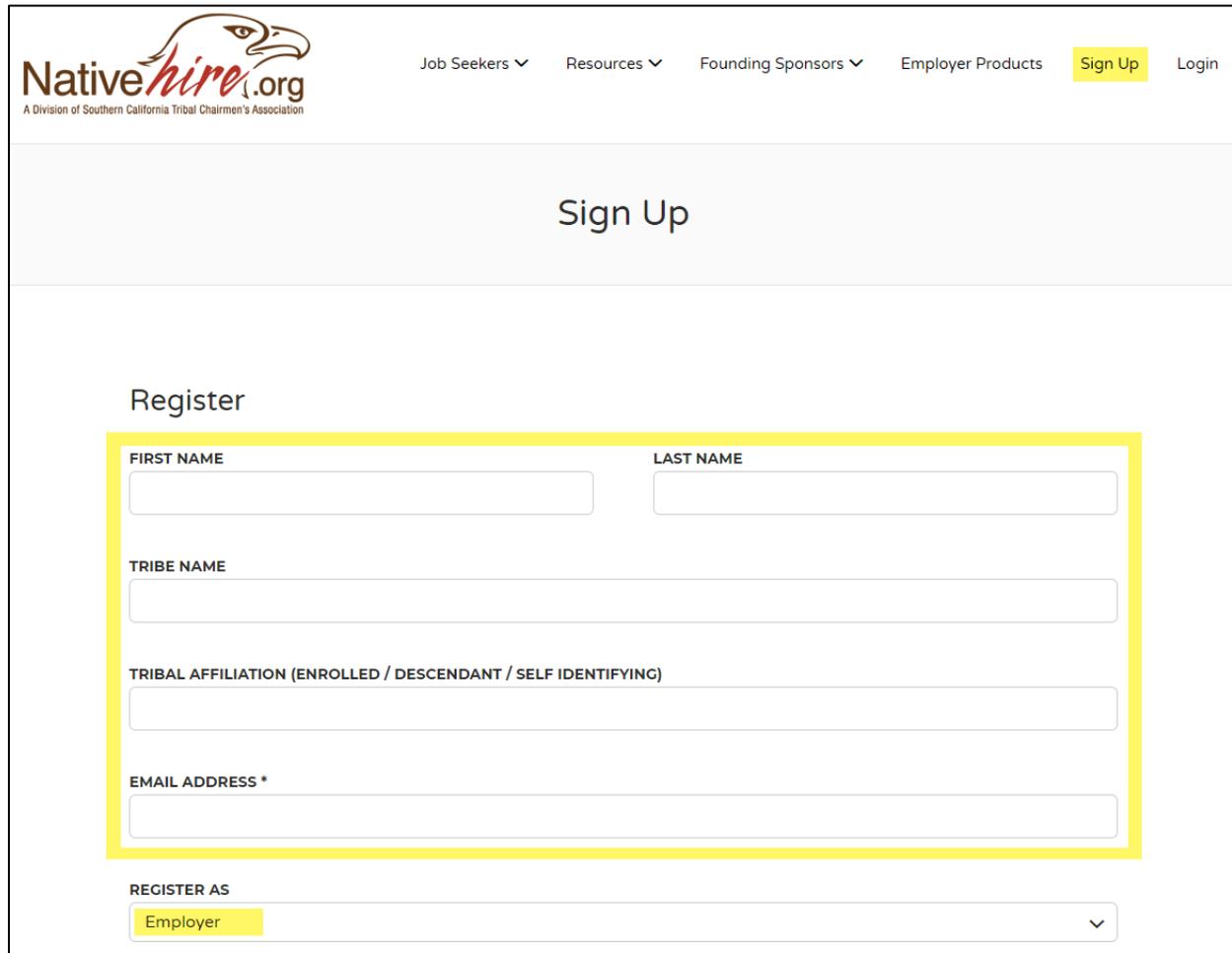


# Employers – How It Works: Post a Job

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## 1.) Sign up for an “Employer” Account



The screenshot shows the registration page for Native Hire .org. The page has a header with the logo and navigation links. The main heading is "Sign Up". Below it is a "Register" section with a yellow border. The form includes fields for First Name, Last Name, Tribe Name, Tribal Affiliation, and Email Address. A "REGISTER AS" dropdown menu is set to "Employer".

**Native Hire .org**  
A Division of Southern California Tribal Chairmen's Association

Job Seekers ▾ Resources ▾ Founding Sponsors ▾ Employer Products **Sign Up** Login

## Sign Up

### Register

FIRST NAME	LAST NAME
<input type="text"/>	<input type="text"/>

TRIBE NAME

TRIBAL AFFILIATION (ENROLLED / DESCENDANT / SELF IDENTIFYING)

EMAIL ADDRESS \*

REGISTER AS

▾

# Employers – How It Works: Post a Job

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2.) A password and verification email will be sent to you

## Account

Your account was created successfully and a password has been sent to your email address.

We sent you a verification email. Check and verify your account. [Resend Confirmation Email](#)

**USERNAME OR EMAIL ADDRESS \***

**PASSWORD \***

REMEMBER ME

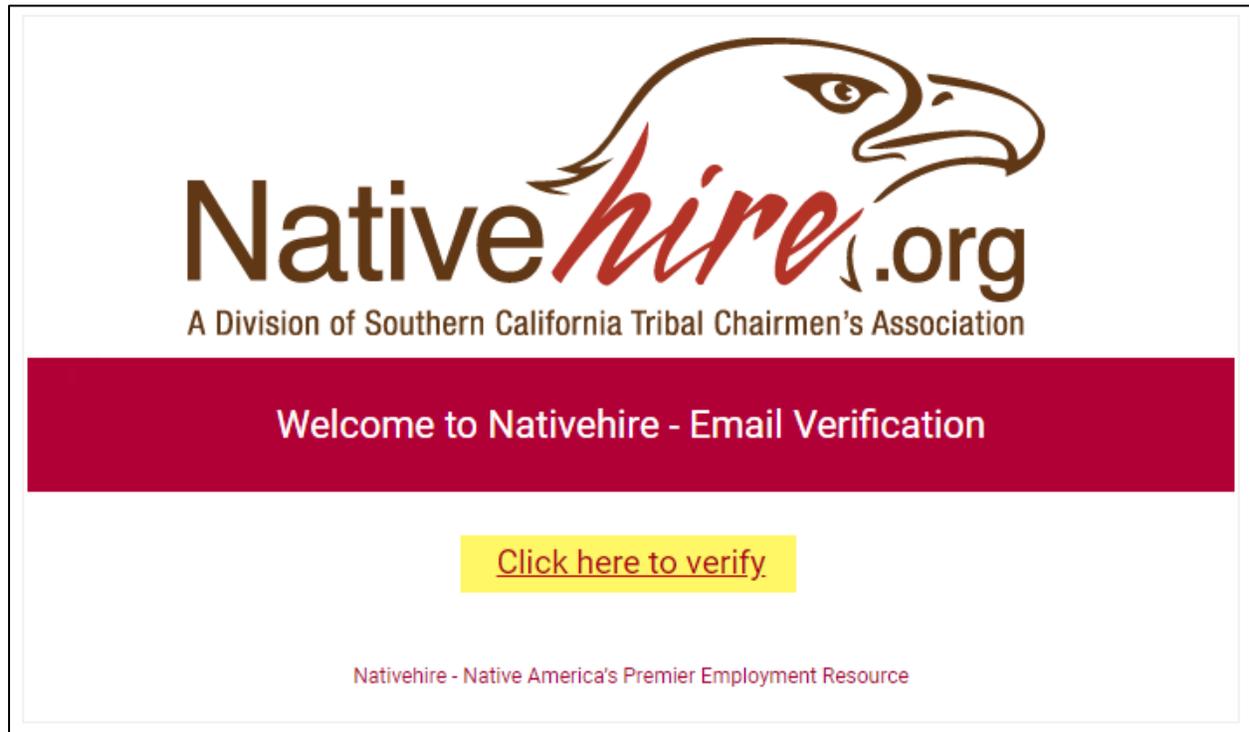
**LOG IN**

[Lost your password?](#)

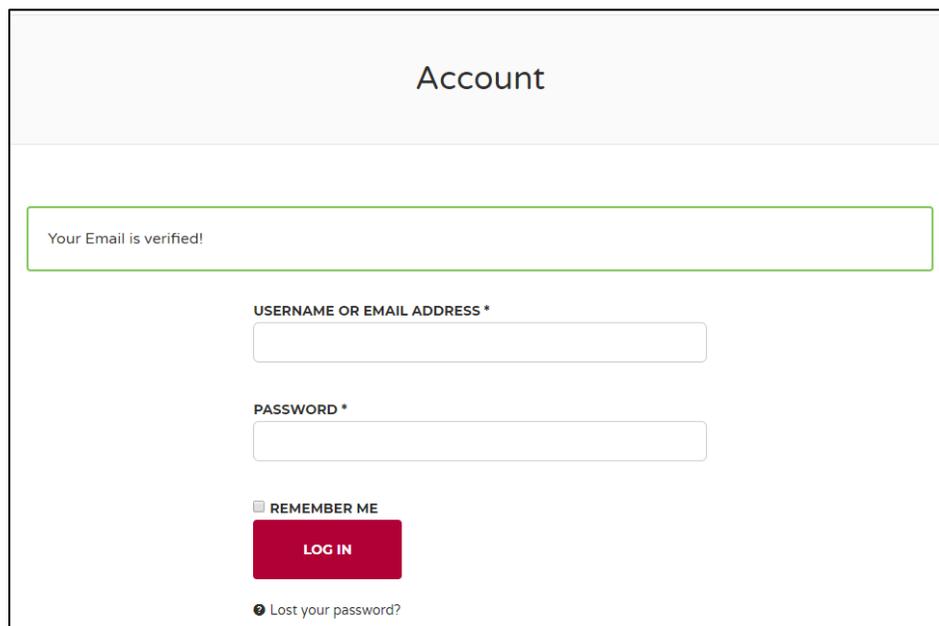
# Employers – How It Works: Post a Job

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3.) Open “Account Verification” email and “Click here to verify”



4.) Nativehire Login page will open with notification that your email is verified

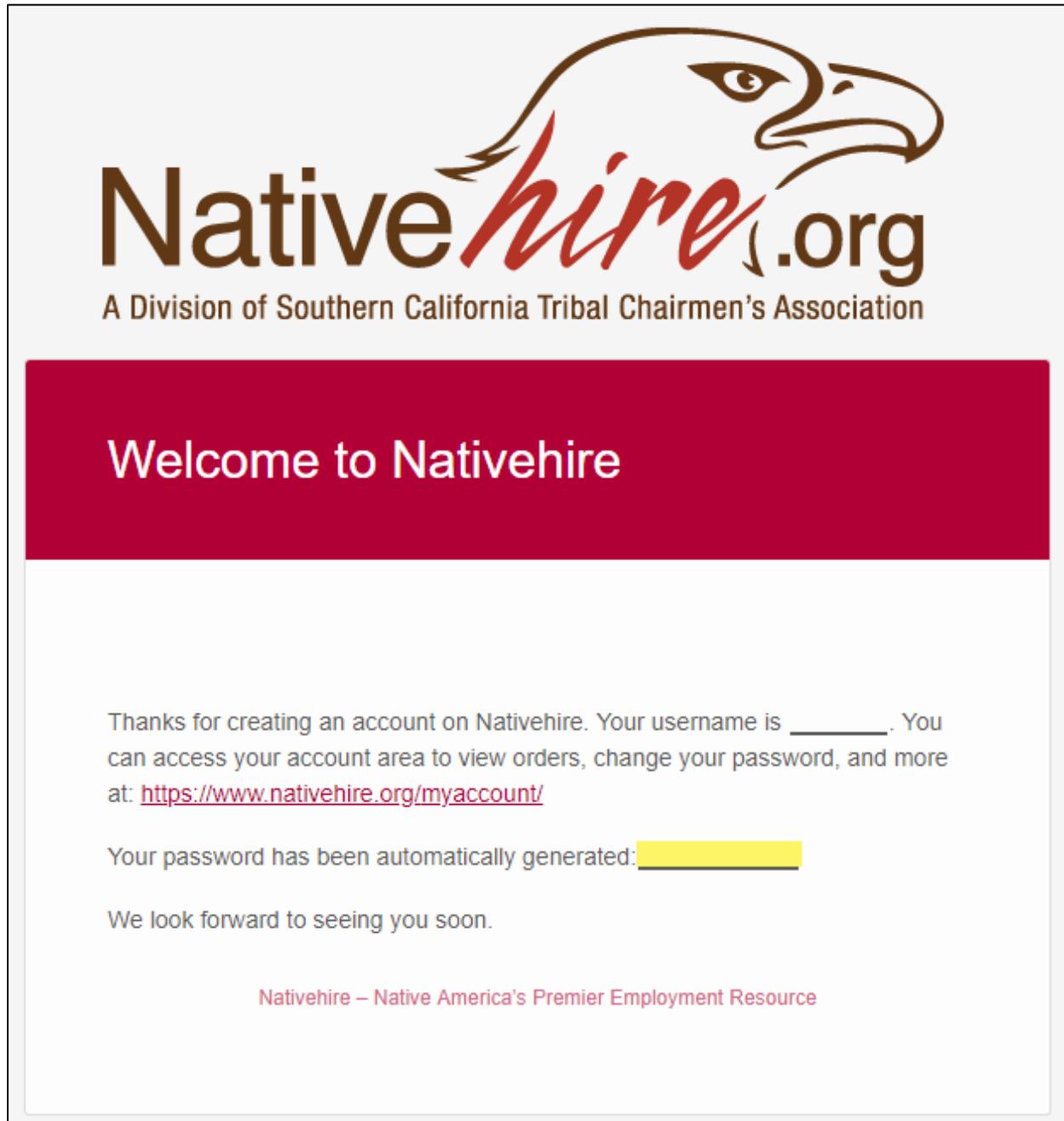


The image shows the login page for Nativehire. The page has a light gray header with the word "Account" centered. Below the header, there is a green-bordered box containing the message "Your Email is verified!". Underneath this message, there are two input fields: "USERNAME OR EMAIL ADDRESS \*" and "PASSWORD \*". Below the password field, there is a checkbox labeled "REMEMBER ME". A red "LOG IN" button is positioned below the checkbox. At the bottom of the page, there is a link that says "Lost your password?" with a small circular icon to its left.

# Employers – How It Works: Post a Job

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5.) Open "Your Nativehire account has been created!" email, and copy the auto generated password



# Employers – How It Works: Post a Job

6.) Login to your new Nativehire account with your copied password

## Account

Your Email is verified!

USERNAME OR EMAIL ADDRESS \*

PASSWORD \*

REMEMBER ME

**LOG IN**

[Lost your password?](#)

7.) Mouse hover over “My Account” and click on the “Post a Job” link



Job Seekers ▾ Resources ▾ Founding Sponsors ▾ Employer Products My Account ▾

**Post a Job**

Job Dashboard

Stats Dashboard

Find a Candidate

My Bookmarks

Help Desk

Sign Out

## Account

[Dashboard](#) [Orders](#) [Addresses](#) [Account details](#) [Logout](#)

# Employers – How It Works: Post a Job

8.) Free subscription to post jobs is selected by default; click the “Listing Details” button to continue

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## Post a Job

Choose a package

**LISTING DETAILS →**

Purchase Package:

**SUBSCRIPTION**  
Free Subscription to Post Jobs

9.) Enter Job Information as needed then click “Preview”

**LINKEDIN USERNAME (OPTIONAL)**

yourcompany

**TWITTER USERNAME (OPTIONAL)**

@yourcompany

**LOGO (OPTIONAL)**

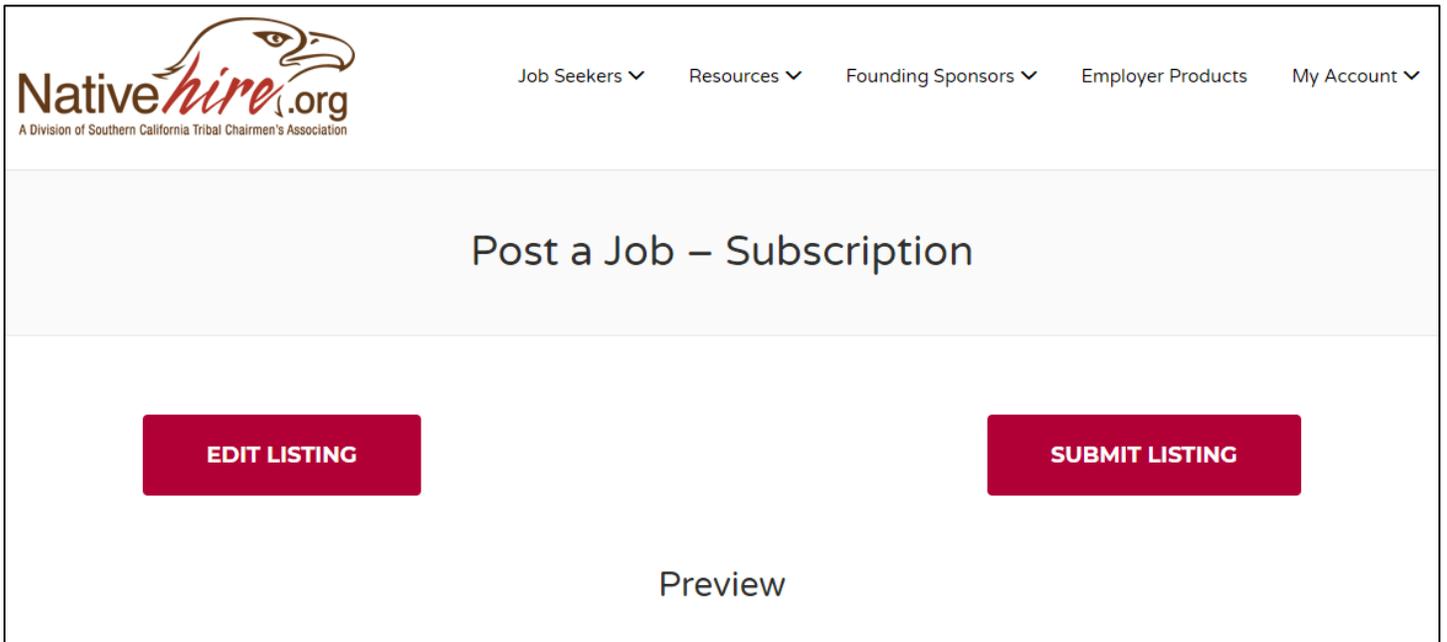
**CHOOSE IMAGE**

jpg, jpeg, gif, png

**PREVIEW** **SAVE DRAFT**

# Employers – How It Works: Post a Job

10.) Click “Submit Listing” button if you are satisfied with your Job Post



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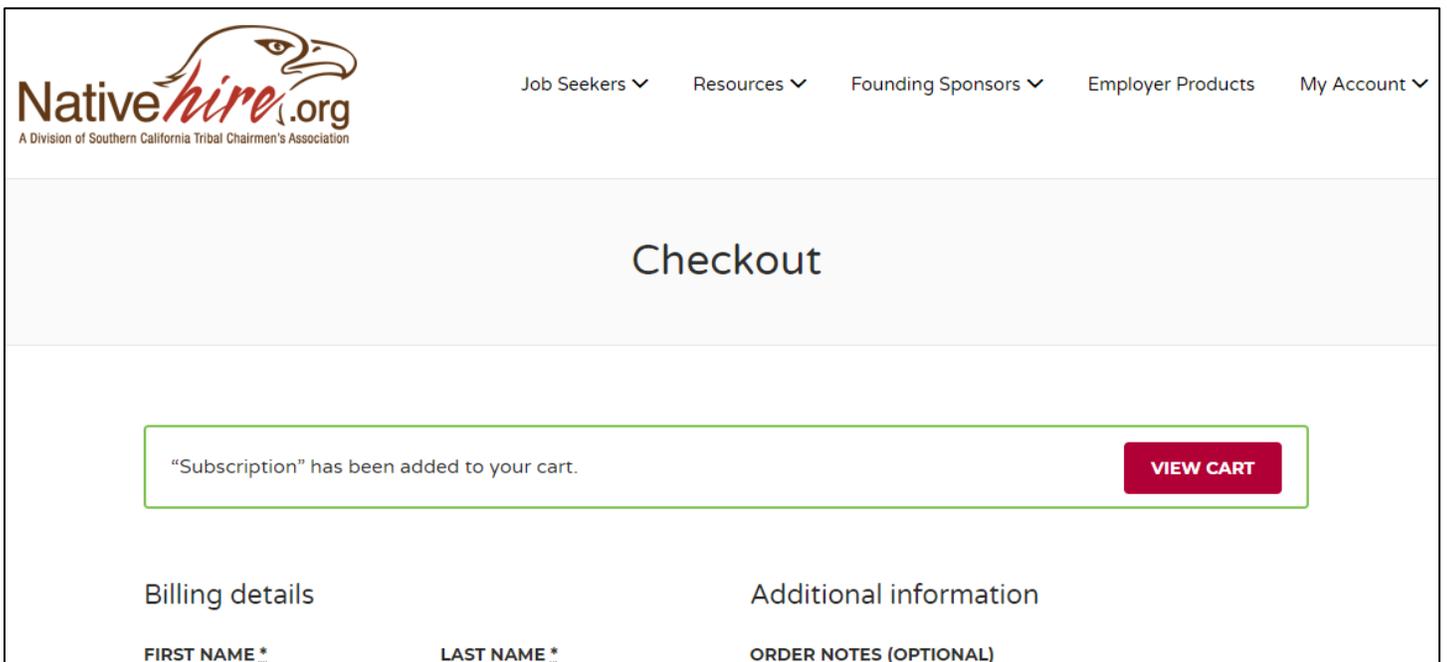
Job Seekers ▾ Resources ▾ Founding Sponsors ▾ Employer Products My Account ▾

## Post a Job – Subscription

**EDIT LISTING** **SUBMIT LISTING**

Preview

11.) Fill out required contact information for the free subscription (no form of payment is required)



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## Checkout

“Subscription” has been added to your cart. **VIEW CART**

**Billing details** **Additional information**

**FIRST NAME \*** **LAST NAME \*** **ORDER NOTES (OPTIONAL)**

# Employers – How It Works: Post a Job

12.) Click “Place Order” button

Your order	
PRODUCT	TOTAL
Subscription x 1	\$0.00
Job Listing:	
<b>SUBTOTAL</b>	\$0.00
<b>TOTAL</b>	\$0.00

[PLACE ORDER](#)

13.) Next time you post a job select your current free subscription, and click “Listing Details”. (Repeat steps 9 & 10.)



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[Job Seekers](#) [Resources](#) [Founding Sponsors](#) [Employer Products](#) [My Account](#)

## Post a Job

Choose a package [LISTING DETAILS →](#)

Your Packages:

- SUBSCRIPTION**  
1 job posted, listed for 60 days

Purchase Package:

- SUBSCRIPTION**  
Free Subscription to Post Jobs