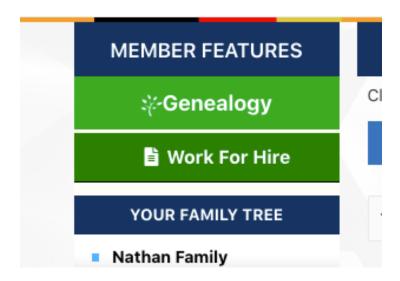# HOW TO: WORK FOR HIRE
created: 6/6/2019

1) Login to the SAJAC MEMBERS AREA https://www.sajac.com/sajac/sajac-membership/login.php with the username and password provided to you.

2) Click on **WORK FOR HIRE** on the left menu

3) You can either SEARCH, ADD, EDIT, DELETE, VIEW JOBS THAT YOU POSTED, VIEW APPLICANTS FOR JOBS YOU POSTED.

SEARCHING FOR JOBS:

4) You can easily search for jobs by typing in 3 or more characters into the search box and selecting the SEARCH button to see a list of jobs. If you OWN the job, meaning you posted the job, you will see a PENCIL and a TRASH can to the right of the posting. If you wish to EDIT the post, simple click on the PENCIL, make your changes and save them
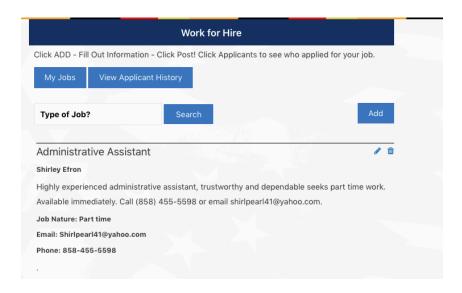
MY JOBS ARE JOBS THAT YOU POSTED:
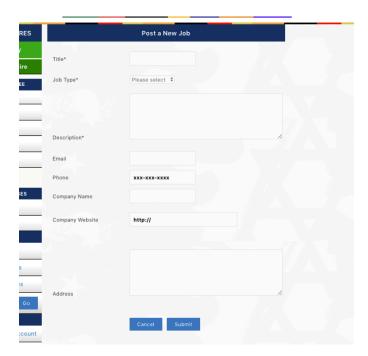
5) This is self explanatory.

VIEW APPLICANT HISTORY

6) By clicking this button, you will be able to see all applicants and the jobs that they applied for.

ADDING A JOB

7) Adding a Job is simple. Simply click on the **ADD** button top right and you will be able to add a job.

8) Enter all of the information as it appears. Only the Job Title, Job Type and Description are required. Select SUBMIT and your job will appear.

DELETING A JOB

9) If the job is listed and if you are a superadmin you can delete any job. Otherwise, you will need to OWN the job (meaning, a job that you posted) in order to edit or delete that specific job.

IMPORTANT: ONCE YOU DELETE A JOB IT IS GONE FOR GOOD.