# EMPLOYER USER GUIDE

## MHSCareerDiscovery.com

## OPEN POSITION SUBMISSION

1. Visit **MHScareerdiscovery.com**
2. **Click On Job Submission**
3. **Enter Position Details**
4. **Click On Preview**

    Note: Here you may edit your listing.

5. **Submit Listing**

    Your listing will be public once it has been approved by the admin. Once approved, it will remain public on MHScareerdiscovery.com for 45 days.
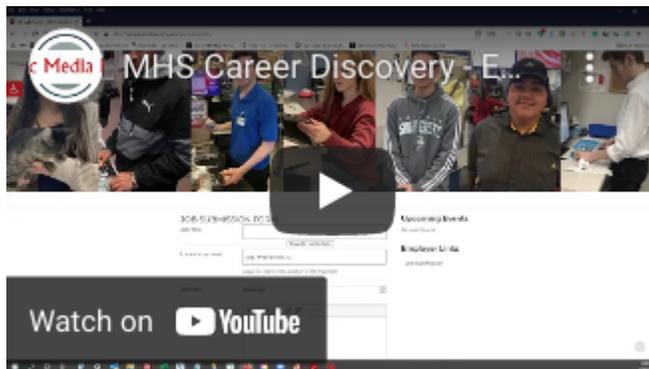
## CAREER EVENT SUBMISSION

1. Visit **MHScareerdiscovery.com.** **Click On The Event Submission Form**
2. **Enter Event Details**

    User Data (required). Needed for contact purposes by the admin
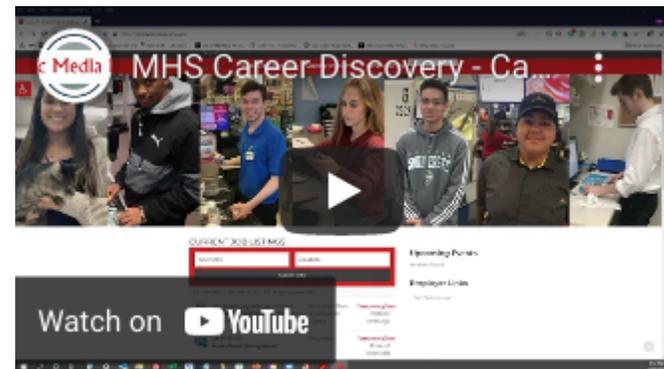
3. **Click Submit**

    Your event will be public on the website once the admin approves the event. After approval, your event will be public until the conclusion of the event.

**VISUAL HOW TO GUIDE**



https://youtu.be/iNAM8_qJGU0

**VISUAL HOW TO GUIDE**



https://youtu.be/8IE_vpwlUhU

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# EMPLOYER USER GUIDE FAQ'S

MHSCareerDiscovery.com

## JOB SUBMISSION

**What if I don't see my job listing posted on the website?**

If it has been longer than 5 days after the job listing was submitted, you can resubmit the job listing or email the admin at admin@mhscareerdiscovery.com.

**My listing expired, what do I do now?**

If your job opportunity is still available please fill out the job submission form again and submit it.

**My listing is still live, but the position is filled, how do I remove it?**

Send an email to the admin at admin@mhscareerdiscovery.com instructing them to remove the listing.

## EVENT SUBMISSION

**What if I don't see the event listed?**

If it has been longer than 5 days after the event was submitted, you can resubmit the event or email the admin at admin@mhscareerdiscovery.com.

**My event changed, how can I update it?**

Send an email to the admin at admin@mhscareerdiscovery.com with the items that have changed.

**My event is virtual, how do I notate that?**

Type "Virtual Event" in the event's title or in the description of the event.

**My event has been canceled, how do I remove it?**

Send an email to the admin at admin@mhscareerdiscovery.com stating that the event has been canceled.

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