

User Guide to Posting a Job Announcement

Log in to your CNM user profile by clicking on 

On your home screen, scroll down to “**My Organizations**” section select your organization. This will bring up you organization’s profile.

Scroll down to the “Jobs” Section.

(If you do not see this section in your companies profile it means you still need to authorize your “organization admin status” to post a position for your organization. Please call 615-259-0100 or email info@cnm.org through your given company email address to request this status.)

Click on “**View all Jobs or Create new Job.**”

You will see all current or expired jobs that you have submitted to our website.

Click on “**Add a new Job.**”

Type the title of the position in the box and be sure to click on  to save the entry.

The “**job detail**” page will then appear, where you can type or copy/paste in the job description and contact procedure. Because you are logged in to the CNM database during this process this page will time out if left dormant for too long. If you are typing the description and contact procedure please click the “Save Changes” button periodically while typing. This is to insure all your information is saved.

Click on “**Job Type**” and select one from the drop menu. **You must choose one job type.**

Click on “**Add a new Job Category**” to select from the drop menu.

Be sure to click on “” to add your selection; to add another simply click the “**Add a new Job Category**” again and repeat the process.

Once you have finished your job announcement form, click the “**Save Changes**” button.

Scroll to the top of the page and to the right click “<< **Return to Job.**”

CONTINUE TO DIRECTIONS TO POST A POSITION



From this page you can review what your posting will look like on the website. To make changes or delete the posting, click the following links in the upper right corner:
[Edit Details](#)
[Delete Job](#)

You will notice that your posting has the following information under the title and organization name:

[Pending Approval] [\[Post this Job\]](#)
Date Posted: [\[Not Currently Posted\]](#)

You must then click on “[Post this Job].”

(If you do not click “[Post this Job]”, your job will not be posted, and will remain in your job list and will have a status of “**pending approval.**”)

The next page is general details such as start date, duration of posting, and expiration date. Click the “**Add to Cart**”

At this time there is only one option for duration of posting which is 60 days. In posting a position you have the ability to withdraw the posting at any time.

Click the “**Continue Order**” button

The shopping cart will then be displayed, and you may either continue to checkout or continue browsing our other CNM products and services:

To submit your cart for checkout, click on the “**Proceed to Checkout**” button.

At checkout click the “**Complete Order**” button at the bottom of the page to submit your order.

If you are not a CNM member or have other items in your cart, you will be prompted to enter payment through PayPal.

All online credit card payments will be processed through PayPal, a trusted and secure payment processing company; CNM will not store any credit card information. You also have the option of setting up a PayPal account for future purchases with CNM or other PayPal clients.

Once you have submitted your order, you will receive a message that your order has been successfully submitted, as well as emails confirming your order and reminding you that your job request requires approval.

CNM Members may post jobs on the Website free of charge at anytime; the fee amount will show up as \$0.00

Note: This job posting must be approved by a CNM staff member before it will be displayed to the public on our Website. The approval process is typically completed on the same business day that your order is submitted. In the event that a delay in approval occurs, the expiration date for your job posting will be adjusted accordingly.

If you have any other questions regarding job postings, please feel free to contact us at 615-259-0100.