EMPLOYER INSTRUCTIONS FOR CAREER/JOB SITE ACCOUNTS
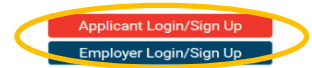
REGISTER/SIGN-IN

STEP 1
Click on the Jobs in Berks menu link at the top of the visitpaamericana.com webpage. It is located in the top right-hand corner. You will be directed to the site home page. You can login or register as an employer here.

STEP 2
The top of the page says "Great Careers Happen Here!" Scroll down on this page until you see the login items on the left-hand side of the page. Click on the Employer Login/Sign Up and it will direct you to a page where you can either Login or Register for an account.

STEP 3
Fill in the fields to register for an account on this screen and submit your information. Once you have created a login, you will only need to sign in. When you submit or login, you will be directed to a dashboard.
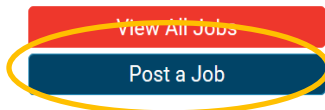
EMPLOYER INSTRUCTIONS FOR CAREER/JOB SITE ACCOUNTS

DASHBOARD

Employers can look at or change jobs they have posted, edit their account or use the blue Post a Job link on the left-hand side of the page.

POST A JOB

STEP 1

Choose the Post a Job link on the left-hand side of the webpage. Simply fill out the information requested. Save your draft or select continue to submit. You will go to either the preview screen or the dashboard where you can edit the job posting.

STEP 2

If your job posting is complete click choose package at the top right of the screen, and then choose one of our posting packages (currently offering a free posting package).

STEP 3

You will go to the checkout screen, where you will need to enter your details, even if it is the free package listing. If you choose a package which includes more than 1 job posting, you will not see this cart again until you have used all of your postings that were in your package. If you have a coupon code, you can use it here.

This will complete your initial signup and you can continue to post additional jobs in accordance with your package or sign out. You will also receive an email confirming your posting and signup.

Job applicants will submit directly to your email. For questions, please contact Pennsylvania's Americana Region at 610-375-4085.