

## SGR JOB BOARD INSTRUCTIONS

### “How to Post a Job to the SGR Job Board”

#### Step 1

Go to

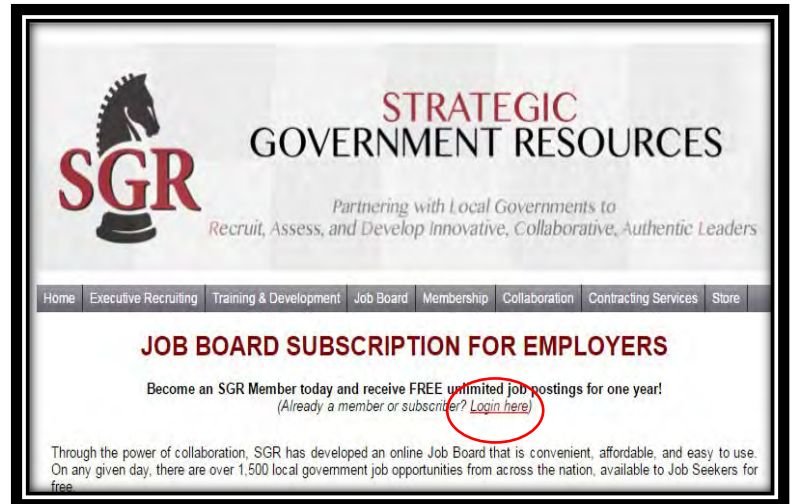
<https://www.governmentresource.com/>

Hover over the Job Board tab at the top of your screen and click on Employers from the drop down menu.



#### Step 2

Click on the Employer Login link in the middle of the screen



#### Step 3

Enter the login credentials you created when you subscribed to the Job Board.



### Step 4

Click on Add Job



### Step 5

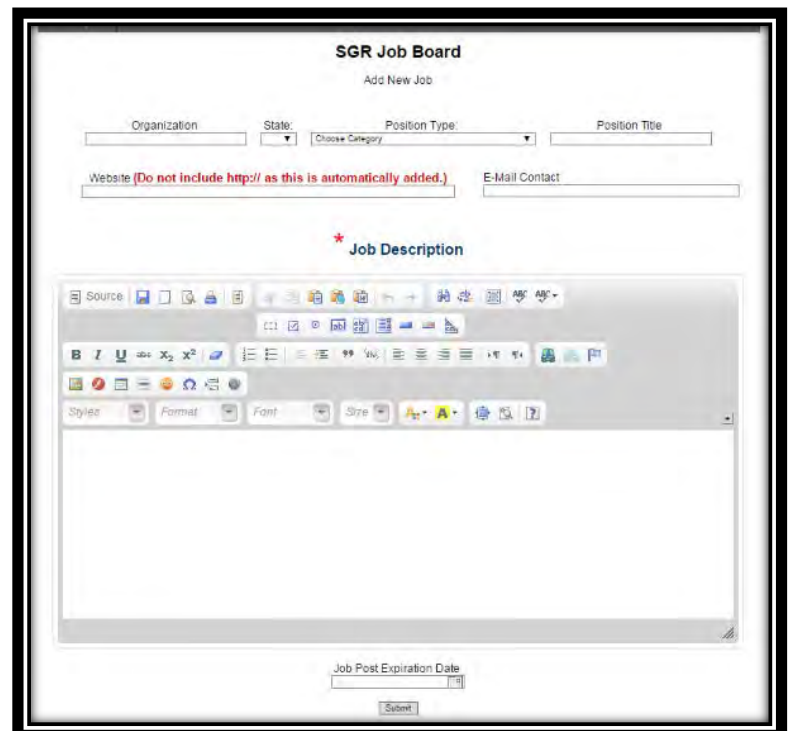
Enter Information in Boxes

Copy and Paste (by right clicking) the Job Description from a Word Document

Enter the Job Expiration Date at Bottom

Click Submit

*\* See below if a Paste Box Pops Up*



### Step 6

Right Click the Job Description into the Paste Box and Click OK.

Then Complete Step 5 to Submit

