to delete just click the delete button to the far right of the job id.
5. **To Edit a Job** – Click on a Job ID that you would like to edit, scroll down the page until you see the job description, Make any changes that you deem necessary, and make sure the box is checked that says: **Check To Publish Immediately**. Then click the **UPDATE** button. See an example of the box below.



6. **Manage Applicants** – Find and sort candidates that have posted for your particular job postings. Search by Job ID, position, location, name etc. **See the Box below**. You can find this area toward the bottom of the page once you have entered the manage jobs page.



For more information visit <http://ehsjobs.org>. Our other web sites are located at:

- Environmental Health & Safety Career Center – <http://ehsjobs.org>
- Federal government Career Center – <http://federaljobs.net>
- Comprehensive Job Search – All Sectors – <http://searchfedjobs.com>
- Federal Employees Retirement Planning – <http://federalretirement.net>
- Post Office Jobs Career Center – <http://postalwork.net>
- Company Web Site – <http://bookhavenpress.com>

If you have any questions about our job posting service call us at 412-494-6926 Monday through Friday 8 am to 5 pm ET.