



# Walkthrough for posting a job and creating a company profile

When you're ready to post your first job on YES Whatcom, please follow the steps below, which will include creating a company profile. If you have any questions, please email [yeswhatcom@whatcombusinessalliance.com](mailto:yeswhatcom@whatcombusinessalliance.com).

## 1.

Go to <https://yeswhatcom.com/submit/>. Since you don't have an account already, you'll create one while posting your job. The username and password you enter on this page will be the one you use to log in to the YES Whatcom site in the future to post new jobs, edit your existing jobs and update your company profile, as needed.

### Submit

Have an account? [Sign in](#) If you don't have an account you can create one below by entering your email address/username.

Username

Password   
Passwords must be at least 8 characters long.

Verify Password

Your email

Location (optional)  Leave this blank if the location is not important.

Job type

Description

Industry  Career Cluster

**Position Stats**  
Example Labels: "Company size", "Min. age", "Date est". Total Character Limit = 28

Label	Value
1 Shifts per day	3
2 Employees per shift	25

[Add Stat](#)

**Accordion Details**  
Add additional job details to appear in an expandable set of accordions.

**Title \***  [Expand by default](#)  Expanded

**Content**

## 2.

Fill out the entire form, including all of the job details. Please note that the "Description" field is required.

3.

After you're satisfied with the job details, click the "Preview" button at the bottom.

**Position Stats**  
Example Labels: "Company size", "Min. age", "Date est", Total Character Limit = 28

Label	Value

[Add Stat](#)

**Accordion Details**  
Add additional job details to appear in an expandable set of accordions.

[Add Accordion](#)

[Preview](#)

4.

If you're satisfied with how your job posting looks, go ahead and click "Submit Listing".

## Submit

Improve your job listings by creating a Company Profile

[Create a company profile](#)

**Preview**

[Edit listing](#)

[Submit Listing](#)

### Driver

DATE POSTED / APR 3, 2019

POSITION / FULL TIME

INDUSTRY / CONSTRUCTION

CAREER CLUSTER / EDUCATION & TRAINING

5.

Congratulations! Your job listing is in the queue for approval. With that taken care of, let's create your company profile. To do that, click the "Create a company profile" button at the top.

## Submit

Improve your job listings by creating a Company Profile

[Create a company profile](#)

Job submitted successfully. Your listing will be visible once approved.

# 6.

On the My Company Profile page, fill out all of the information desired and click “Create Company Profile” at the bottom.

The screenshot shows the 'My Company Profile' page on the YES Whatcom website. The page has a navigation bar with links for 'JOB BOARD', 'WORKPLACES', 'RESOURCES', 'ABOUT', 'NEWS', and 'CONTACT'. The main heading is 'My Company Profile'. Below the heading is a 'Title' field with a red asterisk and a small icon. The 'Content' section features a rich text editor with a toolbar containing options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, and Table. There are 'Visual' and 'Text' tabs on the right. Below the editor is an 'Add Social Link' button. The 'Accordion Details' section includes a description and an 'Add Accordion' button. At the bottom, there are two dropdown menus for 'Career Clusters' and 'Industries', both with 'Select' as the current value. A 'Create Company Profile' button is located below these dropdowns. A footer note states: 'Your company profile will be held for moderation. It will be made public once approved.'

# 7.

You're done! Congratulations. Remember that the username and password you submitted at the beginning can be used to log in to YES Whatcom and update your job and company profile information. Please also remember to log in and close any jobs that have been filled.