



[www.rdc.ab.ca/employment/](http://www.rdc.ab.ca/employment/)

## ON-LINE JOB POSTING FORUM

Thank you for your interest in recruiting on our online job posting forum at Red Deer College. This career gateway reaches our current students, alumni, the general public, and is very easy to use. For a nominal fee of \$52.50 (including GST), your ad will remain on the website for 30 days. To access this service, follow the quick and simple instructions below:

1. Type or select the link: <http://www.rdc.ab.ca/employment/>
2. Click on the “Learn More” link in the **Services for Employers** section.
3. Click on “Register and create your Employer profile”. Fill in the required fields and create a username and password. Click the “Save” button to successfully create your employer profile.
4. Select the “Login to your Profile” link.
5. Enter your username and password that you recently created and select the “Login” button.
6. Click the “Add New Posting” link at the bottom and enter the applicable job information.
7. Once complete, select the “Submit Job” button.
8. Your job posting will be reviewed and approved within 24-48 hours.

### Notes:

- Your “username” and “password” are very sensitive. Please ensure that you have the exact spelling when logging in. For example: Ltd. vs Ltd (if the period is missing, you will not be able to log in).
- The site will “time-out” after 30 minutes and you will have to log-in again.
- We will send you an invoice after the job has been posted.
- You can make changes to your job posting by logging in, editing the posting and re-submit it.

Good luck in your recruitment endeavors!

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