



TEXAS A&M UNIVERSITY
Rangeland, Wildlife
& Fisheries Management



USER GUIDE

Texas A&M Natural Resources Job Board

JOBS.RWFM.TAMU.EDU

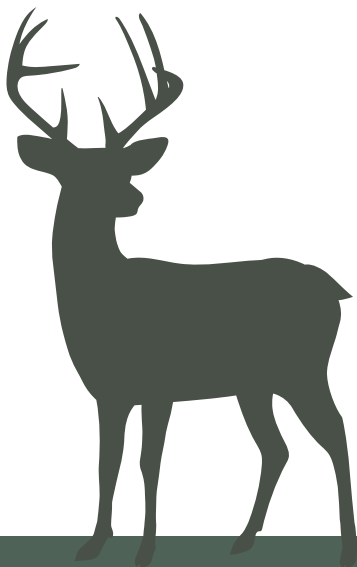
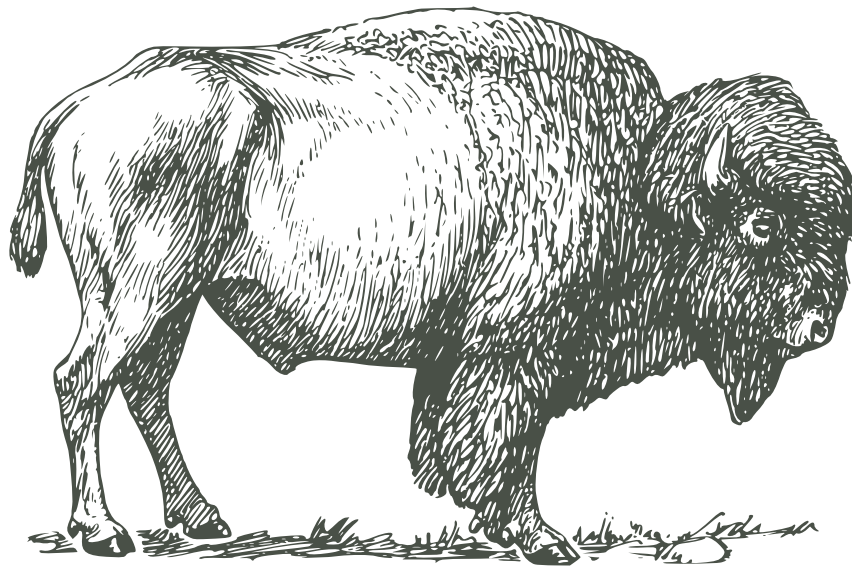


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WELCOME

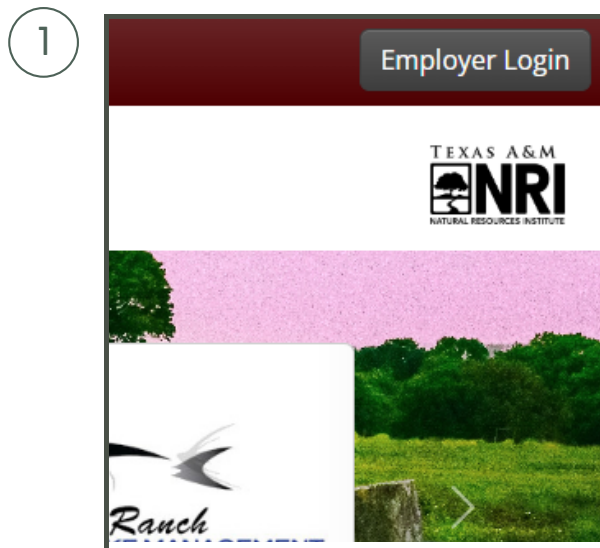
The Department of Rangeland, Wildlife, and Fisheries Management (RWFM) has long supported a nation-wide job board geared towards connecting those interested in seeking and/or posting the latest job opportunities in the natural resource profession. The job board allows users to query and filter a variety of career field opportunities based on posting time, location and job type. Through the employers portal, companies can create, manage and edit their job postings. All job postings are reviewed by website administrators to ensure completeness and quality of job announcements. This guide provides an overview on how to post and manage your companies job listings.



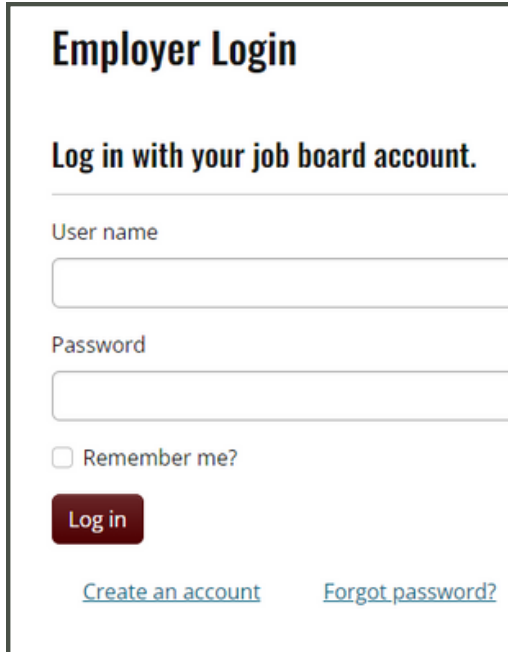
CREATE A LOGIN

1. Access the job board home page by inputting **jobs.rwfm.tamu.edu** in your browser. Navigate to the top, right part of the window and click on the **employer login** button.
2. Click on the **create an account** option to register yourself as an employer with the job board.
3. Enter your **email address**, create and confirm your **password**, enter your **employer name** and **employer type** and click the **register** button. This information is required for you to create an account. There is an option to input the main website URL and this information is not required for you account creation.

Note: Please spell out the full name of the employer (do not use acronyms).



2

A screenshot of the "Employer Login" form. The form title is "Employer Login". Below the title is the instruction "Log in with your job board account." followed by a horizontal line. There are two input fields: "User name" and "Password". Below the "Password" field is a checkbox labeled "Remember me?". At the bottom of the form is a dark red "Log in" button. Below the button are two links: "Create an account" and "Forgot password?".

CREATE A LOGIN

3. Enter your **email address**, create and confirm your **password**, enter your **employer name** and **employer type** and click the **register** button. This information is required for you to create an account. There is an option to input the main website URL and this information is not required for your account creation.

Note: Please spell out the full name of the employer (do not use acronyms).

4. A confirmation message stating **registration succeeded** will appear in your browser and a confirmation link will be sent to your email.

Note: The confirmation link may get sent to you spam folder.

5. Click on the confirmation link in your email. A confirmation message stating your **email has been confirmed** will appear in your browser and you can now **manage your job listings**.

3

Register Account

Required fields are indicated with a styled **Caption***.

Email*

Password*

Confirm password*

Employer Name* ?

Employer Type*

State ▾

Main Website

Register

4

Register Account

Registration succeeded.

Check your email for a confirmation link. Once your email is confirmed, you will be able to add new job listings.

5

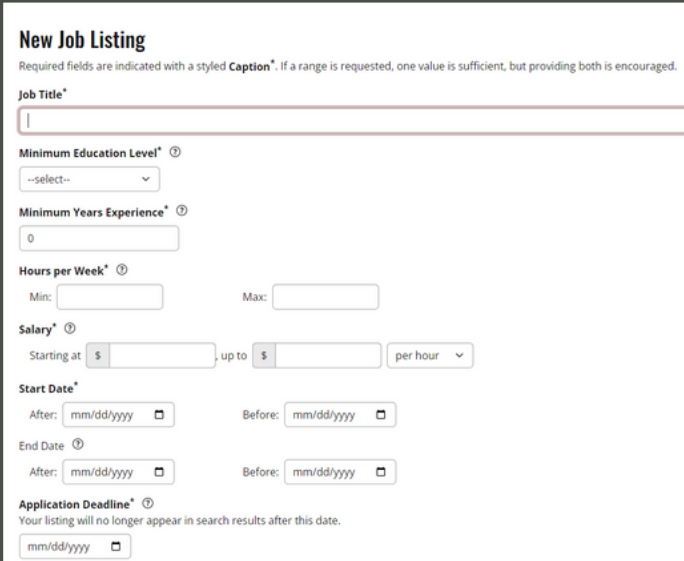
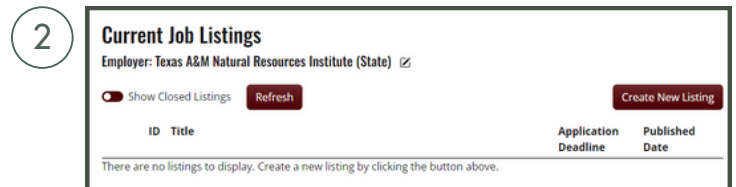
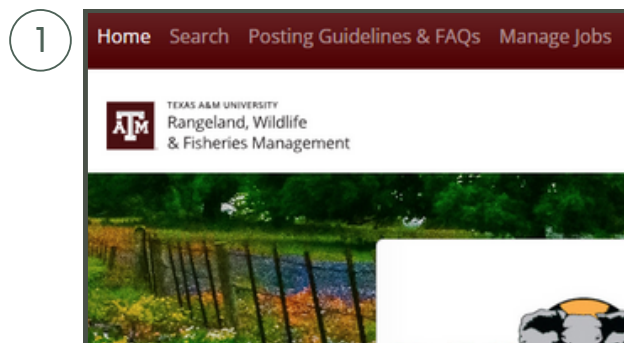
Email Confirmation

Your email address has been confirmed. You are now able to [manage your job listings](#).

CREATE A JOB POSTING

1. Navigate to the top left part of the job board homepage and click the **manage jobs** tab.
2. This will pull up the **current job listings** dashboard. Click on the **create new listing** button.
3. Input data for **required fields** (job title, minimum education level, minimum years experience, hours per week, salary, start date, application deadline, contact name, contact preference and job description). These are indicated with a **styled caption***.

Note: Requirements and tips for each field are included in the ? bubble after each header. Ex. Minimum Education Level* - "Specify the minimum education level that would be considered. Candidates without the minimum education should not apply."



A screenshot of the "New Job Listing" form. The form is titled "New Job Listing" and includes a note: "Required fields are indicated with a styled Caption*. If a range is requested, one value is sufficient, but providing both is encouraged." The form fields are as follows:

- Job Title***: A text input field.
- Minimum Education Level***: A dropdown menu with "--select--" selected.
- Minimum Years Experience***: A text input field with "0" entered.
- Hours per Week***: Two text input fields for "Min:" and "Max:".
- Salary***: A text input field for "Starting at \$", a text input field for "up to \$", and a dropdown menu for "per hour".
- Start Date***: Two date input fields for "After:" and "Before:".
- End Date***: Two date input fields for "After:" and "Before:".
- Application Deadline***: A date input field with a note: "Your listing will no longer appear in search results after this date."

CREATE A JOB POSTING

4. Click the **add location** button at the bottom of the page.
5. Place a **marker** on the map to indicate a precise location. Place a **circle** on the map to indicate a wider area. Candidates searching by **state** will find listings based on the selected state in the dropdown. Candidates searching by **distance** from a precise location will find listings based on the map.

Note: The map can be updated based using any of the three buttons located above the map window.

 Update map from address

 Update address from map

 Show current location

4

Coordinates

Add Location...

5

Add Location ×

Place a marker on the map to indicate a precise location. Place a circle on the map to indicate a wider area.




Candidates searching by state will find listings based on the selected state in the dropdown. Candidates searching by distance from a precise location will find listings based on the map.


Address or Description:


City:

United States of America
Texas ▾

Other
Country

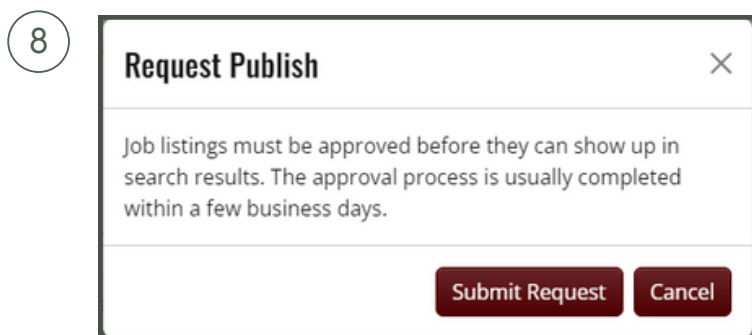
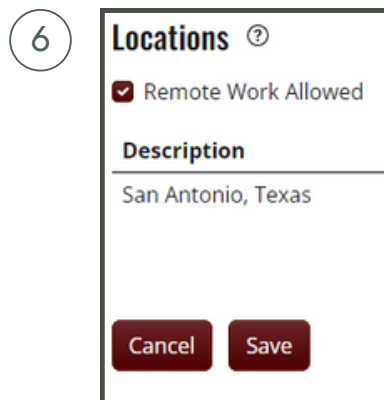


Map Satellite 

CREATE A JOB POSTING

6. Click the **save** button at the bottom of the page to complete your job posting.
7. You will be brought back to the **current job listings** dashboard. Click on the **request publish** button.
8. A **request publish** pop-up will appear. Click the **submit request** button to have your listing sent to the job board moderators for approval. Your job listing will show as **“pending”** on the **current jobs listing** dashboard until it is reviewed and approved for publishing.

Note: If you wish to cancel the publishing of your job listing prior to its review, navigate to and click the **cancel publish** button on the **current jobs listing** dashboard.



EDIT A POSTED LISTING

1. Navigate to the **current job listings** dashboard. Click on the **edit** button. You will be brought to your current job posting where all information fields can be edited.
2. Click on the **save** button at the bottom of the page to save your edits.
3. An **approval required** pop-up will appear. Click the **continue save** button to have your listing sent through the approval process for posting. If you do not wish to save your edits, click the **cancel save** button.
4. You will be brought back to the **current job listings** dashboard. Click on the **request publish** button to have your listing go through the approval process.

Note: Your listing will lose its published status and will no longer appear in searches until it has gone through the normal job-posting process to be updated (within a few business days).

1

Application Deadline	Published Date
11/08/2023	10/09/2023

Salary: \$50,000 to \$55,000 per year
Experience Required: at least 3 years

[Edit](#) [Remove](#) [View](#)

2

Locations ?

Remote Work Allowed

Description

San Antonio, Texas

[Cancel](#) [Save](#)

3

Approval Required [X]

The changes you have made require approval before they can be published. If you continue, the listing will lose its published status and will no longer appear in searches. You will need to request publication again and wait for the normal approval process to be completed (usually within a few business days).

[Continue Save](#) [Cancel Save](#)

4

10/10/2023

Salary: \$50,000 to \$55,000 per year
quired: at least 3 years

[Edit](#) [Request Publish](#) [Remove](#) [View](#)

REPOST AN EXPIRED LISTING

1. Navigate to the **current job listings** dashboard. Click on the **edit** button. You will be brought to your current job posting where all information fields can be edited.

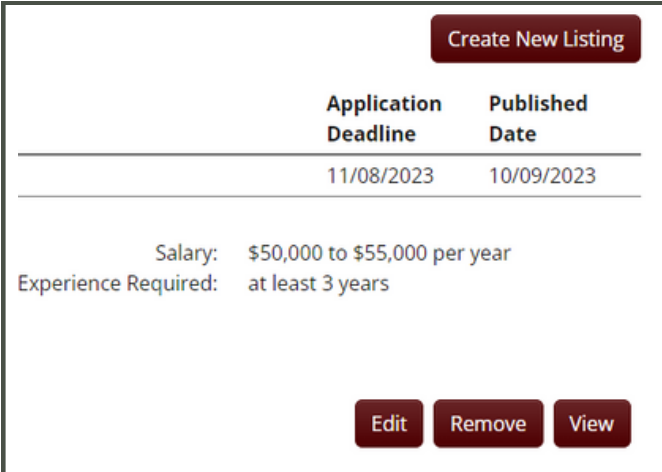
Note: You will need to update the application deadline prior to reposting the listing. If you click on the **request publish** button before updating your job listing, it will not let you proceed to the approval process.

2. Click on the **save** button at the bottom of the page to save your edits.

3. A **request publish** pop-up will appear. Click the **submit request** button to have your listing sent through the approval process for posting.

Note: Your reposted listing will show as pending on the current job listings dashboard until it is approved by the job board administrators. The review and approval process is usually completed within a few business days.

1



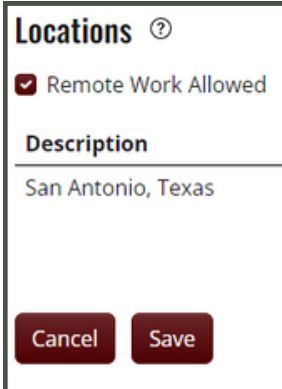
The screenshot shows a form titled "Create New Listing" with a table and additional fields. The table has two columns: "Application Deadline" and "Published Date". Below the table, there are fields for "Salary" and "Experience Required". At the bottom, there are three buttons: "Edit", "Remove", and "View".

Application Deadline	Published Date
11/08/2023	10/09/2023

Salary: \$50,000 to \$55,000 per year
Experience Required: at least 3 years

Edit Remove View

2



The screenshot shows a form titled "Locations" with a checkbox for "Remote Work Allowed" which is checked. Below that is a "Description" field containing "San Antonio, Texas". At the bottom, there are two buttons: "Cancel" and "Save".

Locations ?

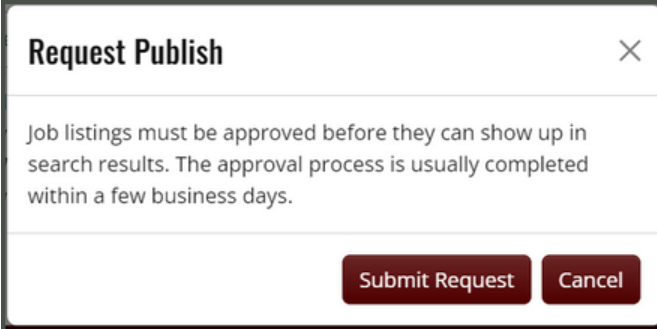
Remote Work Allowed

Description

San Antonio, Texas

Cancel Save

3



The screenshot shows a "Request Publish" pop-up dialog. It contains a message explaining that job listings must be approved before showing in search results. At the bottom, there are two buttons: "Submit Request" and "Cancel".

Request Publish

Job listings must be approved before they can show up in search results. The approval process is usually completed within a few business days.

Submit Request Cancel



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This tool is maintained by the Texas A&M Department
of Rangeland, Wildlife & Fisheries Management.

Contact us for questions or inquiries:

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