

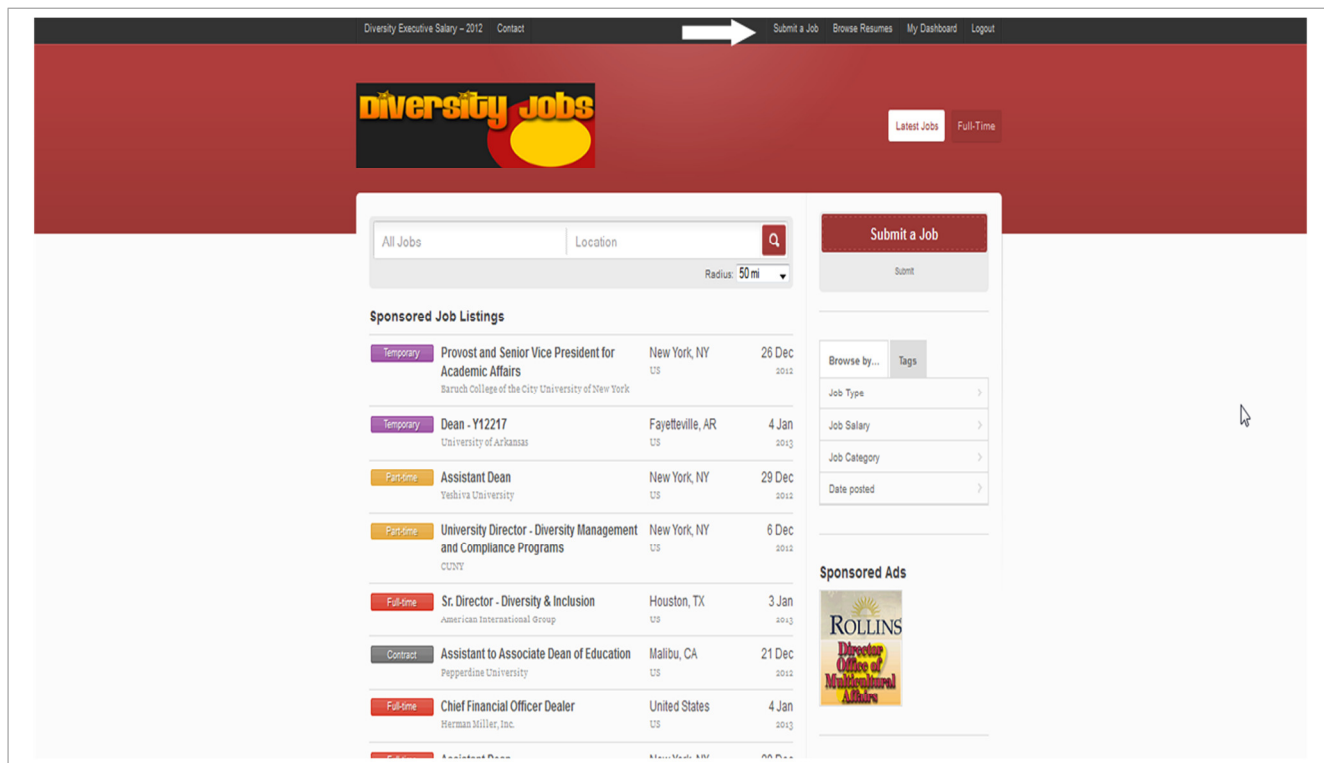
## How to Submit Jobs to Diversity Officer Magazine's Job Board

We know that different job boards have different features and some are more complicated than others. That is why we want to make your experience on the DOM Diversity Job Board as smooth as possible.

Here is a list of the basic steps in submitting a job to our job board.

**Step 1.** Go to the website at <http://www.diversityofficermagazine.com/diversityjobs>.

It will look something like this.



**Step 2.** Submit your job.

Notice the white arrow at the top center of the above picture. It points to the submit button for uploading your job.

**Step 3.** Create a Username and Password.

Click on the *Submit a Job* link to continue. The next page requires you to create a username and password. This gives you access to updating your job or jobs at any time and you can add new jobs whenever you need.

Diversity Executive Salary - 2012 Contact Submit a Job Login/Register

**diversity jobs** Latest Jobs Full-Time

**Submit a Job**

Create account | Enter Job Details | Preview/Job Options | Confirm

You must login or create an account in order to post a job — this will enable you to view, remove, or relet your listing in the future.

**Create a free account** **Already have an account?**

Username

Email

Enter a password

Enter password again

Username

Password

Login  [Lost your password?](#)

**Madison** **obedient**

Type the two words:

Create Account

Copyright © 2013 Diversity Job Board. [Job Board Software](#) | Powered by [WordPress](#)

Fill out the form and select *Create Account*. You will likely need to confirm via email.

#### Step 4: Fill out the Job Information

Diversity Executive Salary - 2012 Contact Submit a Job Browse Resumes My Dashboard Logout

**diversity jobs** Latest Jobs Full-Time

**Submit a Job**

Create account | Enter Job Details | Preview/Job Options | Confirm

**Company Details**

Fill in the company section to provide details of the company using the job. Leave this section blank to show your display name and profile page link instead.

Your Name/Company Name

Website

Logo (.jpg, .gif or .png)   Browse...  Login (.jpg, .gif or .png)

**Job Details**

Enter details about the job below. Be as descriptive as possible so that potential candidates can find your job listing easily.

Job title

Freelance  Job type

Select a category... Job Category

Select a salary... Job Salary

Tags (comma separated)

**Job Location**

Leave blank if the location of the applicant does not matter e.g. the job involves working from home.

Find Address/Location

Map  Satellite

Google  Terms of Use

**Job Description**

Give details about the position, such as responsibilities & salary.

## Step 5: Check your job description and edit if necessary.

Diversity Executive Salary – 2012 Contact

Submit a Job Browse Resumes My Dashboard Logout

Latest Jobs Full-Time

### Submit a Job

Create account Enter Job Details Preview/Job Options Confirm

Below is a preview of what your job listing will look like when published:

**Freemance** Diversity Professional Contractor Anywhere 4 Jan 2013  
DTU.com - Powered by [JobBoard](#)

The job listing's page will contain the following information:

#### Job description

Professionals are sought in various locations globally to serve as local diversity resource professionals for organizations seeking contractors. DTU.com receives 1000s of such opportunities annually often struggles to fill the positions. Resumes are being gathered for a database that can be used to provide clients with quick, highly quality contractors.

#### How to apply

Upload your resume to this site and send a copy to [dtsiadmin@dtu.com](mailto:dtsiadmin@dtu.com) (You will have to replace the "at" with @).

Select a Job Pack:

**Two Job Pack : \$100.00** Buy This Pack

One to two jobs displayed

Duration: Unlimited Jobs: 2 Jobs

Offers: 1 Job Offer, Feature 1 Job for Free Access: Add/Edit/Delete Jobs, Browse Resumes

Feature your listing for \$150.00?

Featured listings are displayed on the homepage and are also highlighted in all other listing pages.

Yes please, feature my listing.

Go Back Next

Copyright © 2013 Diversity Job Board. Job Board Software | Powered by [JobPress](#)

## Step 6: Pay for the submission.

Click *NEXT* at the bottom of the page and after you have made all of the desired and necessary choices (e.g., you can choose to have your ad featured). That takes you to the secure payment portal. You can use a credit card or PayPal payment.

Please contact regarding purchase invoices.

This should do it. We hope it has been helpful. Please let us know.