## SGR JOB BOARD INSTRUCTIONS

"How to Post a Job to the SGR Job Board"



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.





SGR	
Please login	
Username	
Password	
Login Back	

## 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.





	SGR Job Board Add New Job
	Organization State: Position Type: Position Title
	Website (Do not include http:// as this is automatically added.)
(es	* Job Description
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Bottom	
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ops Up	
	Job Post Expiration Date
	Submit

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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



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

Then Complete Step 5 to Submit

	SGR Job Board	
Organization	Paste	Position Title
Website (Do not include	Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window. Please paste inside the following box using the keyboard (Ctrl/Cmd+V) and hit OK	
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