Creating a Job Post

Instructions:
1. Go our jobs page: http://energyclub.stanford.edu/jobs
2. Login to your Energyfolks account. See here for detailed instructions or troubleshooting. http://energyclub.stanford.edu/?p=9429
3. On the Jobs page, click “Post New Job or Opportunity”

4. Follow the prompts to fill out the job form.
5. Some tips:
   - Be sure to include the zip code in Location Address for accurate geolocating
   - The job title will automatically appear in our digest, so make sure that it’s descriptive.
   - If you are submitting a position for multiple locations, or multiple job type (i.e. full time, part time), create multiple job posts.

Troubleshooting:
1. Job posts are moderated by each network’s leadership, and they won’t appear on our map until they are approved. Contact energyclubcontacts@lists.stanford.edu for post approval on the Stanford network.
2. Post not showing up on the map? You can check on it under the Your Posts tab at the top of your screen.
   - Check the moderation status
   - Make sure you entered the correct address. The map automatically filters by location.
This is your post

Moderation Status
- Stanford Energy Club: Not yet approved, awaiting approval
Delete this post

SAMPLE JOB POST
SAMPLE EMPLOYER
Stanford, CA 94305
Type: One Time

How to Apply

Posted from Stanford Energy Club