

Job Posting on the Agency Portal

You can access Job Postings through the [POST Agency Portal](#) under JOB POSTINGS then “MANAGE JOB POSTINGS.”

If you do not see Job Postings on your dashboard then it is not set as a user permission for your account. Speak to your Agency Head or portal administrator to be granted access.

The screenshot shows a dashboard with several menu categories:

- People**: Users, Current Employees
- Applications**: Applications, New Session Application, New Challenge Application, New Offsite Academy Application, New Challenge Online Academy Application, Grades
- Employee Forms**: Employment Forms, New Initial Employment Form, New Separation/Change in Status Form, Employee Certification Search *publicly viewable*
- Training**: POST Training Rosters, Add MTRS Group Training, School Certification Applications, In-Service Calendar Advertisements
- Job Postings**: **Manage Job Postings** (highlighted), Job Postings *publicly viewable*
- Reports**: Agency Active Certifications, Active Instructor Certifications, Expiring Instructor Certifications, Decertification Search, MTRS Compliance, K-9 Certification Search *publicly viewable*

From here you can view you can create new job postings, view currently open listings or make a copy of an existing job posting with new, updated information. (green circle on step #2).

1. To create a new job posting select the “new” icon in the top right corner.

The screenshot shows the 'Job Postings for Police Department' page. At the top right, there is a navigation bar with a 'New' button circled in red. Below the navigation bar, there is a table of job postings. The table has columns for Position, Starts, Ends, Location, Desc., Viewable, Counts, and Salary. A green circle highlights a question mark icon in the 'Counts' column of the first row.

Position	Starts	Ends	Location	Desc.	Viewable	Counts	Salary
Police Officer	06/27/2024	12/31/2024				6 0	\$27.70 - \$38.01 hourly DOE

2. The “New Job Posting” form will appear and all boxes must be entered before saving. Additional information regarding the entries can be found by hovering the mouse over the icon.



Job Posting for 👁️ 0 🖱️ 0

*Active Ⓞ Yes No Publicly Viewable ✖

*Posting Start Date Ⓞ *Posting End Date Ⓞ Expiration Reminder Date Ⓞ Reminder Email Ⓞ

*Title Ⓞ Location Ⓞ *Salary Ⓞ

*Description Ⓞ

4000 characters remaining

Contact Details Ⓞ

4000 characters remaining

Posting URL Ⓞ

Save

3. Once saved you can see some details about the listing.
 - a. The posting will now be listed along with additional information. The number in the green circle with the eyeball icon will list the amount of people who have viewed the posting. The number in the red circle with the mouse icon is the amount of people who have clicked on the link listed to view the posting.

Police Department's Portal 🔍 Search 📄 New ⓘ About 🏠 Agency 🚪 Logout

Dashboard / Job Postings

Job Postings for [Redacted] Police Department ⌵

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Position	Starts	Ends	Location	Desc.	Viewable	Counts	Salary	
Police Officer	06/27/2024	12/31/2024	[Redacted]	📄	✔️	👁️ 6 🖱️ 0	\$27.70 - \$38.01 hourly DOE	📄 🗑️

For more POST Tutorials please see our website <https://post.idaho.gov/tutorials/>

