Employers – How It Works: Post a Job

1.) Sign up for an “Employer” Account
Employers – How It Works: Post a Job

2.) A password and verification email will be sent to you
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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
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5.) Open "Your Nativehire account has been created!" email, and copy the auto generated password

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Welcome to Nativehire

Thank you for creating an account on Nativehire. Your username is ______. You can access your account area to view orders, change your password, and more at: https://www.nativehire.org/myaccount/

Your password has been automatically generated: __________

We look forward to seeing you soon.

Nativehire – Native America's Premier Employment Resource
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6.) Login to your new Nativehire account with your copied password

7.) Mouse hover over “My Account” and click on the “Post a Job” link
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8.) Free subscription to post jobs is selected by default; click the “Listing Details” button to continue

9.) Enter Job Information as needed then click “Preview”
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10.) Click “Submit Listing” button if you are satisfied with your Job Post

11.) Fill out required contact information for the free subscription (no form of payment is required)
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12.) Click “Place Order” button

![Your order table]

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

![Post a Job page]