



How to Post a Job on Achieve's FREE Job Board

Looking for the perfect candidate to join your team? Post your job openings on [Achieve's Job Board!](#)

The Achieve Job Board is now completely free and is an excellent resource for those looking to hire candidates in the early childhood care and education field in the State of Minnesota.

Every listing remains posted on the site for 45 days.

Steps for Posting a Job Opening

1 SIGN IN/CREATE ACCOUNT

If you already have an account, click the blue "Sign In" button. Log in with your email address and password. After logging in you will be redirected back to posting job details.

If you don't have an account you can create one by entering an email address and password into the web form.

2 ENTER JOB DETAILS

When entering the job details, some fields are required and some are optional. It is helpful to candidates to be as detailed as possible when posting your position.

Mandatory Fields

- Job Title
- Job Type (E.g. Full Time, Part Time, etc.)
- Job Description
- Application Email/URL (Where Applicants Should Send or Upload their Application Materials)
- Company Name

Optional Fields

- Location
- Company Website
- Company Tagline (Brief Description of the Company)
- Company Video (Url to Company Video)
- Company Twitter Username
- Company Logo

3 PREVIEW AND POST JOB

Once all the job details are entered click the "I am not a robot" button and then the blue "Preview" button. Here you will be able to see exactly how your job posting will look on the Achieve Job Board.

If you need to make changes, click the blue "Edit Listing" button. If nothing needs to be changed, click the "List Job" button.

Once you click the "List Job" button, your job posting will be reviewed and posted within 3 business days.

CONTACT ACHIEVE



achieveboards@mncpd.org



mncpd.org/submit-a-job/



855-378-3131

M-F 7:30am-4:30pm

