Please indicate in your job posting:

- If you are attending the Annual Meeting 23-26 August and if you're available to meet in person.
- You preferred contact/application method. Any contact information provided in your job
 posting will be visible to all registered site users. If you do not wish to share your contact
 information, please select "Allow Online Applications" when creating your job posting. See step
 5 below for additional information. View the ISEH Privacy Policy here:
 https://www.iseh.org/page/PrivacyPolicy

To schedule a meeting, interview or otherwise contact an applicant

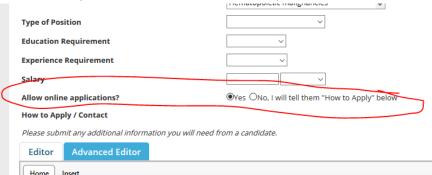
 Please use the contact information provided on the applicant's resume page. Employers and applicants are responsible for arranging meetings and interviews, in-person or otherwise. ISEH will not be coordinating interviews or arranging meet up times.

To create a job posting:

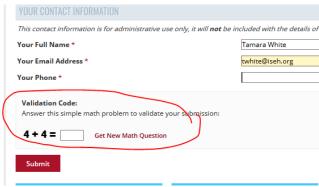
- 1. Make sure you are logged in to the ISEH website. If you are not a member of ISEH, you may create a free guest account here: https://www.iseh.org/general/register_member_type.asp?
- 2. Go to http://www.iseh.org/networking/
- 3. Click "Submit an Opening" or "Post a Job"



- 4. Complete required fields. Fields marked with an * are required.
- 5. In order for applicants to apply you should either include contact information and application instructions in the job posting description AND/OR allow online applications. Contact information shared in your job posting will be visible to all registered site users. If you do not wish to have your contact information visible, please select "Allow Online Applications".



6. Complete the Validation code



7. Click "Submit"



Searching for applicants:

- 1. Click Search for Candidates to view posted resumes and CVs.
- 2. Enter the desired candidate information. Not all fields are required. We recommend starting with a broad search and then adding more filter terms based on results.
- 3. Click "Search"
- 4. To view a candidate's resume, click on the ID listed under Records Found



5. Clicking the ID will take to you to the candidate's resume page. If they have included a downloadable resume or CV, you can click "Download Attachment" to view the attachment.

