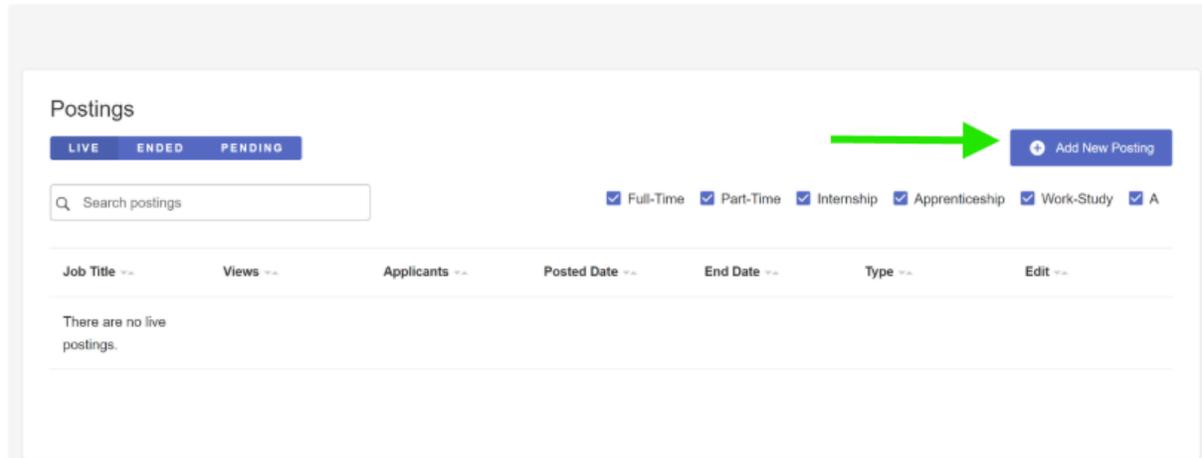


## Lightcast Instructions for Employers - Submitting a Job Posting for the Job Board

**Dashboard** - You will be able to see live, ended, and pending Postings as well as add a New Posting from the Dashboard.

### Dashboard



1. To create a new job posting click “Add New Posting”
2. Fill out the New Posting details
  - **Job Title** - required
  - **Description** - required
    - Please include: Company Overview, Job Duties, Requirements, and Pay Range.
    - **IMPORTANT:** To comply with [Colorado Equal Pay for Equal Work Act](#), please include a pay range. Job postings that do not include a pay range will not be posted.
  - **Job Type** - required
  - **Application Instructions** - required
    - For “Apply on Company Site” - Provide URL to direct job posting and application page
  - **Button Text**
  - **Special Instructions (optional)**
    - **Include who the ideal candidate is. For example:**
      1. Current students of \_\_\_\_\_ program
      2. Graduates of \_\_\_\_\_ program
      3. Graduates with license
      4. Entry level, no experience required

5. Beginner English accepted

- **Post Expiration Date** - required
- **Post to Career Coach Pages (optional)**
  - Do not use this field

**3. Send for Approval**

- Our Career Coaches will review the job posting within 1 business day.
  - If all the Job Post requirements are met, it will appear on the Job Board.
  - If the Job Post does not meet all the requirements, we will email you to inform of required updates.

**4. Job Posting Edits or Removal**

- You can update a post at any time by clicking “Edit”
- The job post will remain on the Job Board until the expiration date.
- If you fill the position before the expiration date you can remove the post by clicking “Edit” then click “End Posting” from the Dashboard

**5. Report If Your Hire an Emily Griffith Technical College Student**

- If you hired a student or graduate please report back to us by selecting the applicant's name or selecting “other” and typing their name into the optional text box.

Let us know who was hired for this position.

- Michelle Rodriguez
- Other
- None

Why did you choose this hire? (optional)

Cancel

End Posting