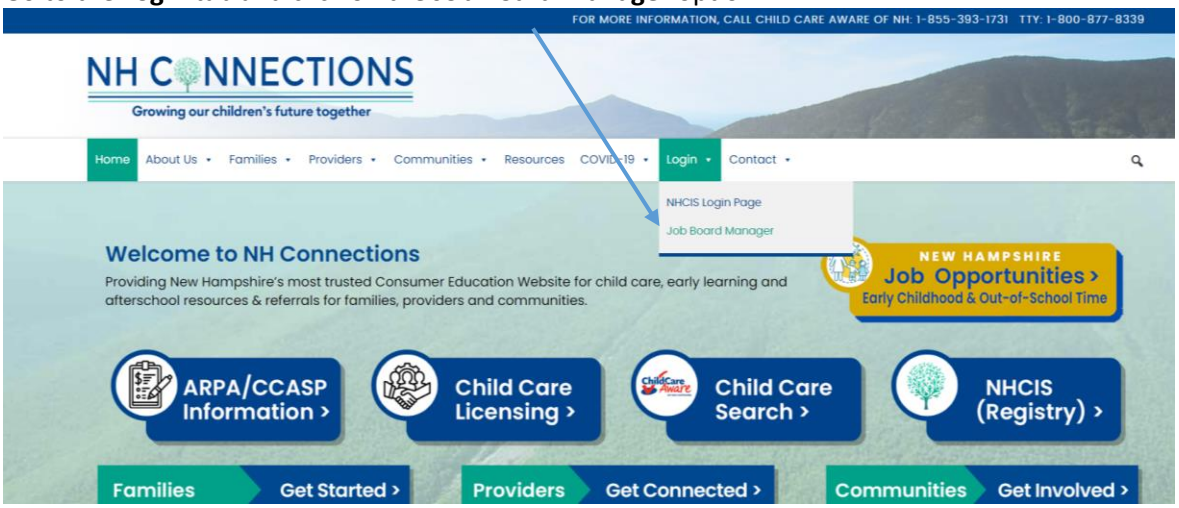
NH Connections
New Hampshire Child Care - Job Board Manager Guide

Important note before you begin:
The **Job Board Manager** account is different from a **NHCIS** Account. These are two separate websites.

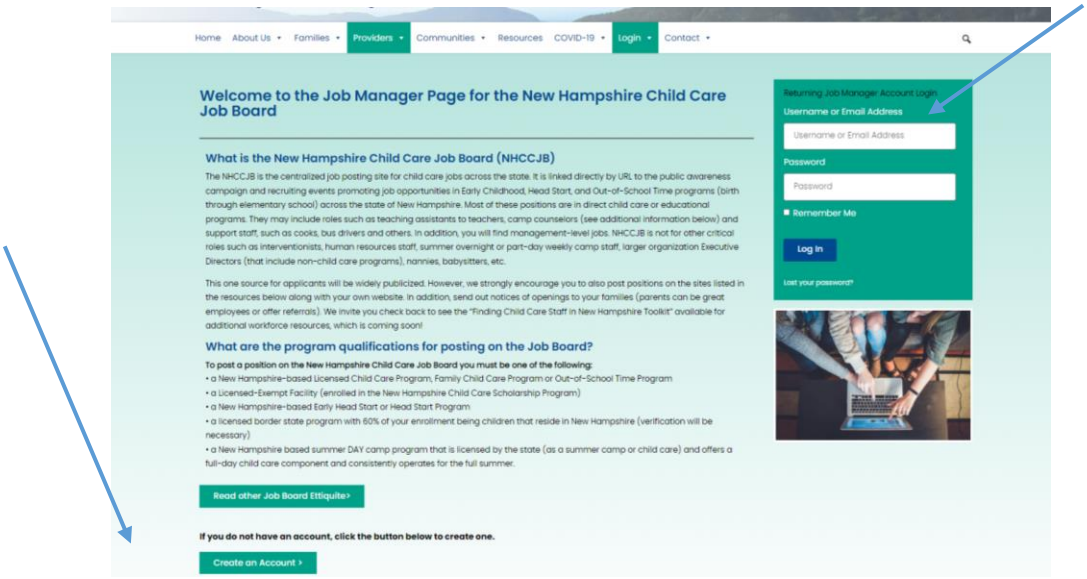
Job Board Manager:

To list an Early Childhood or Out-of-School Time Employment Opportunity for your organization or program:

1. Go to the **Login** tab and click on the **Job Board Manager** option.

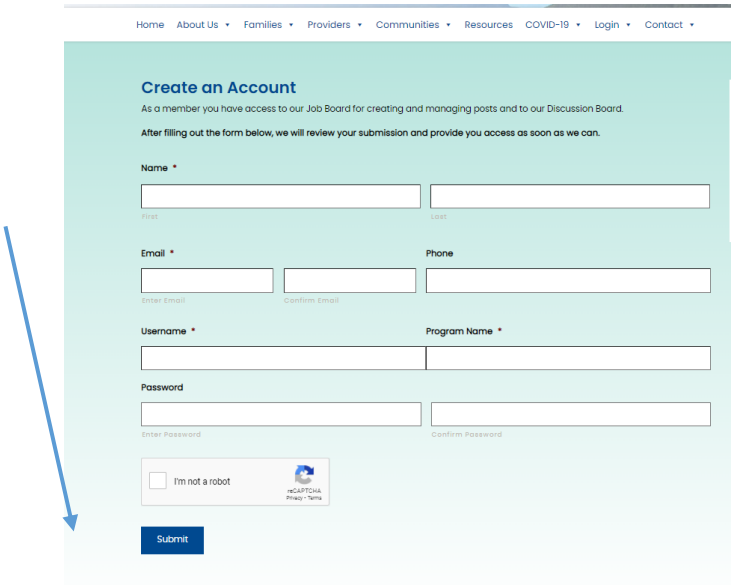


2. If you **already have a Job Board Manager** account, you will enter your username and password in the **Returning Job Manager Account Login** section located in the upper right corner. If you do not have an account, click the **Create an Account** button to create one.

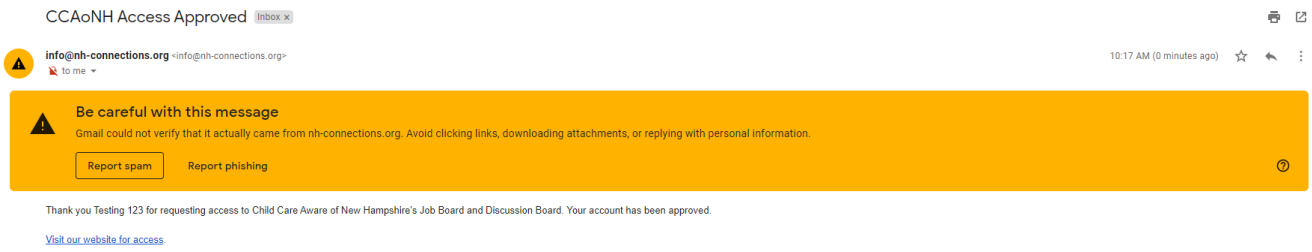


Please email outreach2ccrr@snhs.org with questions or if you need assistance.

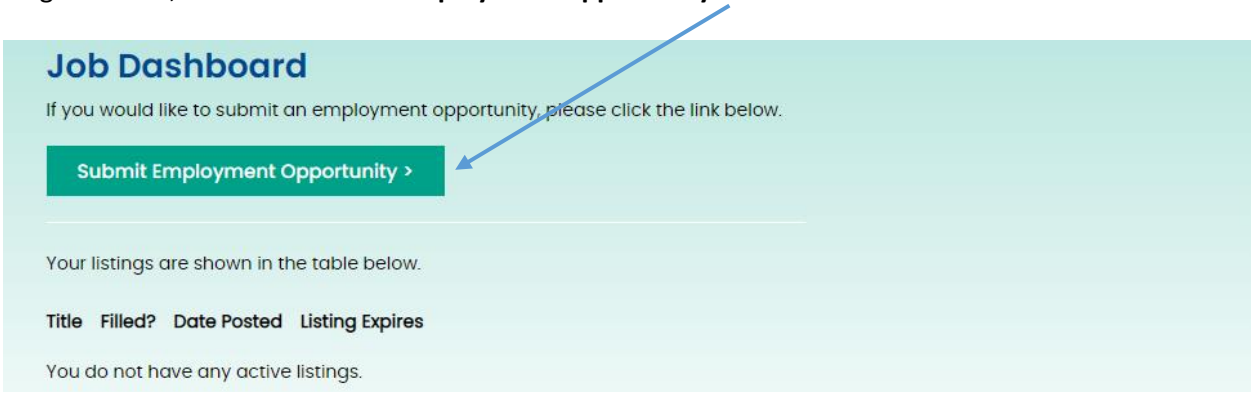
3. To **Create a Job Board Manager Account,** complete all of the required fields and then click the **Submit** button at the bottom of the page. We will review your submission and provide you access as soon as we can. You will receive an email confirmation from Child Care Aware of NH using the email info@nh-connections.org. Depending on your email settings, this confirmation email may be sent to your spam, junk or clutter. **Please remember your username and password entered here**. You will need it to login to your account when you are given access.



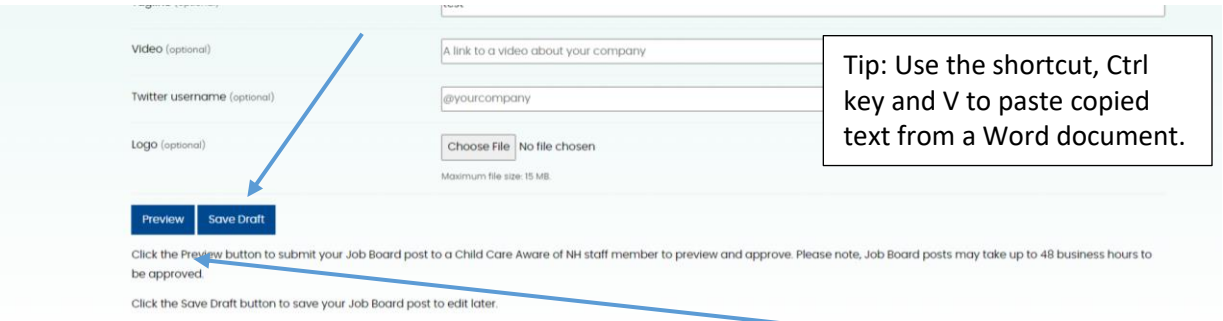
4. When your account is activated you will receive a notification from info@nh-connections.org.



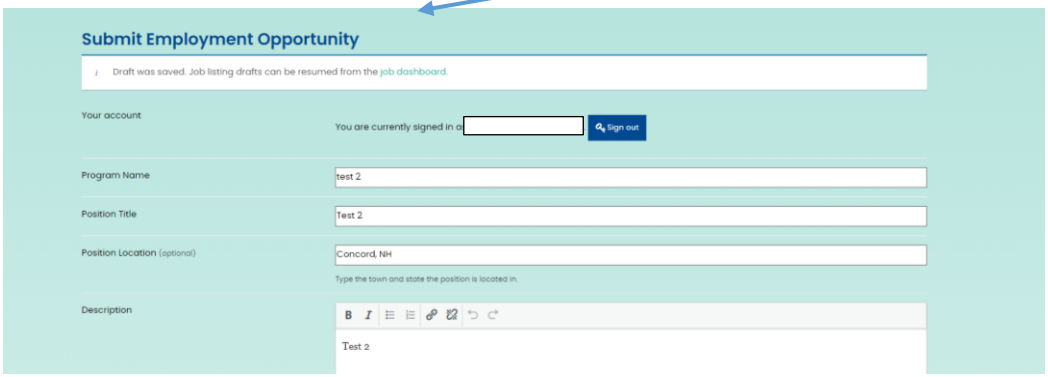
5. Once your **Job Board Manager** account has been activated, you will be able to login and create your job listing. To get started, select the **Submit Employment Opportunity** button.



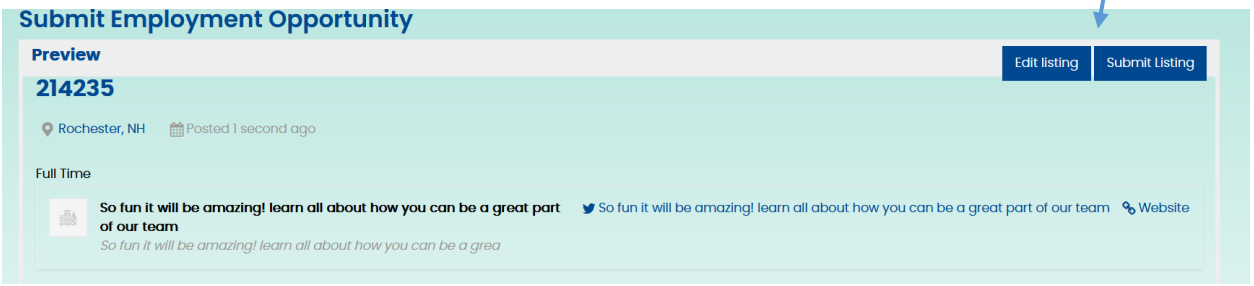
6. Complete all of the required fields and then click the **Save Draft** button to save your Job Board listing. **SAVE, SAVE, SAVE!!!**



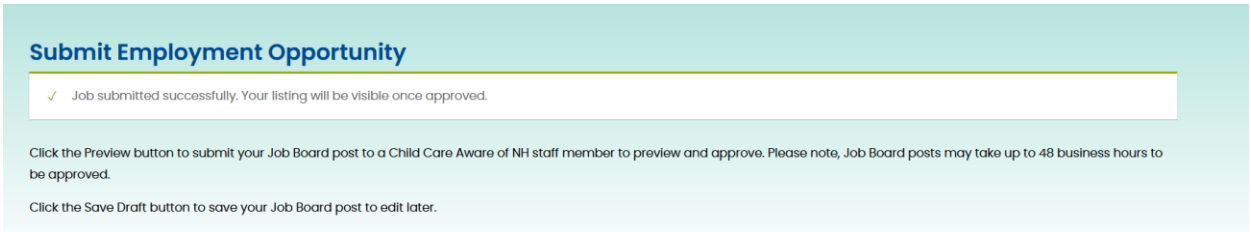
7. After you click Save Draft you will receive a notification your Draft was saved. Then click the **Preview** button to review and submit your Job Board listing.



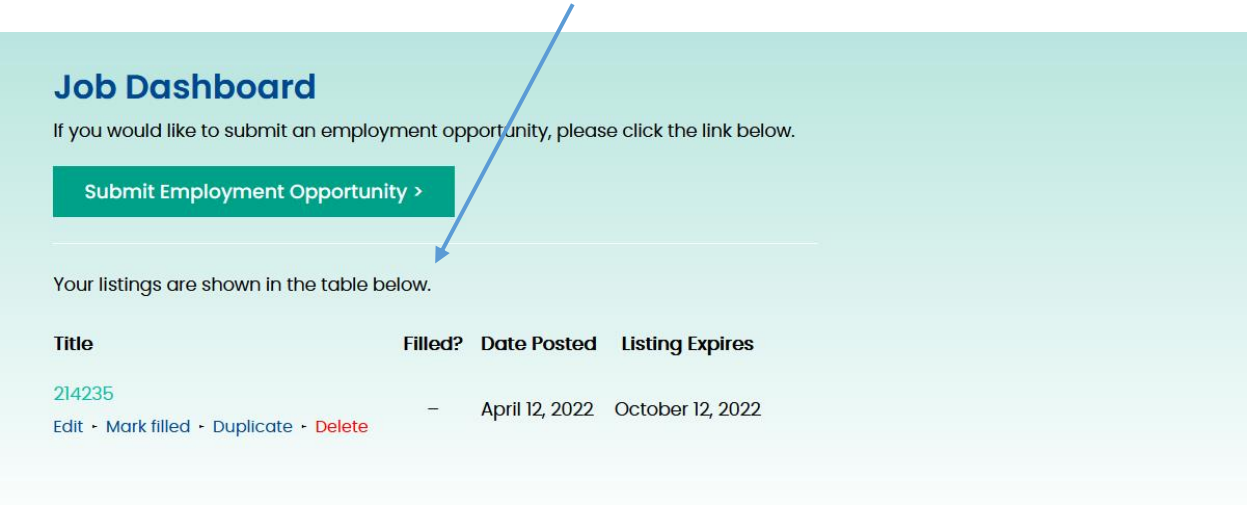
8. You will be able to preview and edit your job listing here and when you are done, click **Submit Listing**



9. Once your job is submitted, you will see a notification **"Job submitted successfully. Your listing will be visible once approved".** Please allow two business days of submission for the approval process. Approval is required to prevent spam.

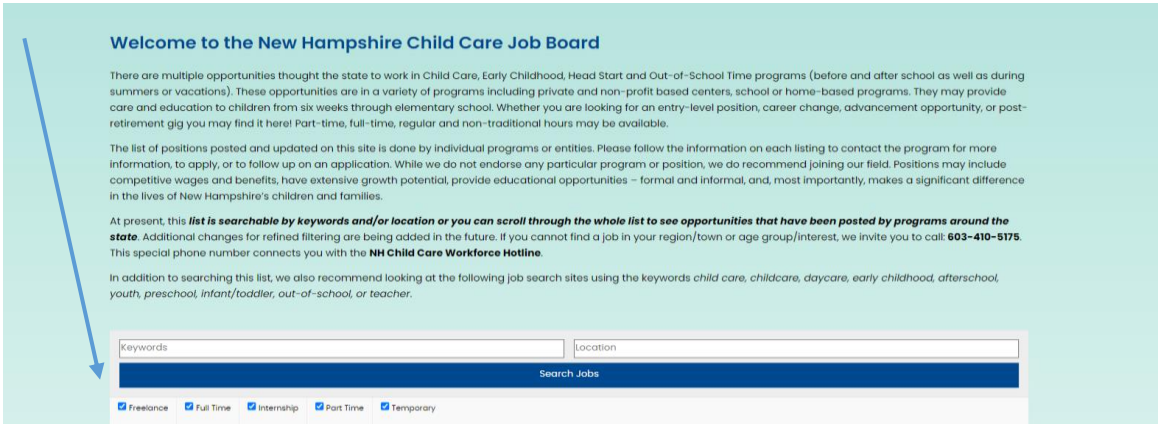


10. Upon approval, your screen will indicate your listing is visible for job seekers.

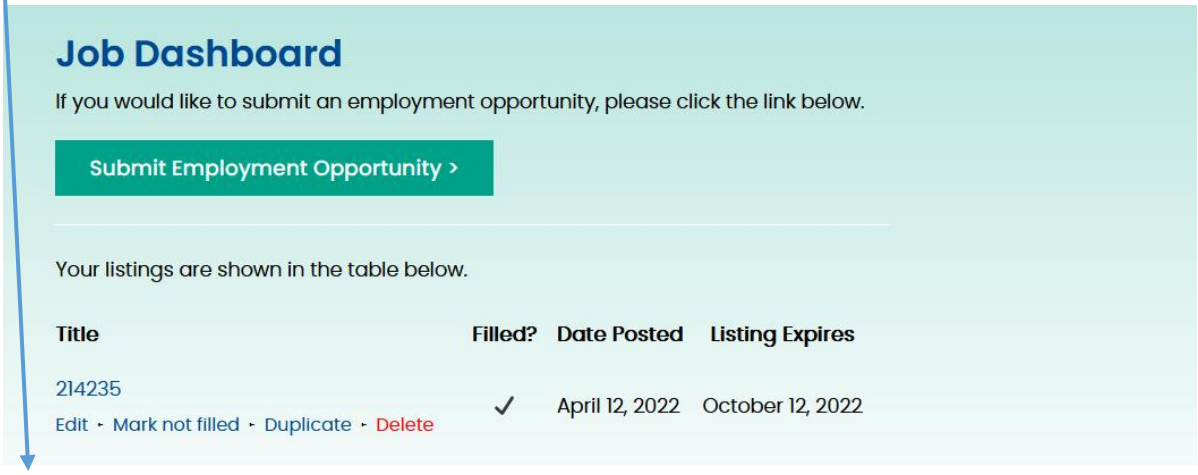


11. Your job board listing will be visible from the NH Connections **Home** page. Click the **New Hampshire Job Opportunities** button.

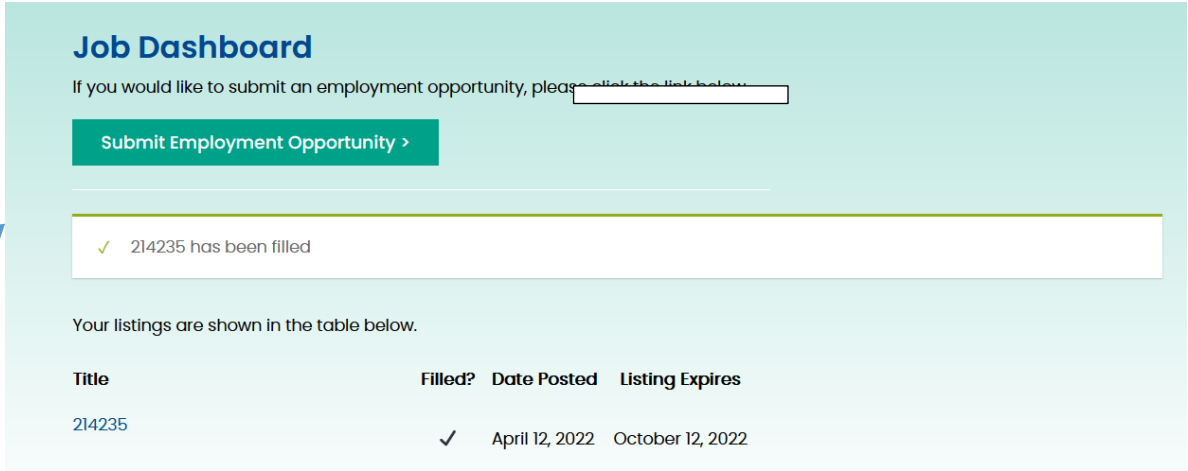
12. You will see the list of active Early Childhood and Out-of-School Time Employment Opportunities in a list below the blue **Search Jobs** bar. You may have to wait a few seconds for the list of jobs to appear.



13. You have several options to manage your Job Board listing from the **Job Dashboard.** Place your cursor over the job listing under **Title** to reveal your options.
    - **Edit:** You may edit your job board listing at any time and it is critical to always remember to **save drafts** to update your listings later.
    - **Duplicate:** Duplicating a job listing will allow you to recreate a position that wasn't filled or you need to post the same job again. You will only have to change information that is different from your previous listing.
    - **Delete:** To delete an employment opportunity simply select **Delete** and the listing will be erased.
    - **Filled:** To mark a job board listing as filled, select that option (see #14).
    - To create a completely new position and Job listing not already used, click the **Submit Employment Opportunity** button to enter the new Job information and follow directions beginning at step #5 above.

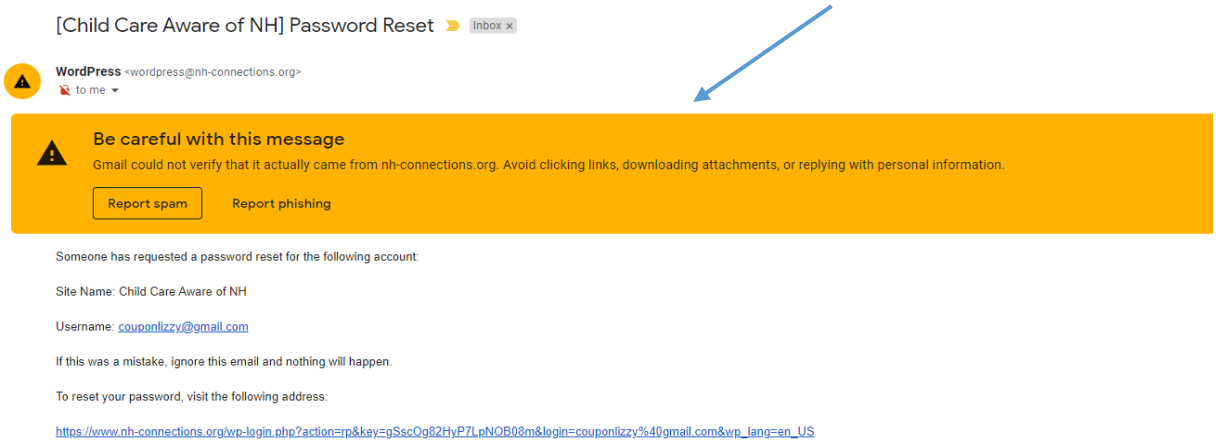


14. By marking a job listing as **Filled**, it means that the position will no longer be visible to prospective employees.



15. Employment opportunities will be listed for 6 months unless you choose to manage your listings on the Child Care Job Board dashboard page. After 6 months listings will automatically be removed.

16. If you forget your Job Board Manager password, you may request to have your password reset. If your password is reset, you will receive a notification that looks similar to this and follow the directions.



17. If you make more than 3 failed attempts to login, you may be temporarily locked out. If this happens you will receive a notification and we recommend you wait 4 hours to login again.