

Helpful Hints for Job Postings

Please use the following information to help you post a job. Login to the website. If you are not a member establish a username and password Your email address should be your username.

To post a job go to the www.vrps.com website under services you will find the career center. Once in the career center you will see on the far right an icon that says post new job for you to click.

The posting has a text box in which I can include any information you specify. If you choose rich text editor you can utilize some additional formatting tools that will appear such as spell check and the ability to create hyperlinks. There are some fields that are required and they are below:

Job Title: Required

Job Code: (you may put n/a)

Location (City, State):

Zip Code:

Employment Type: (Full-Time, Part-Time, Seasonal)

Education: Select one (Some High School, Finished High School, Trade School, Associates Degree, Bachelors Degree, Combination Education & Experience, Masters Degree, Doctorate, Professional, Does Not Apply, Not Required, Others)

Years of Experience: (Must be integer) Required

Travel: Select one (None, 25%, 50%, 75%, 100%, between sites)

Salary: (choose other if you are to put in a range)

Start Date

The expiration date is set for 30days out. If you need a different date enter it mm/dd/yyyy or email it to vrps@vrps.com to set when approval is granted for the listing.

Note: The last contact email field is for our communication and is not posted. Use the text box or additional information field if you are including an email address.