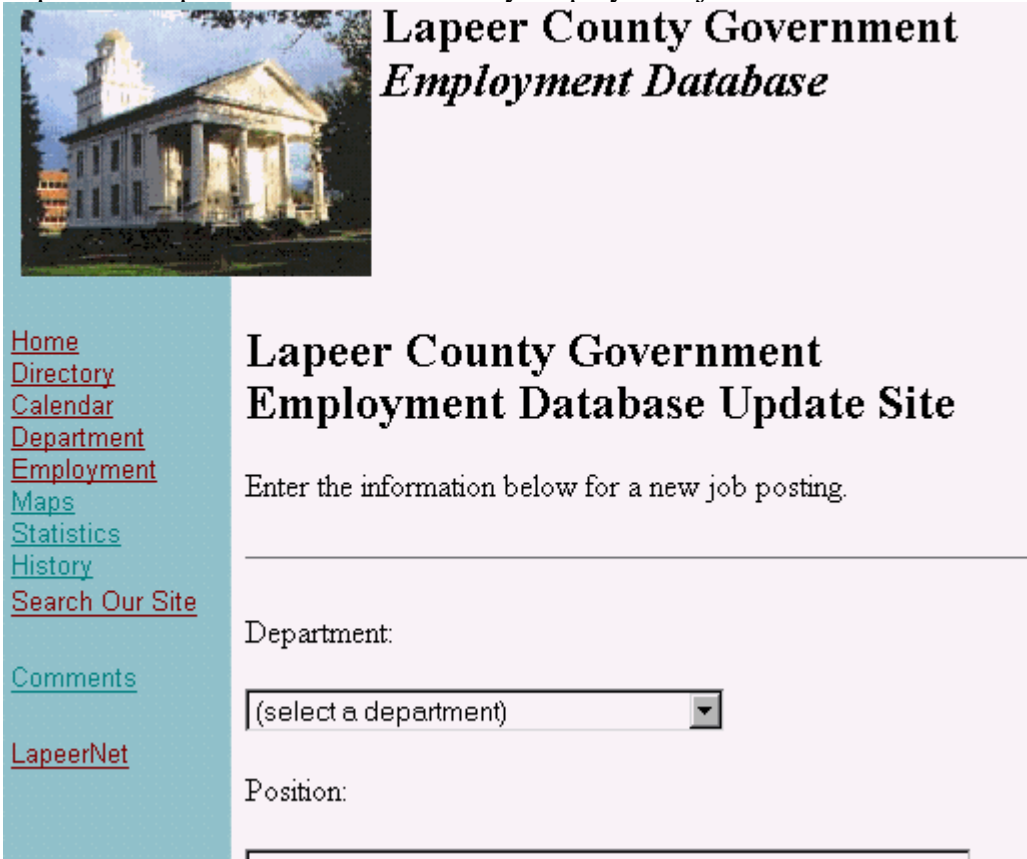


Employment Database

Adding a Job Posting

1. You can get to the jobs posting page two ways: by entering this address http://www.lapeer.lib.mi.us/Gov/County/employment/jobs_maintain.html and clicking on *Add Jobs Page* or, go directly to the posting page at http://www.lapeer.lib.mi.us/Gov/County/employment/jobs_add.html



**Lapeer County Government
Employment Database**

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**Lapeer County Government
Employment Database Update Site**

Enter the information below for a new job posting.

Department:

Position:

2. Once you are at the *Add Jobs Page* fill in the fields.
3. Be sure that you enter the dates in correct format.
Posting Begin Date: (date format: *mm/dd/yyyy* be sure to include the century)

Posting End Date: (date format: *mm/dd/yyyy* be sure to include the century)

4. When you are finished click on *Add This Posting* and you will see a detail of the event you just posted.

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