

How to post a job

- 1) Go to your [recruiting dashboard](#) and click **Post a job**
- 2) Choose the scientific discipline and location of the job to see its potential reach (optional). Click **Post a job**
- 3) Enter the following information:

Tell us about the job

- **Job post title**
- **Job description**
- **Additional skills and experience** (optional): Enter the qualifications and skills needed for the job if you did not include this in the job description

Help us reach the right audience for your job

- **What type of position are you hiring for?** This is the type of job being advertised. Select a position from the drop-down menu
- **What are the most important areas of expertise for this job?** We automatically suggest up to three areas of expertise based on the job description. You can remove these suggestions and select different areas of expertise from the drop-down menu, if necessary
 - Choose specific fields to fill specialized positions or broader fields for more general positions

Where is the job located?

- **Country:** This is the country that the job is located in. Select the country from the drop-down menu
- **City:** This is the city that the job is located in. Select the city from the drop-down menu

Tell us about the employer

- **Employer name:** This is the name of the hiring institution. Select the institution from the drop-down menu. If the institution is not listed, you can enter its full name
- **Department:** This is the name of the department that the job belongs to. Select the department from the drop-down menu. If the department is not listed, you can enter its full name
- **Forward applications to:** This is the method for collecting applications. Select a method from the drop-down menu and then enter the email address or external website into the next box
 - **Email:** Select email if you want candidates to send their application documents to an email address (this email address will not be shared with candidates)
 - **External website:** Select external website if you want candidates to be redirected to an external website to apply for the job
- **More about the employer** (optional): Enter more information about the hiring institution such as the benefits of working at the institution or information about the faculty or department
- **Reference number** (optional): Enter the reference number of the job at the hiring institution

Do you want your job to end early?

- **Last day for your job post:** If the job deadline is shorter than 30 days, select the appropriate date in the calendar that appears

4) Click **Continue to preview post**

5) If necessary, edit the job post details by clicking **Edit**. Click **Edit logo** to edit the logo of the institution

6) If necessary, click **Share job** to ask a colleague to review, edit, or pay for the job

7) Click **Proceed to checkout**

8) Enter the billing address and click **Save address**. If you have a list of previous billing addresses, select the preferred billing address and click **Use this address**

9) Select a payment method and click **Continue**

10) If necessary, edit the billing address and payment method by clicking **Edit**. In the **Review order** step, you can add a purchase order number by clicking **Add purchase order**

11) Click **Purchase now**. The job ad is now active on ResearchGate

12) An order confirmation email will be sent to the email address of the ResearchGate account.