



HNBA Career Center Job Posting & Payment Options

Career Center

Thank you for your interest in the HNBA Career Center. Below, please find information and options on how to post your jobs to the website.

Any questions can be directed to careercenter@hnba.com for a quicker response, or you may call 202.223.4777 and we will return your call as soon as possible.

Self-Posting

Visit <https://careercenter.hnba.com/>. You can go to <https://careercenter.hnba.com/employer-products/> to view pricing options for jobs. All jobs are posted for 60 days and then automatically are removed from the site. You can renew a job by logging in and reactivating it and purchasing another posting for another 60 days.

Step 1: Create an account by going to “Post a Job” or to this link:

https://careercenter.hnba.com/registration/?user_group_id=Employer

- **You must create a company account online to post a job.** Required items are your company name, a link to your careers website, and a logo. Optional items are location, contact details and a paragraph with more information about your company. You can view current company profiles at <https://careercenter.hnba.com/companies/>.

Important: Only one account is permitted per company and duplicates will be deleted. Only one email address can be used for each company account to sign on, so it is best to make a general email (careers@yourcompany.com) for access by multiple users. Before creating an account, please visit <https://careercenter.hnba.com/companies/> to confirm your company does not already have an account. If you see an account for your company, please email careercenter@hnba.com for further posting instructions.

Step 2: Post your job online

- The website will ask you for all required information about your job, such as location, job type, a description, and how to apply (URL or to a direct email). Complete all required information.

Step 3: Pay online

- Check out and pay online. You must select PayPal and online payments are only made by credit card.
- After you will select PayPal as your option, when you get to the next screen, select pay with debit or credit card – you then can put in your information and this doesn't require logging in to PayPal. HNBA uses PayPal as our credit card processor so our transactions go through them, but these instructions allow you to enter information without logging in.

Your job will be posted immediately after payment is made. This method is the quickest and most efficient to get your job posted as soon as possible.

Self-Posting & Pay Offline

- Complete Steps 1 & 2 above.
- Instead of checking out and paying online, complete the [Credit Card Authorization form](#) and email to careercenter@hnba.com. If you cannot send a credit card number by email, please send the form and then request a time for HNBA Career Center staff to call you to obtain payment over the phone.
- If you require an invoice to pay for a job posting, please let us know and we can request an invoice. Please allow 3-5 business days for processing in this manner, and additional days if an invoice is requested.
- **Please note that your job will not be posted until your payment is received and processed.** If you are sending a check payment, please let us know when the check is mailed so we can expect it.

Full-Service Job Posting & Payment

If you prefer to have HNBA Career Center staff post your job manually, you may email the following to careercenter@hnba.com:

- Email address that will be used to set up your company account (only one email address is permitted per company account),
- Your Company name, Company logo, and careers website/job site link are required to create your company profile, (optional items are contact details, location and description)
- Job description in Word (.doc or .docx) format, and
- A completed [Credit Card Authorization form](#).

If you require to have an invoice to pay for a job posting, please let us know and we can request an

invoice. For full-service job posting, please allow 3-5 business days to set up everything, and additional days if an invoice is requested.

Please note that your job will not be posted until your payment is received and processed. If you are sending a check payment, please let us know when the check is mailed so we can expect it.