



# Member *Benefits & Services*

NEW HAMPSHIRE LODGING & RESTAURANT ASSOCIATION



## **To Submit a Job Opening in the Career Center:**

- Sign into [nhlra.com](http://nhlra.com) with your username and password. *(You must be signed in to submit a job opening. Email Taylor Salvato at [tsalvato@nhlra.com](mailto:tsalvato@nhlra.com) for help with your username or password.)*

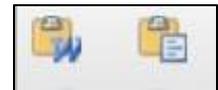
- Navigate to the Career Center and click on 'Submit an Opening'.

- Fill in the required fields with the red asterisk (\*). The required fields are; Position, Post Opening, Primary Category, and Descriptions & Details box.

- You must choose a Primary Category the position falls under; Functions/Catering, Internship, Lodging, and Restaurant. If your posting falls under more than one category, you can choose another under Additional Categories. If you believe the job doesn't fit into any of the listed categories, contact NHLRA as additional categories can be listed.

- Be sure to complete the "How to Apply", though it's not required by an asterisk. In detail, explain how you would like to be contacted for questions and how potential candidates can apply for the position.

- After completing the required fields, you can copy and paste/upload an already created job post if you prefer not to manually type in the Description & Details box. You can do so by copying the text in your document, and then clicking either the word (left) or plain text icon (right) in the upper left section of the Description & Details box.



- Be sure to state how a potential employee can apply or who to contact for questions in the 'How to Apply/Contact' box.

- Fill in your contact information at the bottom of the page with your full-name, email address, and phone number. This contact information is for administrative use only, it will not be included with the details of this opportunity or be otherwise publicly displayed in any way.

- Complete the "Validation Code", and then click "Submit".

Please contact Taylor Salvato at [tsalvato@nhlra.com](mailto:tsalvato@nhlra.com) or 603-228-9585 with any questions.



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## **To Complete a Job Search in the Career Center:**

- You do not need to be signed in to search for a job.
- Navigate to the Career Center's homepage, and click on "Search for Openings" below the Career Center title.
- Complete a job search by searching Keywords, City, Location, Organization, Category, Type of Position, Education Requirements, and Experience Requirements. None of the above are required to be filled in.
- If all fields are left blank and you click "Search", all available jobs opportunities will be listed as results.

## **To Apply for a Job in the Career Center:**

- You do not need to be signed in to apply for a job.
- Once you have completed a job search and found a job you are interested in applying for, click on the position.
- You will have an overview of the job including the experience, education, job, type, location, and application details for the position.
- Be sure to read over the section that details how to apply for the position, and follow the instructions.
- Good luck!

Please contact Taylor Salvato at [tsalvato@nhlra.com](mailto:tsalvato@nhlra.com) or 603-228-9585 with any questions.