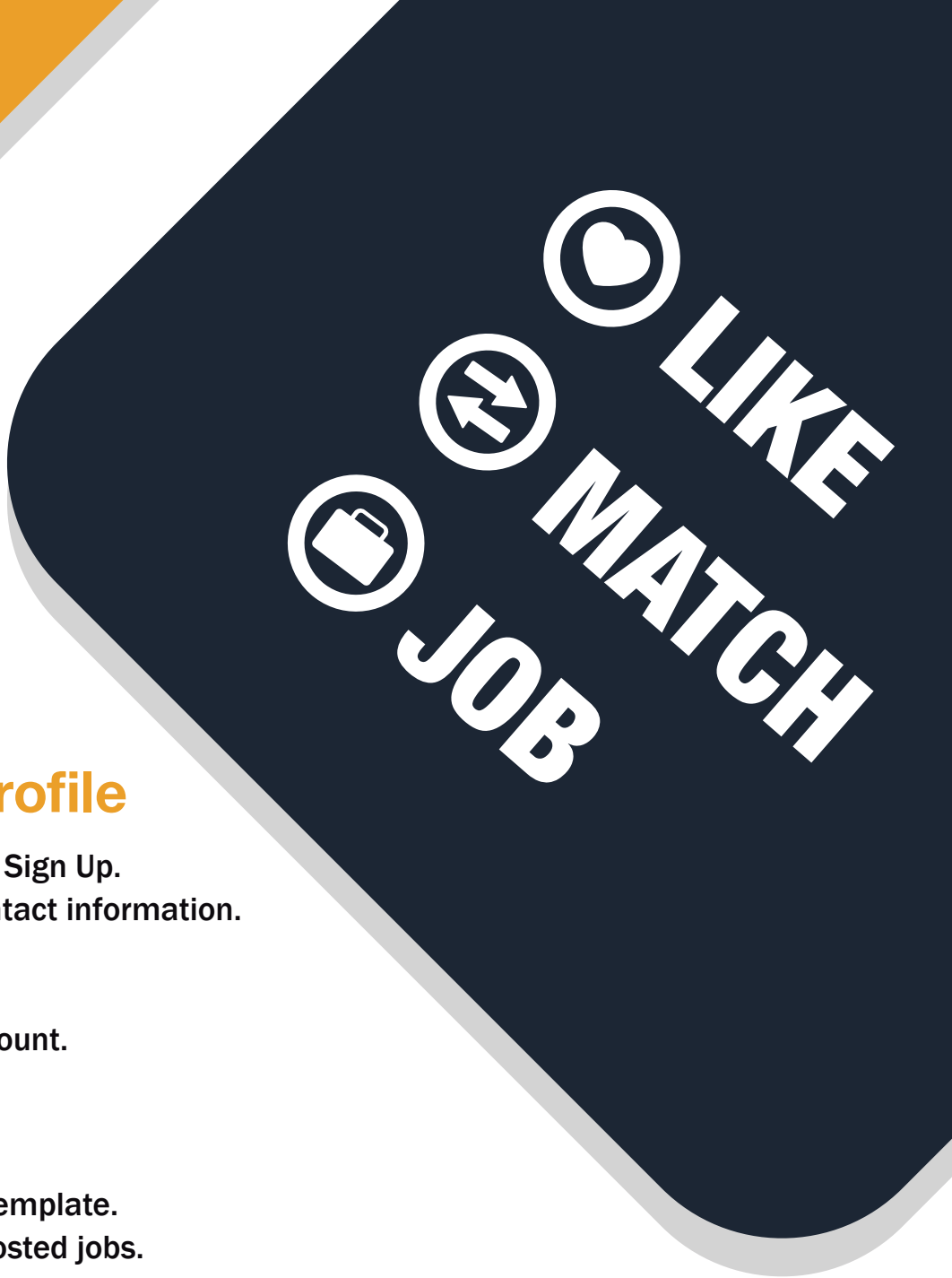


User Guide for Employers



STEP 1 - Create a Profile

1. Go to www.jobujobs.com and click Sign Up.
2. Select Employer and complete contact information.
3. Enter event code 825204
4. Create a new password.
5. When complete, select Create Account.

STEP 2 - Post Jobs

1. Go to My Jobs and Select My Job Template.
2. Create a template for frequently posted jobs.
3. Choose a Job Template, Experience, Miles and Location.
4. Customize Job Description, Responsibilities, Skills, Education, Availability and Compensation.
5. To activate template, select Create Job Post.
6. Review job post and select Next.
7. Choose a date and time to post.

STEP 3 - Review Candidates

LIKE

Review job seekers' profiles and "Like" the ones you are interested in.

MATCH

If you "Like" a job seeker and they "Like" your job post, there is a "Match".

JOB

Instantly message with job seekers and hire quickly.

