



GRADLEADERS
Recruiting

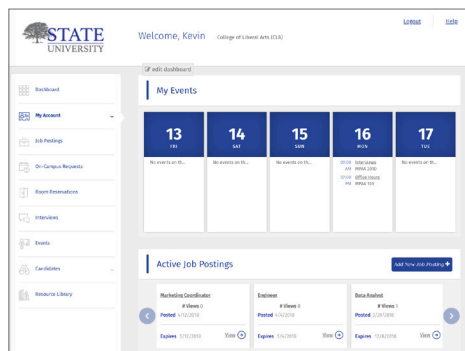
⚡ QuickStart Guide for Employers

Post Jobs

1

From your Dashboard, select **Job Postings**

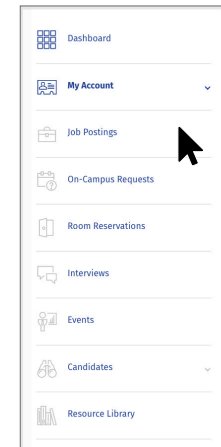
Add New Job Posting +



2

Or, select **Job Postings** from the menu, then click **Add New**

Add New +



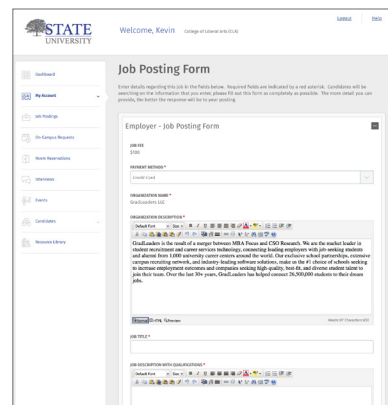
3

Enter **Job Information**, choose **Save**

Click 'Save' to commit changes.

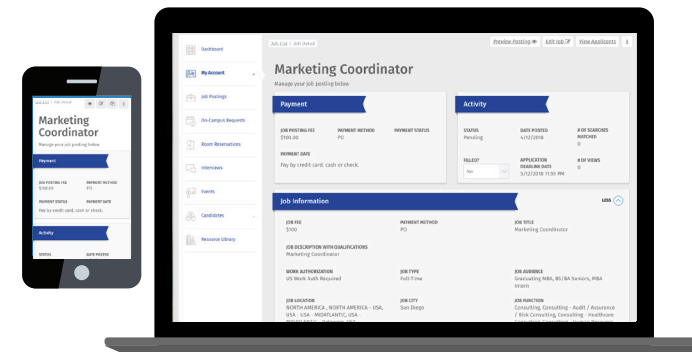
Save

Cancel



4

View job posting.



👍 It's that easy!