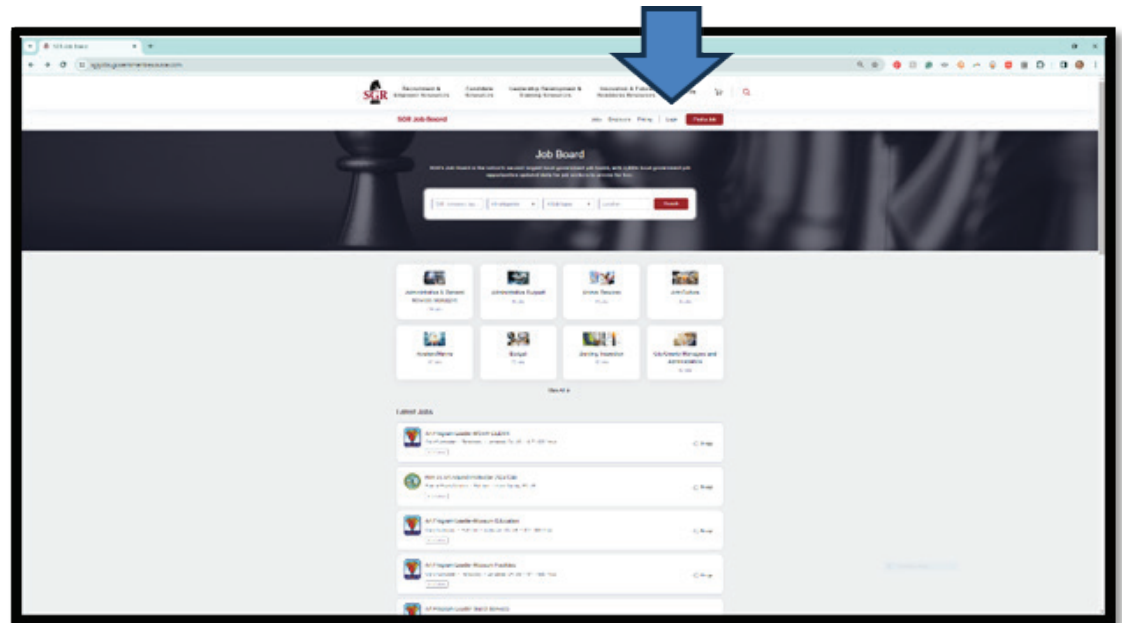


# SGR JOB BOARD INSTRUCTIONS

## HOW TO POST YOUR JOB

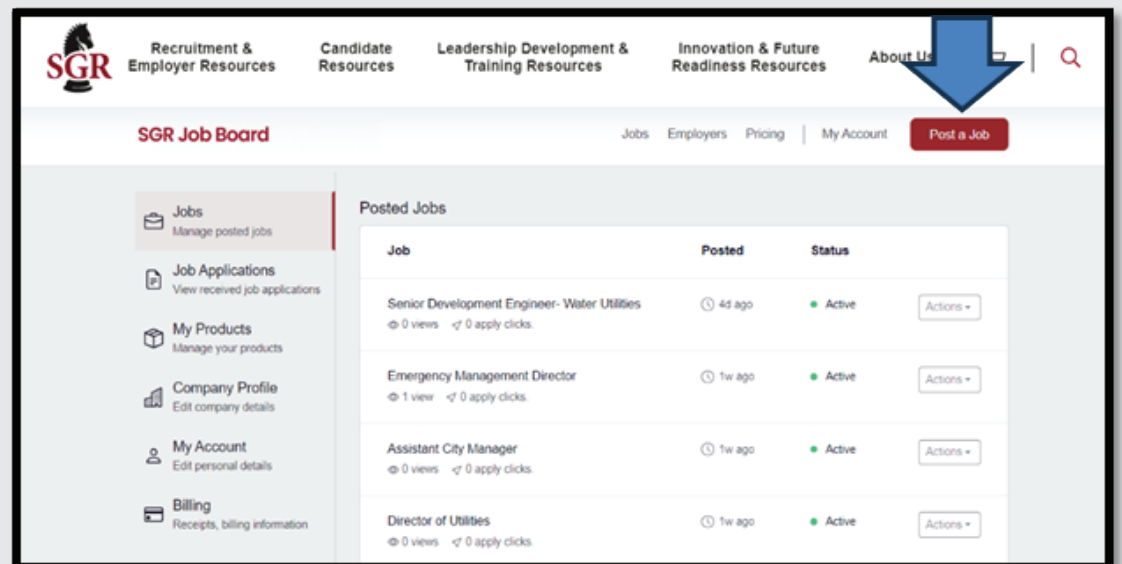
### STEP 1

- Go to the [SGR Job Board](#) homepage
- Click on the “Log In” button.



### STEP 2

- After logging in, navigate to your dashboard and select “Post a Job.”



# HOW TO POST YOUR JOB

## STEP 3

- Enter all “General Info” for the job posting and select “Next.”

**Post a Job**

Step 1 Job Details | Step 2 Posting Type | Step 3 Payment

**GENERAL INFO**

Job Title\*

Job Types

Category

Location\*   
Example: "Remote, USA Only", "San Francisco"

This job is remote

Tags

Description\*

**COMPENSATION**

Minimum pay  Maximum pay  Currency  Type

**HOW TO APPLY**

Apply By

Link to Apply\*   
Applicants will be redirected to the provided external URL to apply to the job.

**Next** →

## STEP 4

- Choose the product you wish to select from either the “Your Products” or “Other Products” categories

*Products listed under “Your Products” are those you have already purchased. “Other Products” encompasses items that are currently available for you to purchase.*

**Post a Job**

Step 1 Job Details | Step 2 Posting Type | Step 3 Payment

**YOUR PRODUCTS**

**SGR Job Board Subscription**  
unlimited jobs, 0 jobs posted  
[view more details](#)

**SGR Job Board Subscription**  
unlimited jobs, 1 job posted  
[view more details](#)

**OTHER PRODUCTS**

**Single Job Posting (60 days)**  
\$199.00, billed only once  
1 job posting  
[view more details](#)

**60-day Job Posting Plus Targeted Job Blast**  
\$399.00, billed only once  
1 job posting  
[view more details](#)

**Digital Talent Marketing (DTM) Package**  
\$699.00, billed only once  
1 job posting  
[view more details](#)

**Marketing and Network Boost Package**  
\$3,099.00, billed only once  
1 job posting  
[view more details](#)

[← Back](#)

## HOW TO POST YOUR JOB

### STEP 5

For Job Blast and/or Digital Talent Marketing (DTM) Purchases:

- Upload your organization's logo & 2-3 photos to be used to create your marketing graphic here: <https://sgr.pub/3VYoSu4>  
**(for job blasts only a logo needs to be uploaded)**
- PLEASE NAME EACH GRAPHIC WITH YOUR ORGANIZATION'S NAME BEFORE UPLOADING
- If you do not have a logo and/or photos then we will use publicly available images from websites and social media sites or stock images to create the graphic.