

Careers in Ag Job Center JOB AID



Western Growers Careers in Ag Job Center is your source for science, technology, engineering and mathematics (STEM)-related jobs within agriculture. Found at www.agjobboard.com, this job board features highly-skilled jobs from fresh produce companies throughout California and Arizona.

HOW TO SET UP A PROFILE

- 1) Visit https://www.agjobboard.com/
- 2) On the top toolbar, click **Employers** and select **Create Employer Account**.
- Enter your email address, company name, and create a password. You should receive a confirmation email at this point.



- 4) You will be redirected to the Employer Profile. Here, you will fill out the following and click Update when completed:
 - \Rightarrow Contact Info
 - \Rightarrow Description
 - \Rightarrow Media
 - Upload your company logo. ٠
 - Add a cover image, if desired.
 - If you have a video that you would like to ٠ highlight on your profile, you can add the video ID from YouTube or Vimeo.
 - The YouTube ID can be found by going to the video, clicking Share, copying everything after youtu.be/ (e.g., for https://youtu.be/dTeOdSN8IEs, copy dTeOdSN8IEs and paste it in the YouTube ID on your Ag Job Board Profile).
 - The Vimeo ID can be found by going to the video, clicking Share, copying everything after vimeo.com/ (e.g., for https://vimeo.com/206652019, copy 206652019 and paste it in the Vimeo ID on your Ag Job Board Profile).

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HOW TO POST A JOB

- 1) Log in at https://www.agjobboard.com/
- 2) On the top toolbar, click your company name, select **Dashboard** from the drop down menu.



3) Once you are redirected, scroll down to **Your Active Products** and click the red button that says **Purchase more Job Posting Credits.**



4) Once you are on the Our Products page, look for Unlimited Job Postings for WG Members at \$0.00 and click the green button that says Purchase. When arriving to the Payment page, click the green button that says Submit.

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5) You will be redirected to your Dashboard. Under **Your Active Products**, you can now click the red button that says **Post a Job via this Purchase.**

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HOW TO POST A JOB (cont.)

5) You are now able to **Post a Job**, filling out the following information and click **Preview Job**:

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- \Rightarrow Job Title
- \Rightarrow Job Location
- \Rightarrow Job Type
- \Rightarrow Categories (if you have hosted a Careers in Ag Tour, please select Careers in Agriculture Job Program. For all other WG Members, select Western Growers Member)
- \Rightarrow Job Description
- \Rightarrow Compensation
- ⇒ Company Name
- ⇒ Company URL
- \Rightarrow Company Logo
- \Rightarrow How to Apply (by email or website)
- ⇒ Additional Instructions
- ⇒ Contact Email

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- 6) Review the job posting and click **Submit** when ready. You will be notified via email when applicants apply to the open position.
- 7) When the job has been filled, log back into the Western Growers Careers in Ag Job Center. Your home screen will be your **Dashboard** where you will be able to click **Edit** for any job you have posted.



8) On the Edit your Job Listing page, click the red button that says Unpublish this Job.

