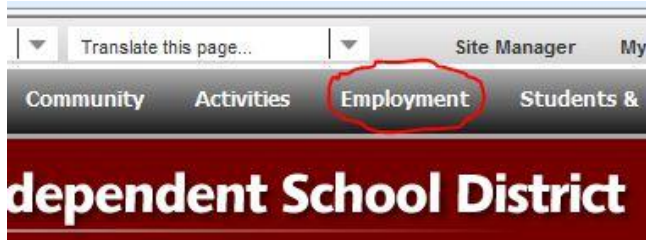
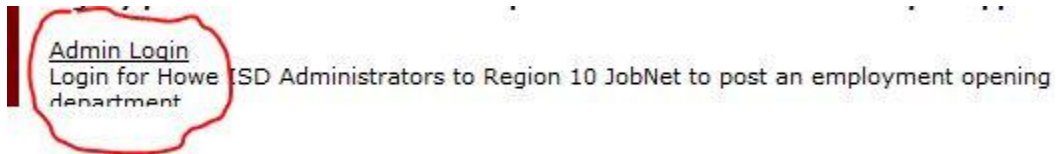


How to Post a Job Using the Region 10 JobNet Site

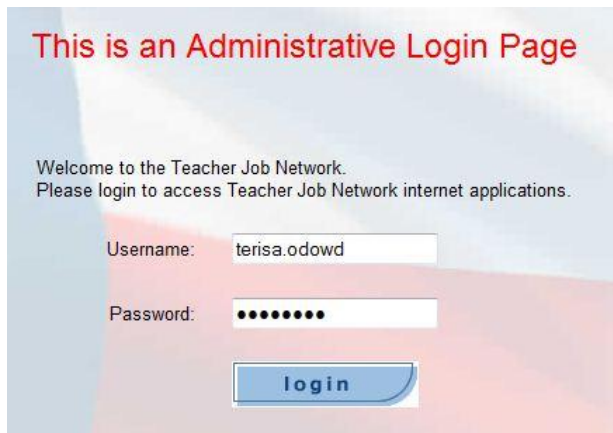
1. Login to www.howeisd.net



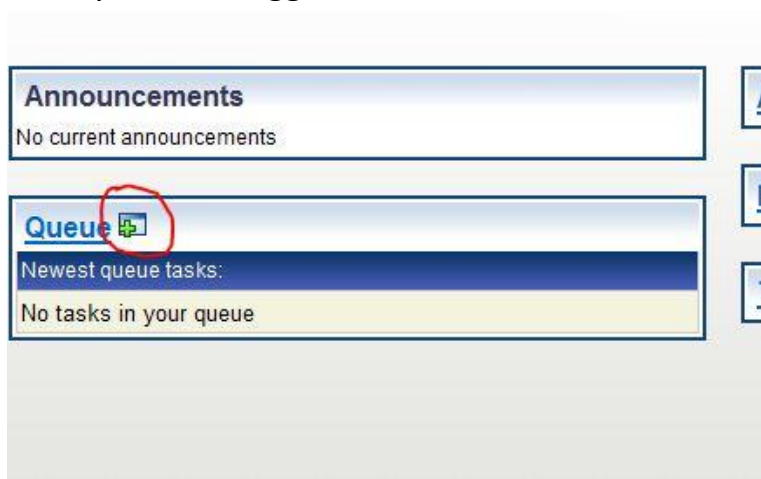
2. From the Human Resources page locate the Admin Login section



3. At the Region 10 JobNet web site enter your username and password



4. After you have logged in to the site click the + button to **add a new job**



5. Click the **Create Job Posting** link

View Process: View Step: All

Currently there are no queue items to process

Create Queue Item:
[Create Job Posting](#)

6. To begin the job posting click the Job Posting Form Link
Create Job Posting

Enter your job posting information in the form b

Forms / Actions:

[Job Posting Form](#) ■

Flows:

[Submit Job Posting](#) ■ = Required
[Cancel](#)

7. Complete all the REQUIRED fields on the form.
8. Select a Job Category

Teacher Job Network

Position Information

Category:	<No Selection>	
Job Type:	<No Selection>	
Job Master Type:	Administration	District
Job Master:	Certified	
	Classified	
	Substitute	
Position:	Volunteer	

9. Select the Facility

Facility:	<No Selection>	
	<No Selection>	
	AEP Campus	
	Assigned Campus	
	Central Administration	
	District Wide	
	Food Service	
	Howe Elem.	
Posting Date:	Howe HS	DD/YY
	Howe MS	
Posting Date:	Maintenance	DD/YY
	Transportation	

10. Select a Job Type

A screenshot of a web form showing a dropdown menu for 'Job Type'. The menu is open, displaying several options: '<No Selection>', 'Athletics', 'Counselor', 'Librarian', 'Nurse/LVN', 'Special Education', 'Special Programs', and 'Teacher'. The 'Teacher' option is highlighted in blue. To the left of the dropdown, the text 'Job Type:' is highlighted in yellow. Other form fields are partially visible, including 'Master Type:', 'Job Master:', 'Position:', 'Post to Web:', and 'Posting Status:'.

11. Select a Job Master (Position)

A screenshot of a web form showing a dropdown menu for 'Job Master'. The menu is open, displaying several options: '<No Selection>', 'Agricultural Science Teacher', 'Band Director', 'Classroom Teacher', 'Mentor Teacher', and 'Special Education Teacher'. The 'Classroom Teacher' option is highlighted in blue. To the left of the dropdown, the text 'Job Master:' is highlighted in yellow. Other form fields are partially visible, including 'Position:', 'Post to Web:', and 'Posting Status:'.

12. Enter a new name for the Position if desired

A screenshot of a web form showing two text input fields. The first field is labeled 'Job Master:' and contains the text 'Classroom Teacher'. The second field is labeled 'Position:' and also contains the text 'Classroom Teacher'. The 'Position:' label and its input field are highlighted in yellow.

13. Enter a Posting Date

14. Enter a Posting Status

15. Enter a Closing Date (if desired)

16. Enter Position Description, Responsibilities, Qualifications, Experience, Salary information if desired or you can use the information provided by TASB

17. Enter the Apply to information unless you want applicants to apply online at www.teacherjobnet.org

A screenshot of a web form showing a text area for 'Apply To'. The text area contains the following text: 'To apply, send a Letter of Interest, Resume', Transcripts, Credentials, and Howe ISD application to: Shawn Martin martin.shawn@howeisd.net'. The text area is bordered by a light blue frame. To the right of the text area, the text '31 characters ren' is visible. Below the text area, there is a text input field labeled 'Starting Date:'.

18. Click the Complete button

19. Click the Submit Job Posting and logout.