



# ASMS Corporate Members

## Career Center - Free Job Posting Instructions

The ASMS **online** Career Center for job seekers and employers is a benefit for individual members. We now have a formal method to allow our Corporate Members access to free job postings!

**IMPORTANT NOTE:** You will receive a coupon code for use when posting jobs via email from the ASMS office. If you missed this message or need it to be resent, please contact us at [info@asms.org](mailto:info@asms.org).

### INSTRUCTIONS

1) Click the Career Center tab on [www.asms.org](http://www.asms.org).

2) Select the dark blue "Post a Job" button at the top right or bottom of the page. You will then go to the screen below where you will select *Buy* for \$100.00 Non-Members under Single Job Posting. Your goal here is to set-up an Employer/Recruiter account that will work year-round.

Single Job Postings

60 Day Job Posting	ASMS Members	free	Buy
Post your job in our online Career Center and receive unlimited access to our resume bank for 60 days from date of purchase.	Non-Members	\$100.00	Buy
Duration: 60 days			

3) You will then go to the screen below where you will select *I am not an ASMS member or Conference Attendee*.

Career Center

Home / Career Center

Post a Job Products/Pricing Search Resumes Home

My Account My Jobs Resume Bank My Candidates My Company My Templates Help

Welcome Guest - log in / create account

**I'm an ASMS member or Conference Attendee**  
If you are a member, please proceed this way to log into your account.  
[Click Here To Continue](#)

**I'm not an ASMS member or Conference Attendee**  
Non-members and guests may still access the benefits of the Career Center. Although you do not have all the benefits that members get, you can still post jobs and more from inside your recruiting account. Please proceed here.  
[Click Here To Continue](#)

4) After clicking the *I am not an ASMS member* button you will be directed to the screen below where you will fill in the information for *New Users Create an Account*.

Recruiter Login / Create Account

Your account will allow you to post and manage job openings, search and manage job candidates, create a company profile, and much more!

If you are a jobseeker, [login here](#).

Existing Users Login Here

E-mail

Password

Save my login information  
[Forgot your password or having trouble logging in?](#)

**New Users Create an Account**

Your Information

First Name

Last Name

Job Title

Email Address

5) Once you have completed your account creation click *Continue*.



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6) Once you click *Continue* you will be prompted to post your job. **IMPORTANT: You must select the \$100 option.** Don't worry you will use your coupon code later to eliminate this \$100 fee.

#### Post / Create A Job

Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 860-437-5700.

\* indicates required field

Type of Job Posting		
Product	Duration	Cost
<input type="radio"/> (Members) 60 Day Job Posting	60 days	\$0.00
Post your job in our online Career Center and receive unlimited access to our resume bank for 60 days from date of purchase.		
<input checked="" type="radio"/> (Non-Members) 60 Day Job Posting	60 days	\$100.00
Post your job in our online Career Center and receive unlimited access to our resume bank for 60 days from date of purchase.		

[View complete product list](#)

#### Settings

The settings you enter here are only visible to you.

Job Name: \*

7) After you enter all your job details you will be prompted to order add-ons to increase your posting's visibility. These are *optional* and have fees associated with them. These add-on fees are not waived with your coupon. Either select *No Thanks* or opt to pay for the upgrades.

**Upgrade Your Posting**

OPTIONAL: Would you like to increase the exposure of your job posting? Consider purchasing one of the job upgrades below.

Simply select an option below and upgrade your jobs today!

- Featured Upgrade** \$70.00  
Upgrading your job to a Featured posting adds it to a special section separate from the standard job listings. Your job is still visible from the standard listings, but it will also be visible to more users through this special, additional section.
- Preferred Upgrade** \$50.00  
Preferred jobs are shown at the top of the job listings. They will be specially highlighted to give you maximum exposure.

**Featured Product - PowerPost Exposure**

**POWERPOST**

Get more exposure instantly through PowerPost!

PowerPost Upgrade is affordable and effective! Your open jobs are distributed to many valuable recruitment websites which may include CareerNet, SimpleHired, America's Job Exchange, JobTarget and more.

This PowerPost Upgrade can generate 20% to 50% more candidates for your opening, helping you fill it faster with the right talent!

Simply select an option below and PowerPost your jobs today!

- 30 Day PowerPost Upgrade** \$140.00  
Post to dozens of websites, which may include SimpleHired, America's Job Exchange, JobTarget, and many more!

8) Now for the fun part! Review your order details and enter the Coupon Code you received by email and then press *Add Coupon*. Like magic your \$100 posting fee goes away!

#### Review/Finalize Your Order

Please review your order and then choose a payment method below to complete the order. If you have any questions or encounter any problems, please call 860-437-5700.

Item	Job Board	Price
<input checked="" type="checkbox"/> 60 Day Job Posting	American Society for Mass Spectrometry	\$100.00

Have a coupon? Enter it here:

Total: \$100.00

9) After your \$100 charge zeroes out you will press the *Complete Your Order* button.

Your Order is Free

Your order is free of charge. You must click this button to complete your order.

You may use the Coupon Code more than once. Again, if you need the coupon code re-sent to you, please contact [info@asms.org](mailto:info@asms.org) and we will re-send to you.