

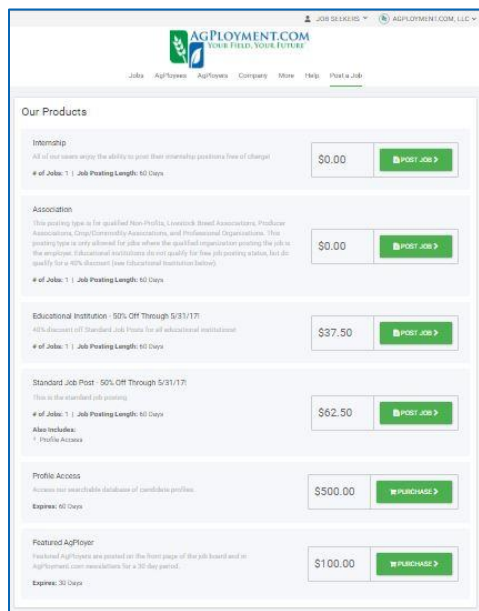
Posting A Job

For the purposes of this help guide we will just cover the process for a single job post. Whether your choice is an Internship or Association option (both free), or Educational Institution or Standard Job Post option (both paid), the process is the same, except that the paid options will have to go through checkout before the job post can be created.

If you have job post credits available, they may be used rather than completing the checkout process each time you wish to post a new job advertisement. The system will notify you that you have job credits available, helping to make sure that you do not make unnecessary purchases.

Step 1: Navigate to the products page.

You can either select “Post a Job” from the main menu (below the AgPloyment.com logo), or “Purchase More Job Posting Credits” from your AgPloyer dashboard. Either



link will take you to our products page, which lists the various job posting options, packages, and other upgrades available for purchase, as well as brief descriptions of each product.

Step 2: Select a job post option.

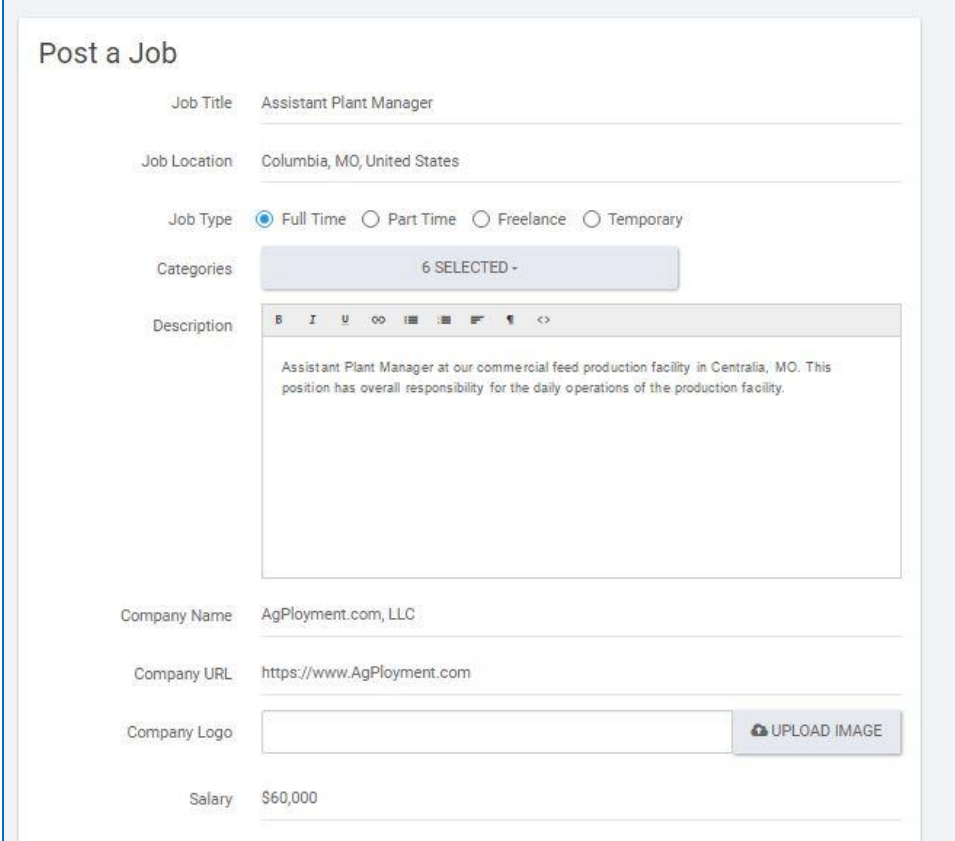
For this help guide we will be selecting a Standard Job Post, but the process for creating job posts is the same for all options.

Simply click on the green button to the right of whichever option you would like to use, and you will be taken to the job post form.

Remember: All job posts will be approved by AgPloyment.com before going live on the job board. This process may take up to two (2) business days, but turnaround is generally much faster. Internships are always free to post, and any non-profits, livestock breed associations, producer associations, crop/commodity associations, and professional organizations may post jobs for *their* organization for free as well. Educational institutions receive half-off the Standard Job Post rate.

Step 3. Complete the job post form.

There's a lot to talk about when it comes to creating job posts and descriptions. We have written several suggestions for you below to keep in mind as you create your posts. We hope that they help, but if you have other questions you can always submit them through our [Ask the Expert](#) section or by email to info@agployment.com. More is almost always better when it comes to job descriptions. We don't recommend that you embellish job posts simply to attract applicants, just make sure your post has got some meat to it. They are one of the few things that most people will read completely. You can follow along with an example job we created through the images we have provided.



The image shows a 'Post a Job' form with the following fields and values:

- Job Title: Assistant Plant Manager
- Job Location: Columbia, MO, United States
- Job Type: Full Time Part Time Freelance Temporary
- Categories: 6 SELECTED -
- Description: Assistant Plant Manager at our commercial feed production facility in Centralia, MO. This position has overall responsibility for the daily operations of the production facility.
- Company Name: AgPloyment.com, LLC
- Company URL: https://www.AgPloyment.com
- Company Logo: [Empty field with 'UPLOAD IMAGE' button]
- Salary: \$60,000

Job Title

Start with the title for the position you wish to advertise, and make sure that the title can be understood by job seekers who are unfamiliar with your company. If your company uses titles such as “Specialist I” or “Account Representative IV” you may want to advertise the position in a different way so that job seekers may understand it. If “Specialist I” is a title for someone who works as a laboratory technician, you may want to advertise the position as “Laboratory Technician” or “Laboratory Specialist” to help job seekers easily understand the position while searching. You can always list the title with company later in the Description section. Using standard industry titles or terminology will help your post reach more job seekers, especially qualified ones.

Many times, job seekers (especially passive candidates) simply skim through lists of job posts, so make sure you start off on the right foot. The adage goes, “Don't judge a book by its cover.”, but that is just what job seekers do. It's what we all do. If the title or the cover of a book doesn't interest you when you are at the bookstore, you are most likely not going to open it up to read the summary, much less purchase the book. Or, for the

younger generations, if the homepage of a website doesn't interest you, you are not likely to click through deeper into it. Keep this in mind when creating your job post.

Job Location

While many companies hire for positions that may cover large territories, we still recommend having an approximate location. There is generally always a preferred location. If you have a preferred location, but really don't mind if an employee lives outside of it, then put the general location in this area, and specify the preferred location in the Description section. Do not put the location as "Midwest" if the employee really needs to cover parts of western Iowa and northeastern Nebraska, put something more specific. If you really prefer that the employee reside in Iowa for tax or administrative reasons, then put the location as being western Iowa. If a position needs to cover four counties in central Texas (and they should reside within their territory), then you can put central Texas as the job location, but make sure and specify in the Description section that candidates are expected to reside within whichever four counties you determine are their territory. If the position that you are hiring for will report to a specific location every day for work, then use that for the location.

Job seekers become frustrated very quickly when job posts do not accurately describe the job, especially the job location. If they become frustrated with your positions, they are less likely to pursue any job posts they see from you. It also does nothing for you when trying to hire for a position, it can be quite counter-productive in fact. When you have many applicants for a position, but only about 20% of them are in the location you described (or are willing to move there), you are wasting significant amounts of time, energy, and money (including the job seeker's) with unproductive leads. Be as specific as possible!

Job Type

Job type is pretty straightforward. You can select "Full-Time", "Part-Time", "Freelance", or "Temporary". For Internships, you will generally choose "Temporary".

Categories

Categories are like tags, they allow your job post to be searchable for certain keywords and grouped to better assist job seekers. When you create a job post you may select up to seven (7) categories for it. These categories help job seekers find your position when they search the site. Job seekers may do general searches for keywords and location, or will use the Categories menu on the job board home page to search for all jobs in a specific category. Many job seekers (active and passive) will also use email alerts. These alerts will trigger if the categories you have selected match up with categories that the job seeker has defined as being of interest to them. We recommend only using the categories which actually relate to the job you are posting. Adding additional

categories simply to use your allotted seven (7) categories is not a great idea, because, just like with job titles and locations, it can frustrate job seekers turning them off to your company in general. If we have reports from job seekers that you are using categories which do not match your job posts we may be forced to conduct more intensive reviews of your job posts before allowing them to be published. This may increase the time it takes for your posts to appear on the job board, and we may require that you edit your posts to better match the actual position.

Description

This is where you can provide a general overview of the position. Don't get into a lot of the details of what the position is required to do, you can add that in the Duties & Responsibilities section. Just make sure you cover what the position is, who it reports to, if it will be a management position, and other basics. This is also a great place to list things like benefits, information about the company, the branch/division the position is in, the products or services related to the position, information about the city/location, etc. You can also make the text stand out more by making it larger, bold, italic, etc.

Company Name, URL, & Logo

This is also pretty straightforward. Just enter the necessary information and add media as needed.

Salary

In short: we recommend publishing a salary. To clarify, we recommend that most AgPloyers publish either a range, or the base salary. For example, if you have an hourly position that may range from \$14/hr. to \$18/hr. depending on experience or other conditions, you can publish it as "\$14-18/hour, DOE", or "\$14+/hour, DOE". The first option being the range and the second option being the base, both including the "DOE" condition, indicating the determining factor that the final wage will be based on.

Another example will be for a salary. If you have a salaried position that will range from \$48,000 to \$62,000 depending on experience or other conditions, you can publish it as "\$48,000-\$62,000, DOE", or "\$48,000+, DOE". Both options will help attract qualified candidates as long as you are in the ballpark for the industry average.

Salary	\$60,000
How to Apply	<input checked="" type="radio"/> Apply by Email <input type="radio"/> Apply by URL
	info@agployment.com
	Applications for this job will be sent to the email address you specify.
Additional Application Instructions	Submit your resume and cover letter
Contact Email	info@agployment.com
Reference #	ABC-123

How to Apply

If you would like candidates to apply through our system, and receive an email when candidates apply, then you should select “Apply by Email”. If your company utilizes its own Applicant Tracking System (ATS), then you are more than welcome to select “Apply by URL”. If you select to have them apply through our system and receive emails when they apply, simply enter the email address you would like the system to notify for the job post. If you select to use your own system then you should enter the URL. We do offer screening questions, so that may help you to prevent unqualified candidates from applying.

Additional Application Instructions

If you require specific information from candidates you may enter it here. For instance, if you require a résumé be with the application then enter that here.

Contact Email

Enter the contact email for the person in charge of this job post. They will be contacted at this address by the system or us regarding the job post when necessary.

Reference

While not required, we do highly recommend that you use a reference number for your job posts. This will be very helpful in keeping posts organized and in tracking issues. If you do not have a system in place it is not difficult to set up, and we believe you will find it very beneficial. It might even get you some brownie points with your boss!

Duties & Responsibilities	Manage daily production on multiple shifts, ensuring compliance with company policy, quality assurance, regulations established by FDA, EPA, and OSHA and following GMPs. Responsible for providing leadership, managing, hiring, training, coaching and developing production and maintenance personnel and Safety Coordinator. Responsible for safety, promoting safe behavior, implementing safety programs and oversight of training requirements. Responsible for the execution of approved capital and maintenance projects. Responsible for maintaining and updating production SOPs. Responsible for managing all production related expenses (overtime, equipment repairs and maintenance, and supplies). Will develop an annual operation plan to include productivity and efficiency improvements, automation and quality advancements and employee development.
Experience	3-5 years of agricultural manufacturing, equipment maintenance and supervisory experience.
Education	Bachelor's degree in agriculture
Preferred Qualifications	Bachelor's degree in agriculture and 5+ years of agricultural manufacturing, equipment maintenance and supervisory experience.

Duties & Responsibilities

This is the section where you will enter in all of the tasks, anticipated activities, and expectations for the position.

Experience

Here you will enter in the basic experience you require for the position. Remember to keep it to the most basic that you consider adequate. You can add more in the Preferred Qualifications section.

Education

Like Experience, keep this section to the lowest education level you deem necessary.

Preferred Qualifications

This section lets you expand on the Experience and Education sections by detailing what your ideal candidate would possess. Just make sure to keep it reasonable. It is not likely that you will find a candidate with a PhD in plant pathology with 15 years of related work experience to fill your position for a crop scout. That's definitely the granddaddy of purple squirrels!

Enhance your job posting with these upgrades

<input checked="" type="checkbox"/> Urgent Sticker	Mark your job post with an eye-catching "Urgent!" sticker and attract more views and applications.	\$25.00
<input checked="" type="checkbox"/> Featured Job Post	With this upgrade your job post will be featured on the home page, highlighted in search results and category displays, and will be shared by AgPloyment.com through our social media channels and email newsletters (while the job is active).	\$75.00

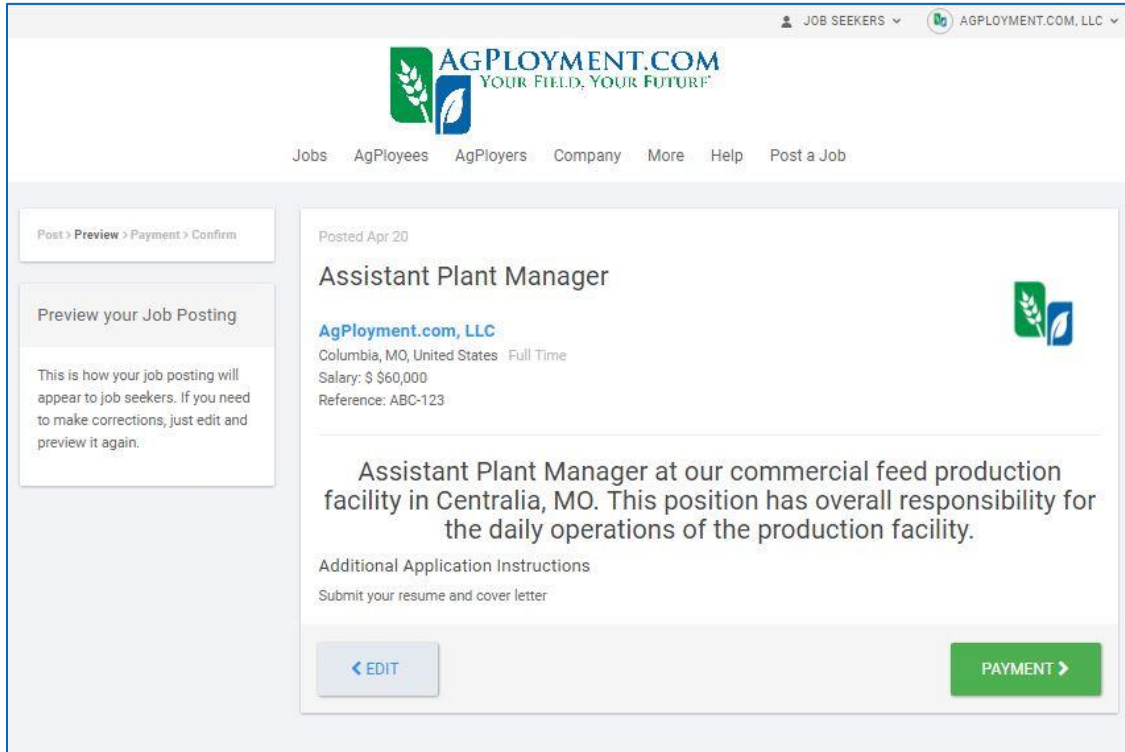
[PREVIEW JOB >](#)

Upgrades

If you would like to add some extra pizzazz to your post you can add an upgrade or two. The eye-catching Urgent Sticker places a red sticker on the upper right-hand corner of job posts, garnering more attention from job seekers. The Featured Job Post places your ad in a featured position on the job board home page, highlights it in search results (and places it at the top of search results), and will be shared by AgPloyment.com through our social media channels and our newsletters.

Upgrades are a great way to increase views and applications!

Step 4: Review your job post. Edit if needed.



The screenshot shows the AgPloyment.com interface for reviewing a job post. At the top, the logo and tagline "YOUR FIELD, YOUR FUTURE" are visible. Below the navigation menu, a breadcrumb trail reads "Post > Preview > Payment > Confirm". A sidebar on the left contains a "Preview your Job Posting" section with a note: "This is how your job posting will appear to job seekers. If you need to make corrections, just edit and preview it again." The main content area shows the job title "Assistant Plant Manager", the employer "AgPloyment.com, LLC", location "Columbia, MO, United States", and salary "\$60,000". The job description states: "Assistant Plant Manager at our commercial feed production facility in Centralia, MO. This position has overall responsibility for the daily operations of the production facility." Below the description are "Additional Application Instructions" and a note to "Submit your resume and cover letter". At the bottom, there are "EDIT" and "PAYMENT" buttons.

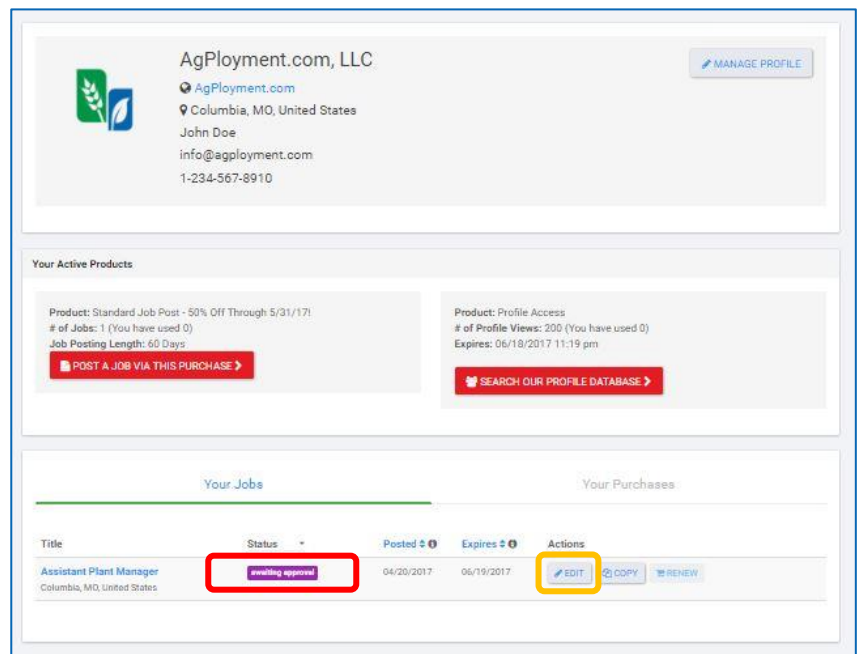
Step 5: Make your payment if you do not have credits available.

Step 6: Visit your dashboard.

You can navigate to your job post from the AgPloyer dashboard and see how it looks to job seekers.

If you need to edit your job post you can also do that from the AgPloyer dashboard (gold bar).

Until your post is approved by AgPloyment.com you will notice the purple bar that says, "Awaiting Approval" under Status (red bar).



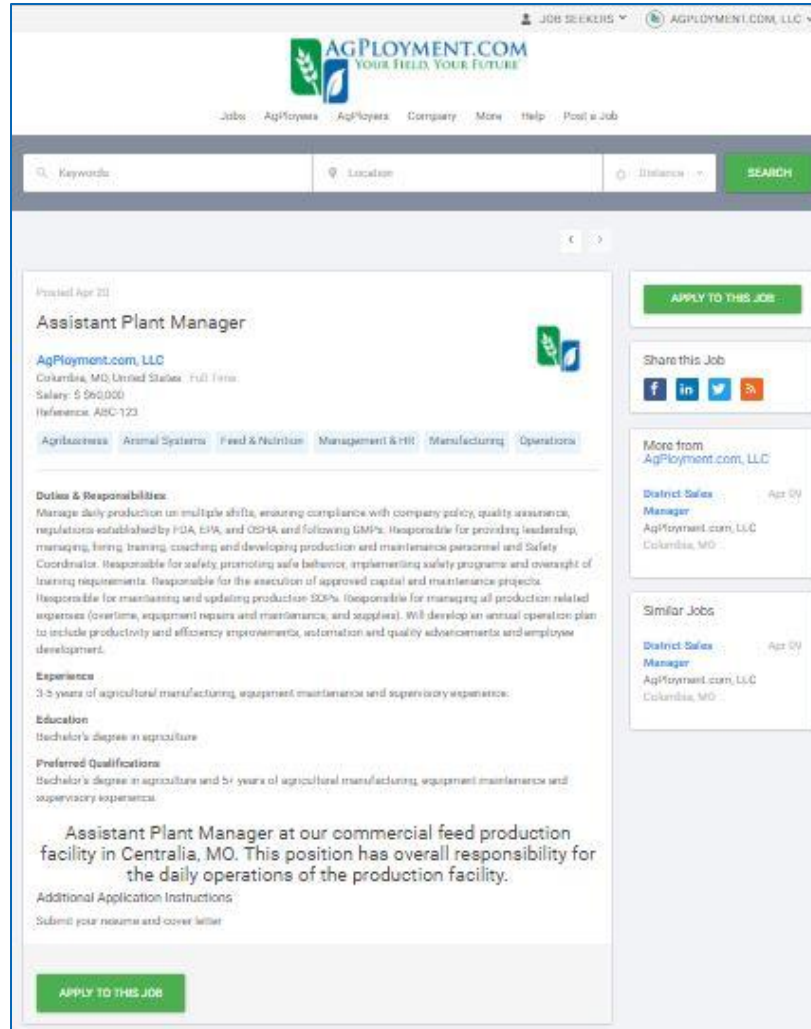
The screenshot displays the AgPloyment.com dashboard. At the top, the user profile for "AgPloyment.com, LLC" is shown, including contact information and a "MANAGE PROFILE" button. Below this, "Your Active Products" are listed: "Standard Job Post - 50% Off Through 5/31/17" and "Profile Access". The "Your Jobs" section features a table with the following data:

Title	Status	Posted	Expires	Actions
Assistant Plant Manager Columbia, MO, United States	awaiting approval	04/20/2017	06/19/2017	EDIT COPY RENEW

The "awaiting approval" status is highlighted with a red box, and the "EDIT" button is highlighted with a yellow box.

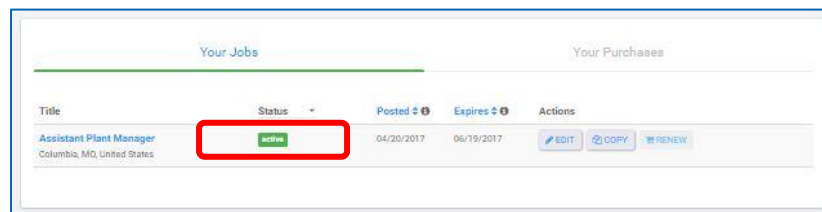
Step 7: Visit your post.

You can go directly to your post and review it from the job seeker perspective if you like. If you notice anything that needs to be changed you may return to the AgPloyer dashboard and edits.



The screenshot shows the AgPloyment.com website interface. At the top, there is a navigation bar with the logo and tagline "AGPLOYMENT.COM YOUR FIELD. YOUR FUTURE". Below the navigation bar is a search bar with fields for "Keywords", "Location", and "Distance", and a "SEARCH" button. The main content area displays a job post for "Assistant Plant Manager" at "AgPloyment.com, LLC" in "Columbia, MO, United States". The salary is listed as "\$ 560,000" and the reference is "ABC123". The job is categorized under "Agriculture", "Animal Systems", "Feed & Nutrition", "Management & HR", "Manufacturing", and "Operations". The "Duties & Responsibilities" section describes the role of managing daily production, ensuring compliance, and overseeing safety. The "Experience" section requires 3-5 years of agricultural manufacturing experience. The "Education" section requires a Bachelor's degree in agriculture. The "Preferred Qualifications" section requires a Bachelor's degree and 5 years of experience. The "Additional Application Instructions" section states to submit a resume and cover letter. There are two "APPLY TO THIS JOB" buttons, one at the top right and one at the bottom left of the job post details.

Once your job post has been approved by AgPloyment.com you will see the Status change to the green bar which says, “Active”.



The screenshot shows the "Your Jobs" section of the AgPloyment.com dashboard. It features a table with columns for "Title", "Status", "Posted", "Expires", and "Actions". The "Status" column for the "Assistant Plant Manager" job is highlighted with a red box and contains a green bar with the word "Active" in white text. The "Posted" date is "04/20/2017" and the "Expires" date is "06/19/2017". The "Actions" column includes "EDIT", "COPY", and "RENEW" buttons.

Title	Status	Posted	Expires	Actions
Assistant Plant Manager Columbia, MO, United States	Active	04/20/2017	06/19/2017	EDIT COPY RENEW