

## Job Transition Forum Instructions

### Statement of Purpose

The purpose of this forum, provided by the Williamsburg Community Chapel (WCC), is to offer a place for individuals seeking employment to post their job skills, and for potential employers to review those individuals and request more information. Conversely, employers may post job openings for interested individuals to review. This is a free service provided by WCC.

### Statement of Responsibility

By creating an account and using this service you acknowledge that WCC accepts no responsibility or liability for individuals and businesses using this free service.

### User Security

Be aware that this forum exists on the public internet and the contents of this forum are therefore visible across the public internet. IT IS YOUR RESPONSIBILITY to share or NOT share personal information in your post. Should you choose to not allow personal contact information to be displayed, this forum offers 'Private Messaging' which allows parties to communicate via email without divulging email addresses. While businesses are encouraged to provide a means of contact in their posts, individuals seeking work are advised to not display private contact information.

## SECTION I – Viewing & Replying

### Viewing the Job Openings and Candidates Seeking Employment

Viewing the contents of the forum is open to the public - anyone can view the posted messages.

To do so, go to <http://www.wcchapel.org/messageboard>

The Forum is divided into two sections:

- **Job Postings** allows you to view current job offers organized by type of job. Click on 'Job Postings', then choose a folder.
- **Seeking Jobs** allows you to review the current individuals who are seeking work. Click on 'Seeking Jobs', then choose a folder.
- Once you click on job category folder, clicking on the title of an entry will show you the details of that entry.
- To move back in the directory, click on the "Forum List" at the top of any screen.

### Replying to a Posted Message

In order to contact an individual or company in the forum you must first create an account.

### **STEP 1: Signing up to use the service.**

You must first create a username and password to post or respond to listings on the Job Transition Forum. You must have a valid and active e-mail address to use this service.

1. Visit [www.wcchapel.org/messageboard/login.php](http://www.wcchapel.org/messageboard/login.php)
2. Click on "Not Registered? Click here to register now."
3. Enter a username (please include the word "job" somewhere in the username – such as BobWCCJob), e-mail, and password. You will have to enter your password twice to ensure that it is correct.
4. Click on the gray "Submit" button at the bottom right.
5. You will be taken to a screen that tells you to expect an e-mail with your user verification shortly.
6. Check your e-mail (within the next 24 hours) and click on the link contained therein. You will reach a screen that says "Your account is now active."
7. Click on "Log In" in the gray box, and enter your username and password to enter the Chapel Forum.
8. The first thing you may want to do is click on "My Control Center" in the top gray bar. There you can edit your personal profile, digital signature, and e-mail settings, as well as change your password if need be.

### **STEP 2: Replying to a message – making contact.**

Though individuals are advised to not include personal contact information directly in their message, some will, just as most businesses will add contact info directly.

In the event that the individual or company you wish to contact has not provided their means of contact you may use the Job Transition Forum to communicate. The forum includes a Private Messaging module that allows you to contact other forum users and allows other users to contact you without divulging private email addresses. This protects users from having to post their e-mail address publicly on the internet, or from exposing an email address to someone with whom a user does not wish to continue communicating.

1. To contact someone who has created a Job Posting or who is seeking a job, go to that posting and click on their name in the "Posted by:" field. It will be highlighted in green.
2. This will take you to a page that contains the option: "Send a private message" at the bottom of it.
3. Click on "Send a private message," and you will be taken to a screen that looks like an e-mail. Fill in the subject and your message.
4. If you would like to save a copy of the message in your Private Messages folder, check the box next to "Keep a copy of my sent items."

5. Click “Post” at the bottom right. Next time the recipient logs into the system, they will see a message that tells them they have a new private message.
6. To check any messages someone may have sent you, click on “Private Messages” in the top gray bar of most screens.

## ***SECTION II – Adding Jobs & Job Seekers.***

### **Creating a New Posting for Seeking Jobs & Job Openings**

Users are allowed to create new Job Postings or new Job Seeker information within the appropriate categories on the forum. All new messages are moderated, so they will not appear on the forum until the forum moderator approves them.

#### **STEP 1: Signing up to use the service.**

You must first create a username and password to post or respond to listings on the Job Transition Forum. You must have a valid and active e-mail address to use this service. **NOTE: If you already have a user account you do not need to create a new account to add jobs or resumes.**

1. Visit [www.wcchapel.org/messageboard/login.php](http://www.wcchapel.org/messageboard/login.php)
2. Click on “Not Registered? Click here to register now.”
3. Enter a username (please include the word “job” somewhere in the username – such as BobWCCJob), e-mail, and password. You will have to enter your password twice to ensure that it is correct.
4. Click on the gray “Submit” button at the bottom right.
5. You will be taken to a screen that tells you to expect an e-mail with your user verification shortly.
6. Check your e-mail (within the next 24 hours) and click on the link contained therein. You will reach a screen that says “Your account is now active.”
7. Click on “Log In” in the gray box, and enter your username and password to enter the Chapel Forum.
8. The first thing you may want to do is click on “My Control Center” in the top gray bar. There you can edit your personal profile, digital signature, and e-mail settings, as well as change your password if need be.

#### **Posting JOB OPENINGS**

- a. After logging in, choose ‘Job Postings’.
- b. Select the job description folder that best suits the job you would like to post.
- c. Click on “New Topic” in the top gray bar.
- d. Enter a subject for your post – keep it relevant to the type of work you are offering.
- e. Add a description of the job and any instructions you have for the interested candidate.

- f. Select whether or not you want replies sent to your e-mail and whether or not you want your signature added to the post. (You can alter your signature by clicking on “My Control Center,” then “Edit My Signature” on the left.)
- g. Enter the text of your post. Please remember than any personal information you include is available to the general public. **DO NOT INCLUDE INFORMATION YOU DO NOT WANT TO BE DISPLAYED.** Add a description of the job and any instructions you have for the interested candidate.
- h. Click “Preview” to have a look at your post or “Post” to send it to the moderator for approval.
- i. Your post will appear in the forum once it has been approved. If you post is \*not\* approved, you will be notified via email.

### **Posting a JOB SEEKER**

- a. After logging in, choose ‘Seeking Jobs’.
- b. Select the job description folder that best suits the type of job you are interested in.
- c. Click on ‘New Topic’ in the top gray bar.
- d. Enter a subject for your post – keep it relevant to the type of work you are seeking.
- e. Add a description of the job and any instructions you have for the interested candidate.
- f. Select whether or not you want replies sent to your e-mail and whether or not you want your signature added to the post. (You can alter your signature by clicking on “My Control Center,” then “Edit My Signature” on the left.)
- g. Enter the text of your post, describing your skills and the type of work you are seeking. You may ‘copy and paste’ resume information if you wish. Please remember than any information you add in this window will be available to the general public. **DO NOT INCLUDE INFORMATION YOU DO NOT WANT TO BE DISPLAYED.**
- h. Click “Preview” to have a look at your post or “Post” to send it to the moderator for approval.
- i. Your post will appear in the forum once it has been approved. If you post is \*not\* approved, you will be notified via email.