Post-to-Web User Tips
PTW Training | April 2001

1. SPACING

   An extra space in front of the first word of the title will affect alphabetizing; for example, the job will appear out of order on the index pages.

2. DATES

   Double check date formatting (MM/DD/YYYY) and content. A small typo (e.g., "04/01/3001") will keep your job open into the next century.

3. "HOW TO APPLY" -- ADDING LINKS FOR UNIQUE DOCUMENTS

   The "Standard Classified" and "Standard Continuous" options place a pre-written statement and links in your job announcement, like the example below.

To write your own "How to Apply" text and include unique links in HTML code, choose the "Professional Specific" option. As an example, the following code, entered into the text box, produces the result on the right. In this case, the unique documents *Police Department Information* and *Minimum Qualifications Sheet* were converted to PDF format and saved in the ...admin/uwjobs folder.

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<p><b>Information: </b><br>

<li><a href="/admin/employment/appl-process.html">Staff Employment at the
UW</a>

<li><a href="/admin/uwjobs/police-att.pdf">Police Department Information</a>

<p><b>Forms:</b><br>

<li><a href="/admin/employment/atch/ApplData.pdf">Applicant Data Form</a>

<li><a href="/admin/employment/atch/criminal_hist.pdf">Conviction/Criminal
History Info form</a>

<li><a href="/admin/uwjobs/police-mins.pdf">Minimum Qualifications Sheet</a>
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4. CHOOSING THE WEB SITE

Selecting "UW Medical Center" or "Harborview Medical Center" on the PTW job announcement form will not ensure that your job will be posted on the medical centers sites. To temporarily address this file transfer problem, an identical job announcement form is available from this URL: **http://hermia.mcis.washington.edu** (contact Debra Peters for password information). Use this mirrored site to post jobs directly to the medical centers web sites. ("UW Employment Opportunities" site should always be selected.)

These categories represent Health Care and Nursing categories. The sub-categories exist on medical centers sites only.
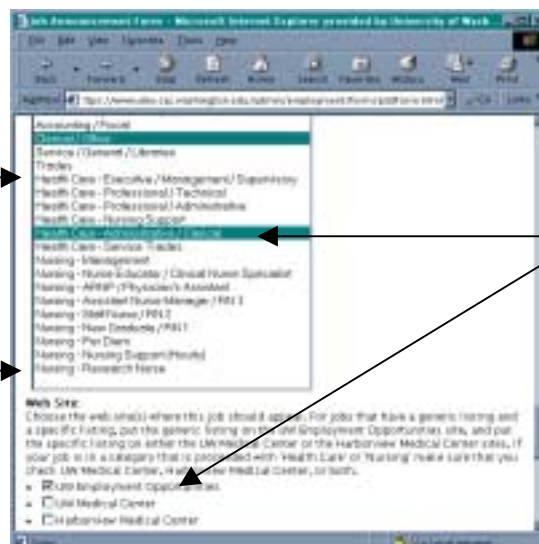
According to these selections, this job will be posted in the Office/Clerical, and Health Care categories.