

## Tech Job Board Posting Instructions

As a member benefit, NC TECH is pleased to provide the opportunity to post jobs on NC TECH's Tech Job Board. Follow the steps below to register and begin posting. Non-member posts start at \$200.

Questions about the Tech Job Board? Contact Andrea Fleming at 919-856-0393 or [andrea@nctech.org](mailto:andrea@nctech.org) for assistance.

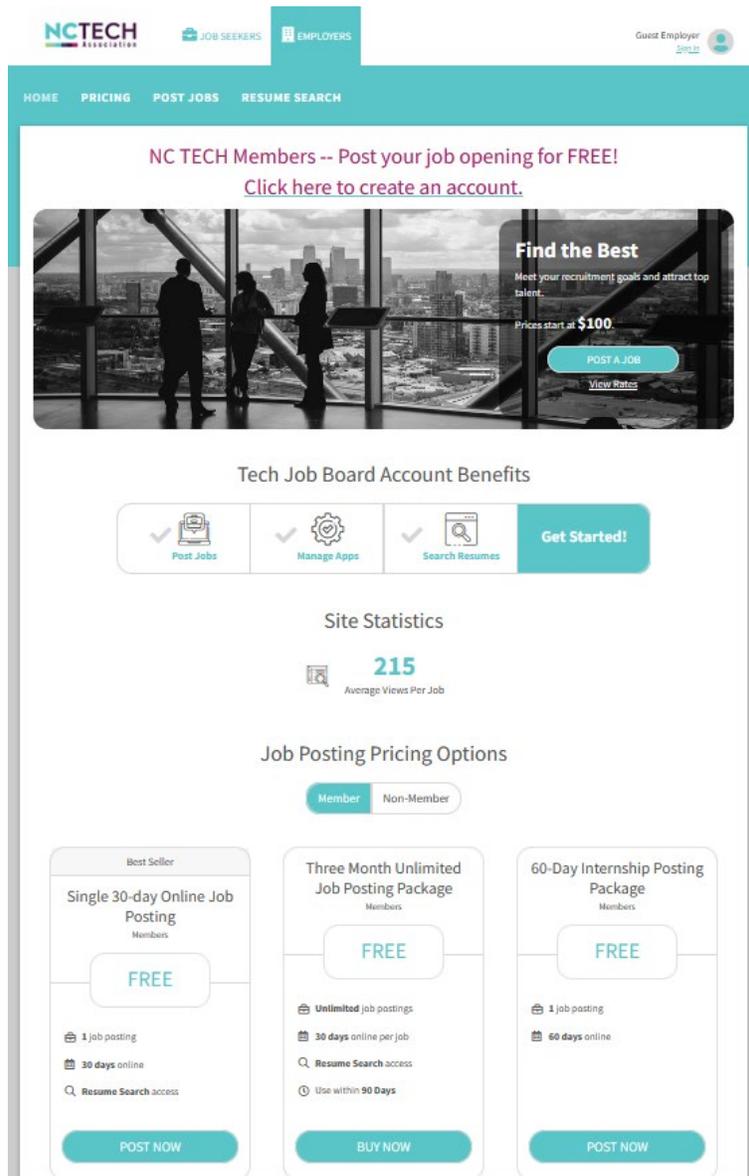
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### STEP ONE: Register for a Job Board account

Visit the [Job Board](#) page on the NC TECH website and Click the Post a Job button

If you are new, go to Click Here to Create an Account

If you already have an account, click Sign In at the top right and skip to Step 3



The screenshot shows the NC TECH website interface. At the top, there are navigation tabs for 'JOB SEEKERS' and 'EMPLOYERS', and a 'Guest Employer' profile. The main navigation bar includes 'HOME', 'PRICING', 'POST JOBS', and 'RESUME SEARCH'. A prominent banner for members states: 'NC TECH Members -- Post your job opening for FREE! Click here to create an account.' Below this is a 'Find the Best' section with a 'POST A JOB' button and 'View Rates' link. The 'Tech Job Board Account Benefits' section lists 'Post Jobs', 'Manage Apps', and 'Search Resumes' with a 'Get Started!' button. 'Site Statistics' shows '215 Average Views Per Job'. The 'Job Posting Pricing Options' section has tabs for 'Member' and 'Non-Member'. Three packages are shown: 'Single 30-day Online Job Posting' (FREE), 'Three Month Unlimited Job Posting Package' (FREE), and '60-Day Internship Posting Package' (FREE). Each package includes a 'POST NOW' button.

## STEP TWO: Complete the Employer Registration Pages

Create an account by entering your contact and company information, selecting a password, and reviewing the Terms & Conditions. (You may be asked for billing contact information, but no payment method will be collected).

Make sure to select **YES** under the member status option (this triggers the package/postings to be free). Membership will be verified on the back end.

The screenshot shows the NCTECH Employer Registration page. The header includes the NCTECH logo, navigation links for JOB SEEKERS and EMPLOYERS, and a 'Guest Employer' profile. The main navigation bar contains HOME, PRICING, POST JOBS, and RESUME SEARCH. The page title is 'Employer Registration'. A progress indicator shows 'Account Info' as the current step, with 'Contact Info' and 'Finished' as subsequent steps. A note states 'Fields marked \* are required'. The form fields include: First Name, Last Name, Job Title, Phone, Mobile Phone, Time Zone (set to Eastern Standard Time GMT -5:00), Email, Confirm Email, Password (with a note: 'Passwords must be between 7 and 25 characters'), and Confirm Password. A question asks if the user or someone in their company is a member of the North Carolina Technology Association, with radio buttons for 'Yes' and 'No'. The 'Employer Type' section offers radio buttons for 'Employer', 'Recruiter', and 'Advertising Agency'. Below this are fields for 'Employer Name', 'Employer Website', and 'Employer Profile' (with a note: 'This information WILL appear with your job posting but IS NOT the job posting itself').

### STEP THREE:

Select and activate your Tech Job Center package

From your account screen select **Pricing**

The screenshot shows the NCTECH Association website interface. At the top, there are navigation tabs for 'JOB SEEKERS' and 'EMPLOYERS', and a user profile for 'Hello, Andrea Fleming'. Below the navigation is a teal header with 'OVERVIEW', 'PRICING', 'POST JOBS', and 'RESUME SEARCH'. The main content area is titled 'Job Posting Pricing Options' and has two tabs: 'Member' (selected) and 'Non-Member'. There are three pricing packages displayed:

- Best Seller: Single 30-day Online Job Posting (Members)**: FREE. Includes 1 job posting, 30 days online, and Resume Search access. Button: POST NOW.
- Three Month Unlimited Job Posting Package (Members)**: FREE. Includes Unlimited job postings, 30 days online per job, Resume Search access, and Use within 90 Days. Button: BUY NOW.
- 60-Day Internship Posting Package (Members)**: FREE. Includes 1 job posting and 60 days online. Button: POST NOW.

Select the **Three Month Unlimited** package. The system will prompt you to review current job listings in three months and reactivate the free package. You can also choose to highlight listings for a fee:

The screenshot shows the 'Job Posting Enhancements' section. It states: 'The following options are available for purchase during the job posting process.' There are three enhancement options:

- Featured Jobs**: Starting at \$100.
- Job Posting Videos**: Starting at \$200.
- Social Recruiting**: Starting at \$125.

Select **Process Order** to begin posting jobs, searching resumes, and accessing all the available job center tools to help you find the perfect hire!

If you are interested in bulk posting positions (10+), contact Naylor's customer service team at [employersupport@naylor.com](mailto:employersupport@naylor.com) or 888-491-8833.