



WAI Jobs Connect Corporate User Instructions

updated: March 1, 2023

Access Career Center Portal

1. Go to this page: <https://www.wai.org/resources/jobs-connect/post>.
2. Click the “Post Your Position” button.
3. Clicking the button will validate whether you are allowed to post a job. If approved, the portal will launch in a new tab/window.

Corporate User Sections in the Portal

Published Jobs:

- Where you can **Add a Job**. There is a button at the top right of the screen.
- Shows all the jobs you have created that are currently posted on the website.

Draft Jobs:

- When creating a job, you can Save as Draft which will allow you to continue working on it before Saving it to be published on the WAI website.
- On this screen you can either edit or archive the job post.

Pending Jobs:

- These are jobs that have been submitted to WAI for listing on the website.
- These jobs will need to be reviewed and approved by WAI prior to being listed on the website.

Archived Jobs:

- These are jobs that have expired due to their expiry date or archived manually by you or the WAI admin.

Icons used in the portal:

	Archive	Archive a job so it no longer shows on the website or in the Pending Jobs area.
	Edit	Edit a job posting

Posting a Job

1. In the Published Jobs screen, click the “Add a Job” button in the top right of the screen.
2. Fill out the information on the screen.



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3. The Short Description is the shorter description that appears in the listing page.

Job Title

 **Position Title:** Position Title

 **Position Company:** Company Name

short description

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4. The Full Description is what the user will see when clicking the “Read More” button.
5. There are three buttons at the bottom of the screen.
 - a. Save: Save the job and submit it to WAI for review to post on the website.
 - b. Save as Draft: Save to the draft section to continue working on it later.
 - c. Cancel: Cancel and return to the Published jobs screen.