



First things first: this is not your average job board, and for good reason! Our blind-match technology pre-screens candidates to find you the right fit, faster! We invite you to get started.

**Select the type of candidates your posting should reach:** Choose Full- & Part-Time, Internship, or Seasonal. Internship postings are \$19 and job postings are just \$39 per 30-day posting for the employer.



**Add basic info about the position(s):** Enter number of hours, days of the week, and compensation details here. You'll also add a brief position description.

**Select the Job Titles that best describe the opening you are looking to fill.** Choose from our suggestions based on your opportunity title, or use a simple search bar.



**Answer your job-specific sliding-scale questions.** Each job title has its own unique questions; answer them all! Your responses are the key to making excellent matches.

**Payment and Job Board Broadcast** Enter payment information to publish your posting to the Exchange, and other paid job sites if desired. Your posting is also shared with our network of over 5,000 free job boards!



**Promote your posting:** Your posting is live! Paste your custom direct link into social media posts or other ads, directing all applicants to be scored, screened, and stack-ranked for your review.

**Recommended browsers for the best user experience: Chrome, Safari and Firefox.**

1. We display your top 7 matches on your dashboard. Remove any you are not interested in!
2. Over the next 30 days, all direct applicants will be stack-ranked on your dashboard.
3. See a candidate you like? Click Request to Connect to request a resume & contact info.
4. If candidates request to connect with you, accept if you're interested, or remove them from your list!
5. Once you're connected, find a candidate's information under *Connections* and take your next steps toward finding an optimal employee.
6. No matches? No problem! Our system continuously searches for new matches for you. We will notify you each time there is a match to review

**Register now at:**

**<http://mnceme.mnsu.edu/careers/job-exchange/>**

For customer support, contact Dave Kornecki at [dave.k@workfountain.com](mailto:dave.k@workfountain.com) or (612) 868-7545

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**RealTime Talent**

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