

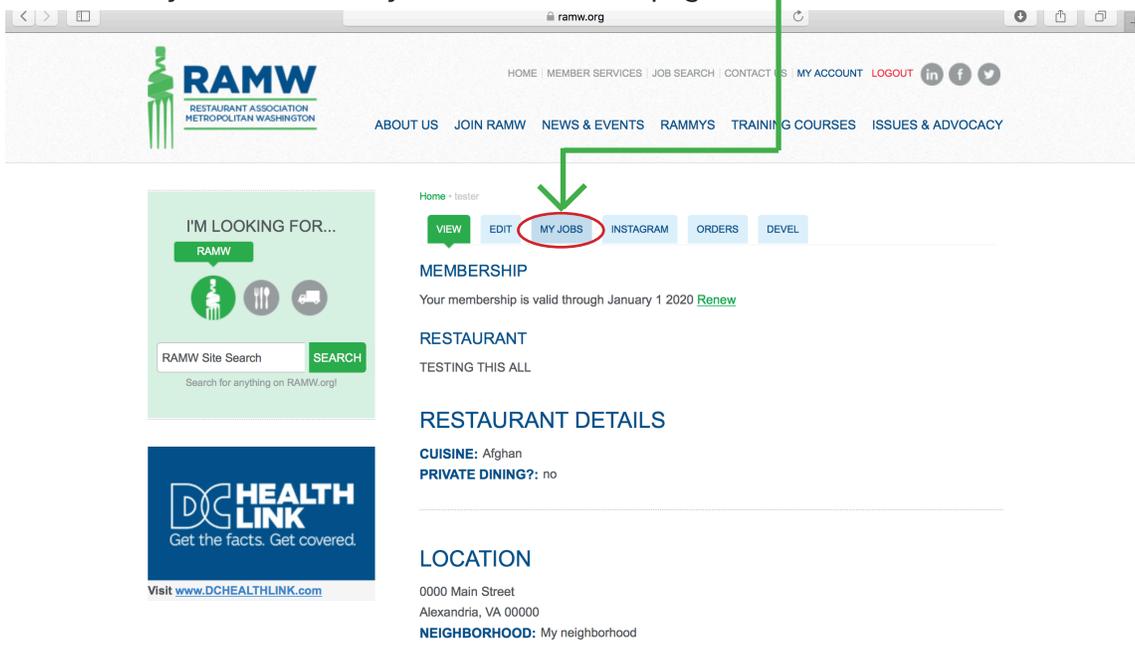
# Posting to the RAMW.org Job Board

Your restaurant or company must be a member in good standing with the Restaurant Association Metropolitan Washington to post a job on RAMW.org.

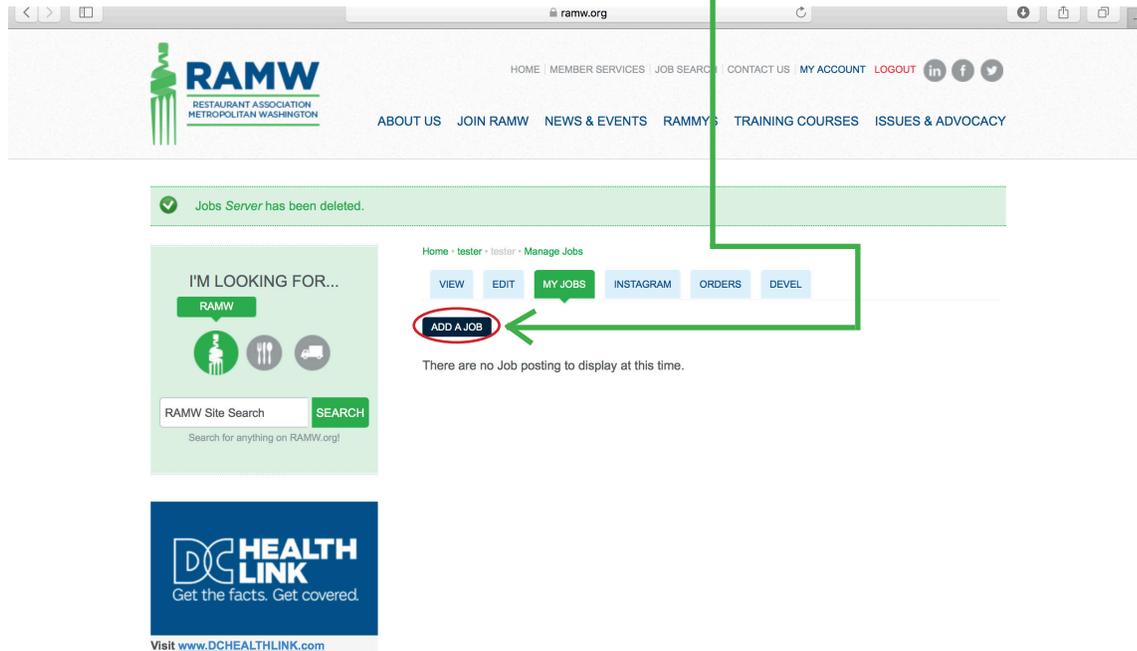
Log into your member profile on RAMW.org



Click the "My Jobs" tab from your account home page.

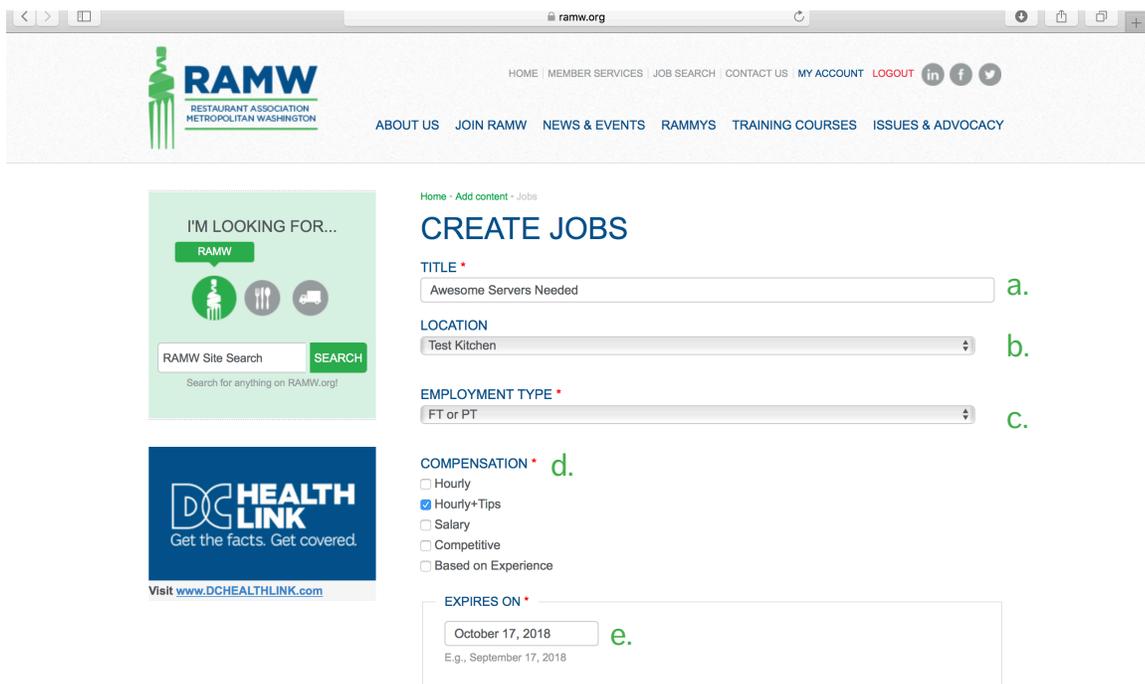


Click the “Add a Job” button on the My Jobs page.



The “Create Jobs” page will load. *All sections with a red \* must be completed.*

- Enter the “Title” your job post.
- Next select the “Location” of the position from the drop-down menu; this is your restaurant or company name.
- Next select the “Employment Type”; you have the options of Full Time, Part Time, or FT and PT.
- Next select the “Compensation” for the position; you are able to check off more than one option.
- Next adjust the “Expires On” date for the posting; you can leave this date as the default (30 days from the date the post is created).



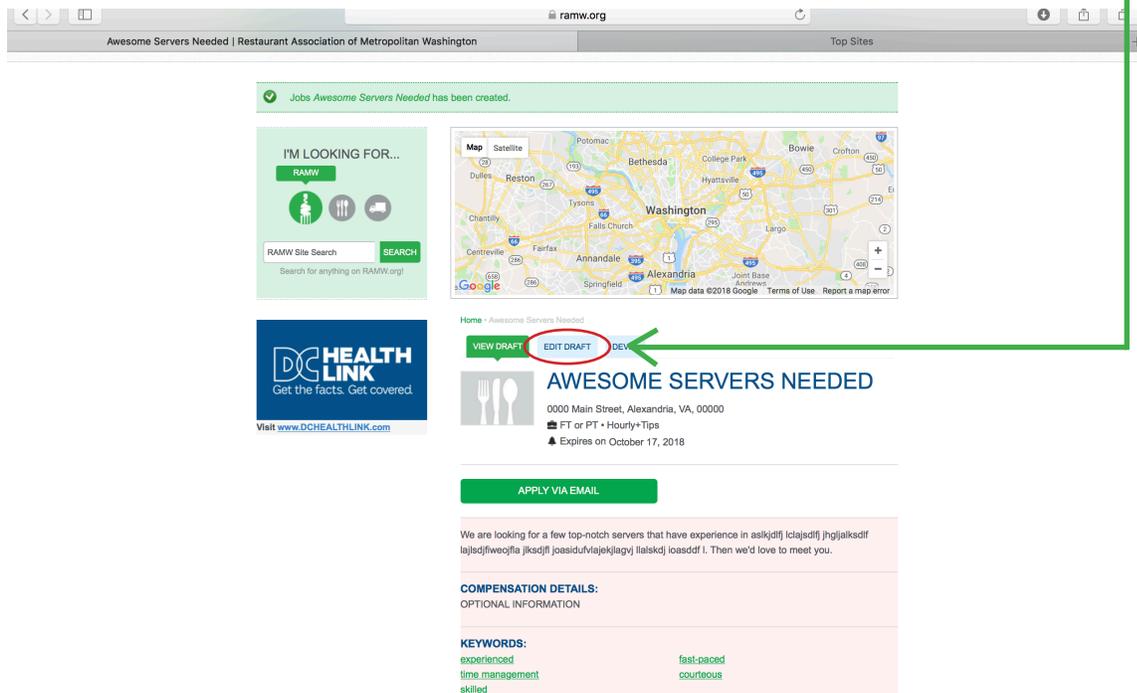
- f. Next select the option for applications in the “How Do You Want People to Apply” section. You can check both boxes or just one. Note that the “Hiring Manager’s Email” is required even if you want applicants to apply using a link.
- g. Next enter the “Job Details” in the area provided. This information can be as long or short as you’d like.
- h. Next you have the option to enter keywords that are important to the position. These keywords will be displayed at the bottom of your posting; applicants can also search for jobs using the keywords on the job board. Keywords are not required for the posting.

The screenshot shows a web browser window with the URL ramw.org. The page title is "HOW DO YOU WANT PEOPLE TO APPLY?". There are two radio button options: "Hiring Managers Email" (checked) and "Registration URL". Below this is a text input field for "HIRING MANAGER'S EMAIL" containing "jobs@testkitchendmv.com". Underneath is an "APPLICATION LINK" field. The "JOB DETAILS" section contains a text area with placeholder text: "We are looking for a few top-notch servers that have experience in askjdfj lclajsdflj jhgljalksdf lalsdjfiweoflfla jlkdsjfl joasidufVajeklagv llalskdj loasddf l. Then we'd love to meet you." The "KEYWORDS" section has a text input field containing "experienced, fast-paced, time management, courteous, skilled".

- i. Next you have the option to include “Compensation Details” such as benefits, hours, available shifts, etc. *This information is not required for the job to be posted.*
- j. Next click “Save” to save the posting information.

The screenshot shows the "COMPENSATION DETAILS" section of the form. It features a large text area labeled "OPTIONAL INFORMATION". Below the text area is a note: "Includes benefit information, pay rate, or any other information pertaining to the perks of this job." At the bottom of the form is a green "SAVE" button.

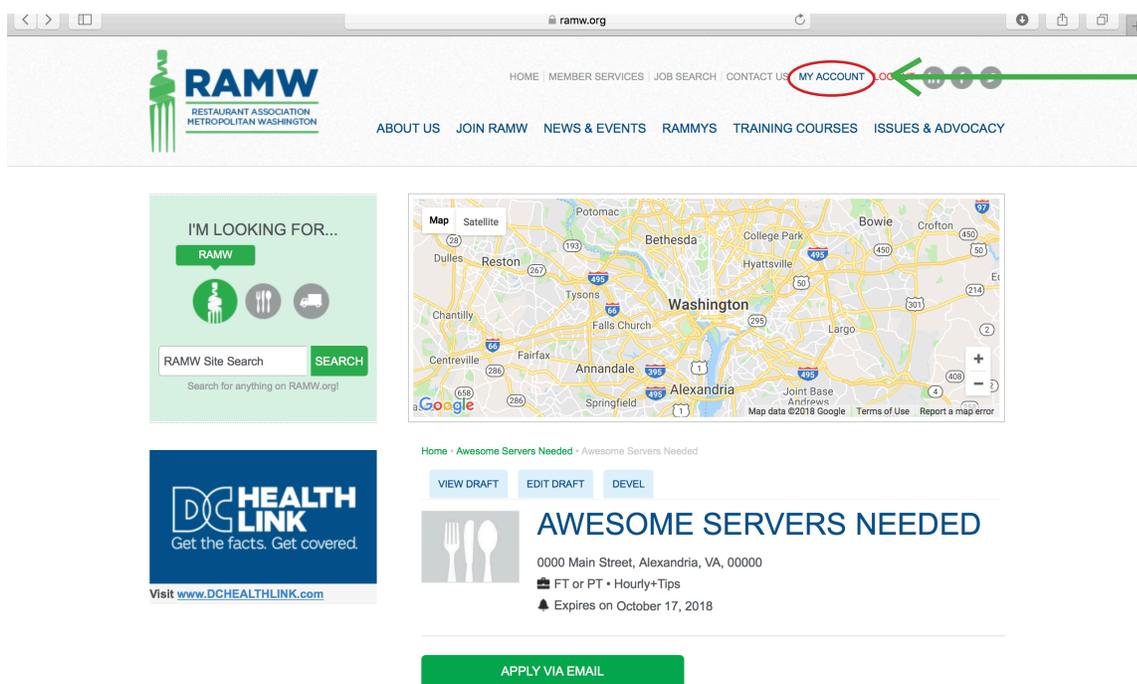
Your job posting page will display as it will be seen on the job board. You can make edits to the draft posting by selecting the “Edit Draft” tab above the posting Title.



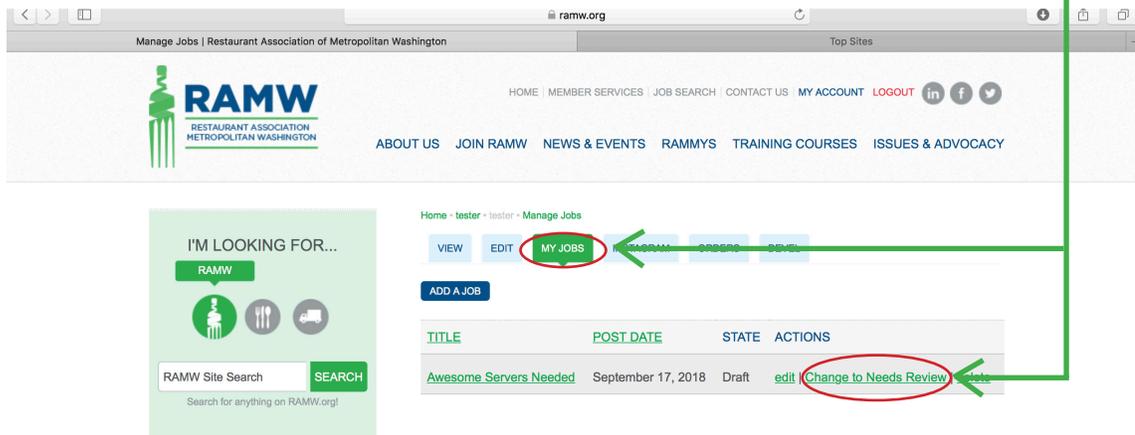
Note: If you opted for applicants to apply by email, only that button will display on your listing and the same if you opted for applicants to apply by link. If you selected both options, both buttons will display on your listing.

Your posting is now ready for reiew by RAMW!

Click the My Account link at the top of the screen to go back to your Account Home Page.

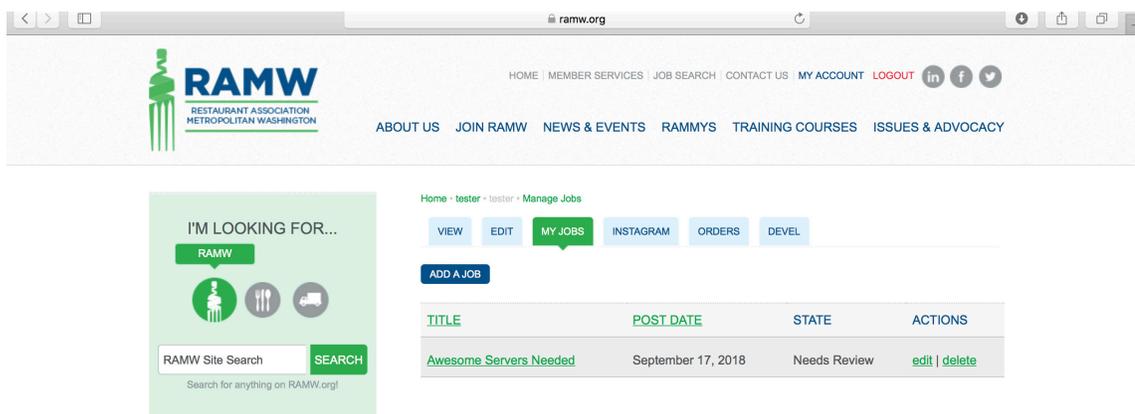


Your homepage will display, click the “My Jobs” tab to see your post.  
Click the “Change to Needs Review” link to submit to RAMW.



RAMW will be notified of your new job posting via email. Once reviewed, the job will be posted to the site.

The “My Jobs” tab will list all jobs that you’ve posted on RAMW.org via your member profile. You are able to make edits or delete your job postings from the site at any time.



Please reach out to us at (202) 331-5990 or info@ramw.org with any questions about the job board.