

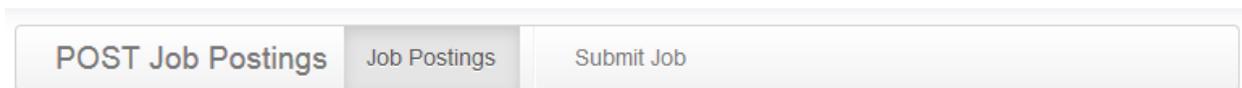
Welcome to the Newly Automated JOB Announcement application

Agency job opportunities in Law Enforcement positions will now be entered by the Agency and submitted to POST for review. Once the announcement has been reviewed by POST and approved, the announcement will appear on the POST web site.

To begin:

Go to <http://post.idaho.gov/jobs/>

You will see two buttons on the top navigation bar;



Job Postings : for viewing the current jobs listed on the POST site.

Submit Job: Provides a place for agencies to log in to submit and manage postings.

Login using your Agency Name & Agency password. This is the password that POST issues to Agency Heads only, for the purpose of accessing agency training records. At the Agency Head 's discretion the password may be given to Agency employees as needed . **POST personnel cannot and will not provide this password to anyone but the Agency Head.**

Agency	<input type="text" value="Agency"/>
Password	<input type="password" value="Password"/>
<input type="button" value="Login »"/>	

Once you log in, you can review your current listings, modify old listings, or even delete listings you no longer need. To submit a new Job Posting, Click on "New Job Posting" button.

The following form will appear:

[Current Postings](#) [New Job Posting](#)

Agency *

Location

Position Title *

Salary * ?

Start Date * ?

End Date * ?

Expiration Reminder ?

Description *

Contact ?

Link to Posting ?

Your Name * ?

Your Contact Email * ?

Complete the form and submit. Note that fields that are in bold are required. If you have questions use the (?) buttons provided at the right of the form fields.

After the form has been submitted it will be reviewed by POST. Once approved, it will appear on the POST web site, with-in the date parameters of the announcement. Please note that jobs cannot be posted for more than a year. We wish to provide job seekers with up to date information.