

How to Post a Job on the Rockford Chamber Job Board

A Free Service for our Members!

To access the Job Board, please visit rockfordchamber.com.

Get Started:

Rockford Chamber Members:

1. Enter your email address & click next.
2. On the next screen, enter your Chamber Member username and password. Not sure what your login is? please contact the Chamber at 815.987.8100 or jsundvall@rockfordchamber.com.

If you are **not** a Rockford Chamber Member, click continue as guest.

Interested in becoming a Chamber member to utilize the Job Board for free? Contact us at 815.987.8100 or JBailey@rockfordchamber.com. Or, join online today at rockfordchamber.com!

The screenshot shows the top navigation bar of the Rockford Chamber Job Board website. The Rockford Chamber logo is on the left. A red box highlights the 'POST A JOB' button. To its right are 'EMPLOYERS' and 'JOB SEEKERS' dropdown menus. On the far right is a 'LOG IN' link. Below the navigation bar is a search area with the text 'Search for career opportunities'. It contains three input fields: 'Search by Keyword', 'Search by Location', and '50 Miles'. A 'SEARCH' button is on the right. Below the search area is a 'Listings' section with a 'Filter Criteria' link. It includes a 'Filter search criteria' box with 'Industry Type' and 'Employment Type' dropdowns, an 'APPLY FILTERS' button, and a 'Clear Filters' link. To the right is a 'Job Alerts' section with the text 'Sign up for job alerts' and 'You'll receive an email when a new job is posted.' It has an 'Email Address *' input field and a 'SIGN UP' button.

Create Your Job Listing

In the Job Post Details area, you'll fill in the details for your job posting, much of which is optional to fit your needs. Don't forget to upload your employer logo to make your job pop! You also have the option of adding attachments, creating a robust description, and selecting an industry that best represents your position.

As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier. **Note:** *the auto-fill pulls from Google. If you would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your job posting.*

Once you've filled in the details of your job posting, click **Preview** on the right to see a preview of how your job will display once it is posted. **Note:** *Should you make a mistake, you can log back into your account and manage/edit the posting later.*

The screenshot shows the 'New Job Post' form on the Rockford Chamber website. The form is divided into three sections: 1. Job Post Details, 2. Post Duration, and 3. Payment Details. The Job Post Details section includes fields for Job Title (New Open Position), Employer (Rockford Chamber of Commerce), Employer Website (http://rockfordchamber.com), Remote checkbox, Address Line 1 (308 W State St), Address Line 2 (Suite 190), City (Rockford), State (Illinois), Zip Code (61101), and Country (United States). There is also an 'Upload Employer Logo' button. To the right, the 'Preview Job Post' section shows a 'Preview your post.' label and a 'PREVIEW' button.

Choose how you would like to receive applications.
Your job, your choice!

How do you want to receive applications? *

QUICK APPLY

Why use the Quick Apply?

- ✓ It's free to use!
- ✓ Maximize the number of applications you receive with a simple and consistent application process
- ✓ Receive an email notification when you have a new applicant
- ✓ View and manage all applications in one place
- ✓ Auto-notify applicants of their acceptance or rejection

Require applicants to upload a cover letter?

Send applicants to another website

Manage manually through text instructions

Post Duration

In the Post Duration area, you'll select the period of time your post should display on the job board. Rockford Chamber Members can post for free for any duration. Non-members will find a fee schedule based on post duration. Posts will be placed on the job board chronologically based on posting date.

NOTE: The job will be dropped from the board automatically after that 30, 60, or 90 days has passed.

The screenshot shows the 'New Job Post' form with the following details:

- Progress Bar:** 1. Job Post Details, 2. Post Duration (active), 3. Payment Details
- Job Post Details:** Selection listing options for the following post: New Open Position, Rockford Chamber of Commerce NaNRockford, IL, Salary: Monthly, Application Deadline: N/A, Quick Apply
- Post Duration Options:**
 - 30 Day Listing \$0.00
 - 60 Day Listing \$0.00
 - 90 Day Listing \$0.00
- Preview Job Post:** Preview your post. [PREVIEW]

Additional Exposure Options:

Increase who sees your job posting through two optional exposure options. Reduced pricing for Rockford Chamber members.

Feature Your Listing - Featured Listings will be prioritized at the top of the job board highlighted in yellow.

Job Posting Distribution - Those who select to add Job Posting Distribution will have their job included in a one-time email update to our members highlighting new job postings. Great exposure to put your job in front of people who may not be *actively* looking, but are open to new opportunities. A unique option to reach a broad audience!

Note: Multiple job openings may or may not be included in the same email. Emails are sent the next business day.

The screenshot shows two optional exposure options:

- FEATURED:** Non-member: +\$100.00, Member: +\$25.00. Benefits: Promoted at the top of the board, Highlighted Post, Published to the Google Jobs Network.
- Job Posting Distribution:** Non-member: +\$300.00, Member: +\$150.00. Benefit: By upgrading your purchase, your job posting will be sent directly to 20378 of our members!

Payment

To complete your job posting, fill out your payment and credit card information, if applicable. **Remember, Rockford Chamber Members post for free** with an option for reduced pricing on posting upgrades.

Once your payment is submitted, you'll receive a confirmation email and your job posting will go live on the job board immediately. Need to edit your post? No problem - click on MANAGE and edit away!

The screenshot shows the 'New Job Post' form on the Rockford Chamber of Commerce website. The form is divided into three sections: 'Job Post Details', 'Post Duration', and 'Payment Details'. The 'Job Post Details' section includes fields for First Name (John), Last Name (Doe), Company (Rockford Chamber of Commerce), Email (jdoe@rockfordchamber.com), and Phone Number ((815) 987-8100). The 'Payment Details' section includes fields for Card Number, Expiration Date, and CVV. The 'Order Summary' section shows a 30 Day Listing for \$0.00 and a total of \$0.00. There is also a 'Preview Job Post' section with a 'PREVIEW' button. The Rockford Chamber of Commerce logo is visible in the top left corner, and navigation links for 'POST A JOB', 'EMPLOYERS', 'JOB SEEKERS', 'MANAGE', and 'LOG OUT' are in the top right.

For Job Board related questions or troubleshooting help, please contact Doug Hessong at dhessong@rockfordchamber.com

