

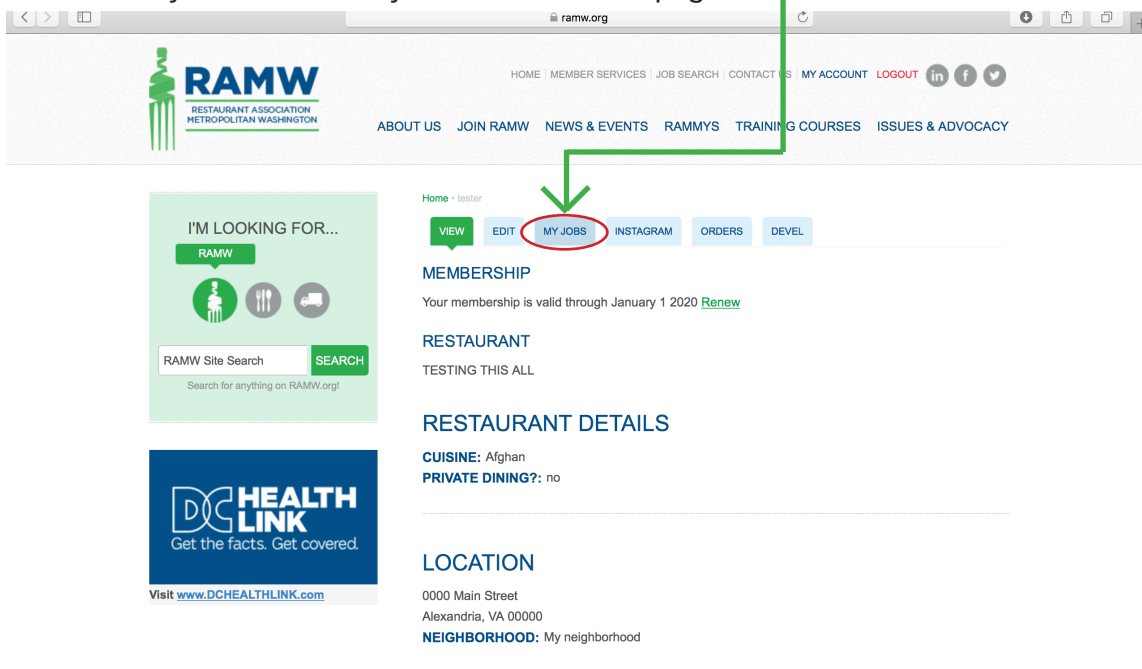
# Posting to the RAMW.org Job Board

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

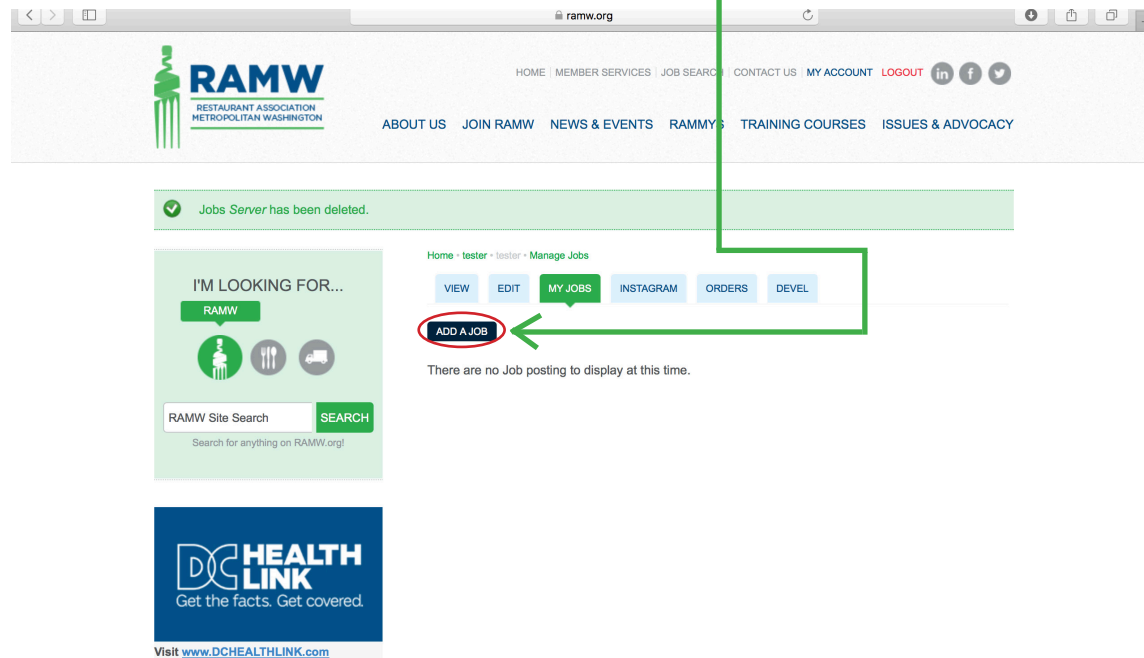
Log into your member profile on RAMW.org



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).

A screenshot of the RAMW 'CREATE JOBS' page. The breadcrumb trail is 'Home > Add content > Jobs'. The form has the following sections:

- TITLE \***: A text input field containing 'Awesome Servers Needed'. A green letter 'a.' is to its right.
- LOCATION**: A dropdown menu showing 'Test Kitchen'. A green letter 'b.' is to its right.
- EMPLOYMENT TYPE \***: A dropdown menu showing 'FT or PT'. A green letter 'c.' is to its right.
- COMPENSATION \***: A section with checkboxes for 'Hourly', 'Hourly+Tips' (checked), 'Salary', 'Competitive', and 'Based on Experience'. A green letter 'd.' is to its right.
- EXPIRES ON \***: A date input field showing 'October 17, 2018'. A green letter 'e.' is to its right. Below the field is the text 'E.g., September 17, 2018'.

The left sidebar is identical to the previous screenshot, including the DC Health Link advertisement.

- 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](http://ramw.org). The form is titled "HOW DO YOU WANT PEOPLE TO APPLY?" and has two options: "Hiring Managers Email" (checked) and "Registration URL" (unchecked). Below this is a text input field for "HIRING MANAGER'S EMAIL" with the value "jobs@testkitchendmv.com". A note below the field says "Enter the email address for the person who should receive the applicant information." Below that is an "APPLICATION LINK" section with a text input field and a note "Please insert a link that a user can access to apply online for this job." The "JOB DETAILS" section is highlighted with a green 'g.' and contains a text area with placeholder text: "We are looking for a few top-notch servers that have experience in askjdfj lclajsdflj jhgljalksdlf lalsdjfiweoifla jlkdsjfi joasidufvajeklagv llalskdj loasddf l. Then we'd love to meet you." Below the job details is a "KEYWORDS" section with a text input field containing "experienced, fast-paced, time management, courteous, skilled" and a green 'h.' next to it.

- 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 has a text input field labeled "OPTIONAL INFORMATION" with a green 'i.' next to it. Below the field 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 with a green 'j.' next to it.

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.

Jobs Awesome Servers Needed has been created.

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Get the facts. Get covered.  
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Home • Awesome Servers Needed

VIEW DRAFT EDIT DRAFT DEVEL

**AWESOME SERVERS NEEDED**  
0000 Main Street, Alexandria, VA, 00000  
FT or PT • Hourly+Tips  
Expires on October 17, 2018

APPLY VIA EMAIL

We are looking for a few top-notch servers that have experience in askjdifj lclajedifj jhgljalakdif laljsdfhwecjfa jlkadifj joasidufvajeklagvj llaalskdj loasddf l. Then we'd love to meet you.

**COMPENSATION DETAILS:**  
OPTIONAL INFORMATION

**KEYWORDS:**  
experienced fast-paced  
time management courteous  
skilled

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 reievw by RAMW!

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

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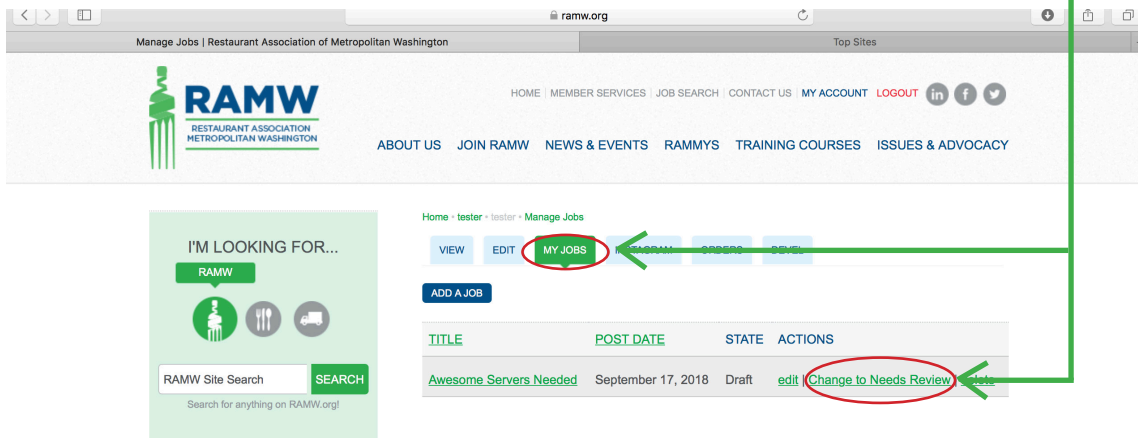
Home • Awesome Servers Needed • Awesome Servers Needed

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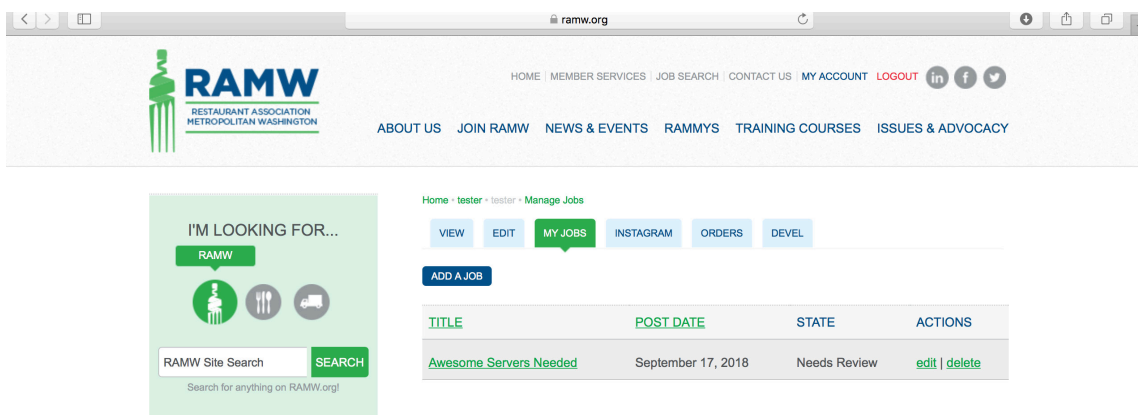
APPLY VIA EMAIL

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.