How to post a job on Inside Higher Ed

Start at careers.insidehighered.com. Click the Post Jobs link in the top section.

If you’ve already registered your recruiter account, log in now using the pop-up box. If not, click the “Create an account now” link.
Start by keying in the first few letters of the institution where the job is located into the “institution” field. In most cases, your institution will then appear in our drop down menu. Click on the institution name to enter it in the institution field.

If your institution does not appear in our drop down menu (you may want to try a couple of different variations to be sure), enter the complete institution name in the field and tab out of the field.

**IMPORTANT NOTE** – If your institution has purchased an unlimited posting package, entering the correct institution name from the drop down menu will update the pricing on the order form to reflect your contract pricing – which means you will not be charged for standard postings.

If you have purchased posting credits (a 10 job credit posting package, for example), the number of job credits available to you will be displayed at the top of the posting form. The credits required for each posting option are displayed on the posting form.

Click the button for the 60 day ad and use the date fields to fine-tune if need be. You may add a Premium Job upgrade or a Spotlight Job upgrade by clicking the appropriate button (information about Premium Postings and Spotlight Ads is available at [www.insidehighered.com/employers](http://www.insidehighered.com/employers)). If you choose the Spotlight Ad option, we’ll be in touch within one business day to confirm your ad.

Complete the posting form:

**JOB LOCATION** – These fields tell candidates where the job is located.
JOB TITLE – Be as descriptive as possible. Something as simple as “Lecturer, Spanish Language and Literature” at least tells a candidate what the job is all about. Even better? “Lecturer position in lively Spanish department available for dedicated teacher.”

INTRODUCTION – This text appears with your job title and institution name in search results – it’s a chance to grab a candidate’s attention with a compelling detail about the job or your institution. If you don’t include an introduction, we’ll display the first line or two of your description instead.

DESCRIPTION – Writing effective recruitment ads is not difficult, but it does take a little thought. The thing to remember above all is that you’re not just writing for people who are actively job hunting (and therefore won’t be put off by jargon or a de-humanizing experience), but for terrific hires who are NOT looking. Your ad needs to grab attention with a strong statement about why a great hire should be interested. And it should be written from the candidate’s perspective.

JOB TYPE – Choose one option from the drop down menu.

JOB CATEGORY – You can assign up to 5 categories by holding down your “control” key.

APPLICATIONS GO TO... – You must provide at least one method for candidates to use to apply for your posting. A URL that links to your jobs site (ideally directly to the posting in question) is sufficient. You may also provide a mailing address and/or an e-mail. If you want all applicants to start on your website, include only a URL and leave the other fields blank.

When you’ve entered the job posting information, you may click “Post Another Job” to, well, post another job, or “Continue” to check out. Clicking “Continue” will bring up your shopping cart.

To preview your posting, click on the job title. IMPORTANT NOTE: THE PREVIEW PAGE INCLUDES ALL INFORMATION REQUIRED FOR FOREIGN LABOR CERTIFICATION OF INTERNATIONAL FACULTY.
Click the title of your ad under Title for a preview of your posting. You can print the resulting page for your records.

Click “Checkout” to continue to billing or click “My Cart” at the top right hand corner to return to your shopping cart.

Click “My Cart” in the top right hand corner to return to your cart or click “Checkout” to pay for your order and post your job.

Clicking “Checkout” will bring you to the payment screen (or to the confirmation page if you’re posting for an institution with an unlimited posting plan). Enter a discount code (if applicable) and click the “Apply” button – this will adjust your price to reflect your discount.

Enter your billing address and a purchase order number if you require one. Note: Inside Higher Ed does require a P.O. if you are asking to be invoiced.

Choose your payment method – If you are paying by credit card enter the required information on the form. If you prefer to be invoiced for the posting, click the button that says “Send me an invoice.” We’ll show you the e-mail address we’ll be sending the invoice to – make sure it’s correct! And please be sure you have already included a P.O. number.
Pay by credit card or choose “Send me an invoice” and make sure we’ve got the right e-mail address and a P.O. number (required).

Click “Complete Purchase” and you’re through! We’ll send an e-mail confirmation immediately upon posting, as well as when your ad goes live on our website. If you’ve requested an invoice you’ll receive it within about a week.
OTHER FEATURES OF YOUR RECRUITER ACCOUNT

Hover over “My Account” link on the top right hand corner and click “My Job Posts” to review existing postings, get DOL documentation summaries from past postings, pick up a job for additional time on the site, or print a posting. You must be logged in to your account to see this link.

The “My Account” link allows you to see your account information and to change things like your password or e-mail address. You’ll also find “Order History” to get a quick overview of all your activity.

“My Job Posts” allows you to review/edit existing postings. “My Account” allows you to save changes to your account information.

To edit, delete or expire a job, click the “Select” button and choose the appropriate menu option.

By default, your dashboard will show you your pending job posts. To view a different set of ads, choose from the available tabs in “My Active Job Posts” (Pending, Active, Rejected or Expired).

Please feel free to contact us if you have any questions or if you would like help posting your openings. You can reach us anytime at recruit@insidehighered.com or 202-659-9208 from 9 am - 5 pm Eastern. You can find more recruiting information online at www.insidehighered.com/employers.

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