

Employer new to the Exchange?



This is not your average job board, and for good reason! Our blind-matching technology pre-screens candidates to find you the right fit, faster! Ready to get started? For the best experience use Chrome, Firefox, or Safari.

Post an Opportunity

1) Select the type of candidates your posting should reach.

Choose full-time, part-time, internship, or seasonal. Internship postings are \$19 and job postings are just \$39 per 30-day posting for the employer.

2) Add basic info about the position(s) next.

Enter number of hours, days of the week, and compensation details. You'll also add a brief position description.

3) Select the job titles that best describe the opening you are looking to fill.

Choose from our suggestions based on your opportunity title, or use a simple search bar.

4) Answer your job-specific sliding-scale questions.

Each job title has its own unique questions; answer them all! Your responses are the key to making excellent matches.

5) Complete payment and special options.

Enter payment information to publish your posting to the Exchange and over 5,000 free job boards! You can also elect to add on other paid job sites if you wish.

6) Promote your posting.

Your job is live! Paste the link into social media or ads, directing all applicants to be scored, screened, and stack-ranked for your review.

Manage Your Matches

- Over the next 30 days, all direct applicants and your top 7 matches will be stack-ranked on your dashboard. Remove any you are not interested in.
- See a candidate you like? Click **Request to Connect** to request a resume & contact info.
- If candidates request to connect with you, **accept** if you're interested, or remove them from your list.
- Once you're connected, find a candidate's information under **Connections** and take your next steps toward finding an optimal employee.
- No matches? No problem! Our system continuously searches for new matches for you. We will notify you each time there is a match to review.

Register now at www.realtimentalent.org/exchange