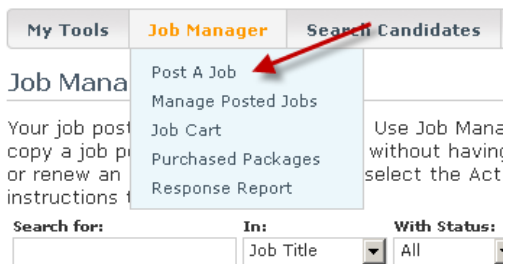


HOW TO POST A JOB

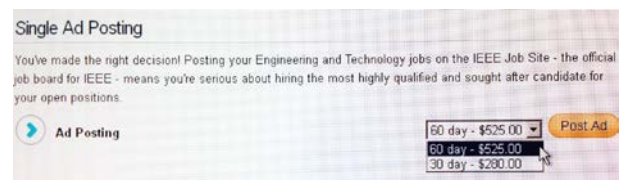
Below is your step by step guide to posting a job on the IEEE Job Site.

Sign into your account or create a new account via <http://jobs.ieee.org/careers/employer>
(For new accounts, follow the on-screen instructions to create your account.)

1) From the Job Manager tab, select Post a Job

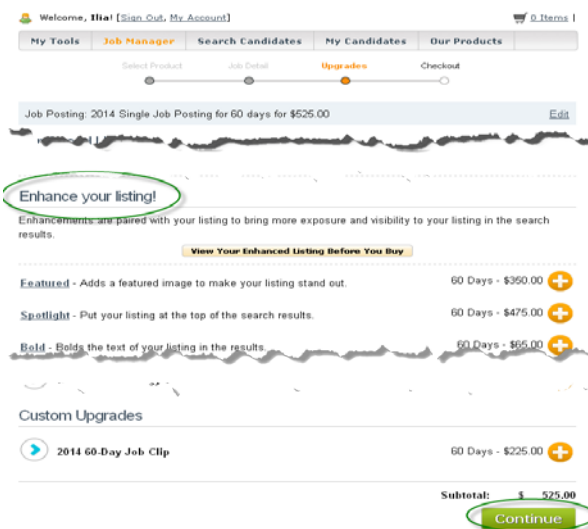


2) Select your job posting duration (30-Days and 60-Days) and click Post Ad button.

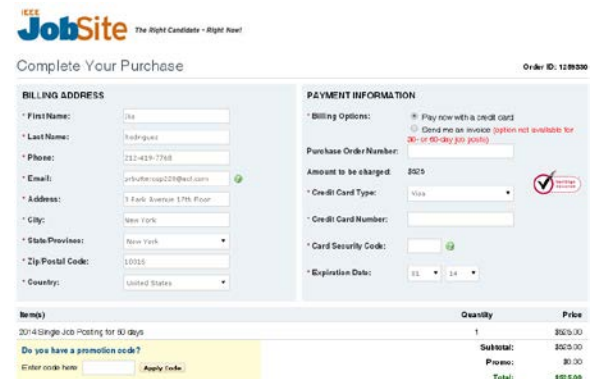


3) On the following Job Details screen, include Job Title, Job Description, Apply Method, etc. Select Continue to save your job posting.

4) Select any upgrades for your job posting on the following screen. If you are not interested in any upgrades, simply click Continue. You will be taken to your Job Cart, where you can check-out.



6) Enter your payment method on the Check Out screen, making sure to include any promotion code you may have acquired.



5) From the Job Cart screen, you will see a summary of your job posting. If all looks correct, click on the Continue to Checkout button.



Please note, the Invoice option is not available for most individual job postings. Selecting this option will place your job posting in a Pending Approval queue for administrator approval. The administrator will notify you if a credit card is required.

If you need assistance posting your job, please contact Paul Desesso at +1 732 981 3420 or via e-mail at p.desesso@ieee.org.