


## STEP 1

Click on CAREERS at the top of the ISACA.org homepage



## STEP 2

### Click on Start a Candidate Search or Post a Job



Take your job or candidate search to the next level. Begin today on your way.

[Access the Job Board to Find a Job](#)

Looking for the best IS/IT and cybersecurity employees? ISA qualified job candidates locally, nationally or globally. Find a

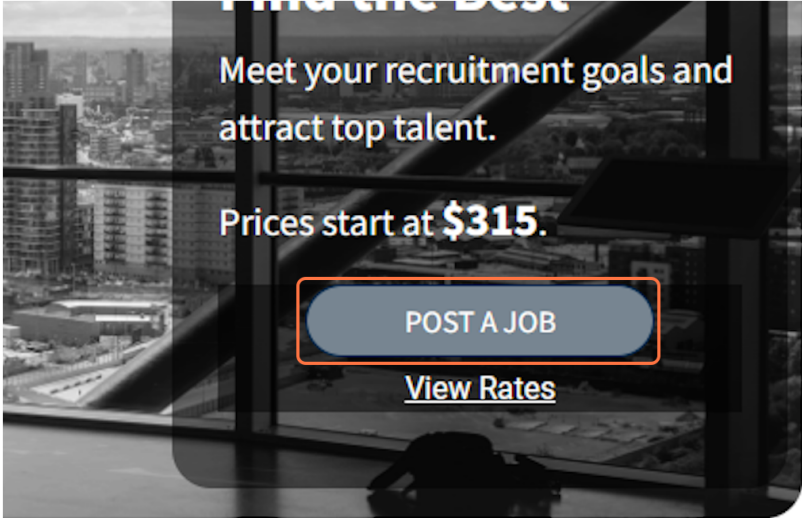
[Start a Candidate Search or Post a Job](#)

### Careers at ISACA

Do you want to do work that matters? The work we do equir

## STEP 3

### Click on POST A JOB



Meet your recruitment goals and attract top talent.

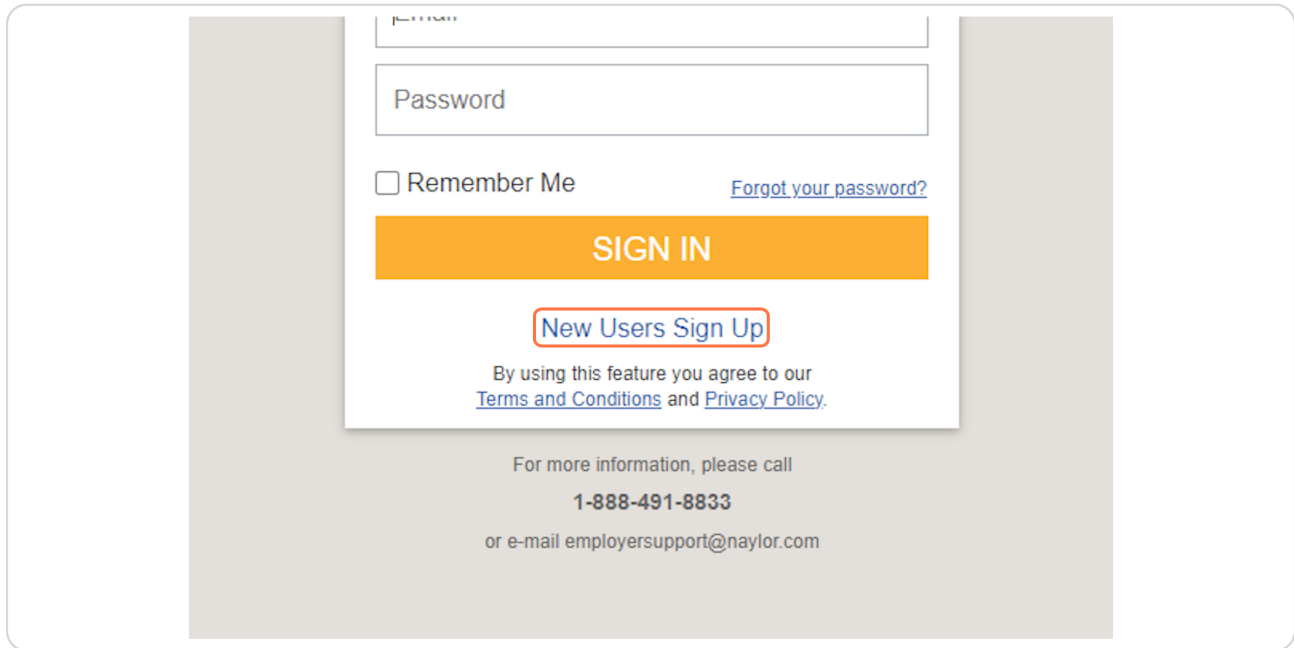
Prices start at **\$315.**

[POST A JOB](#)

[View Rates](#)

## STEP 4

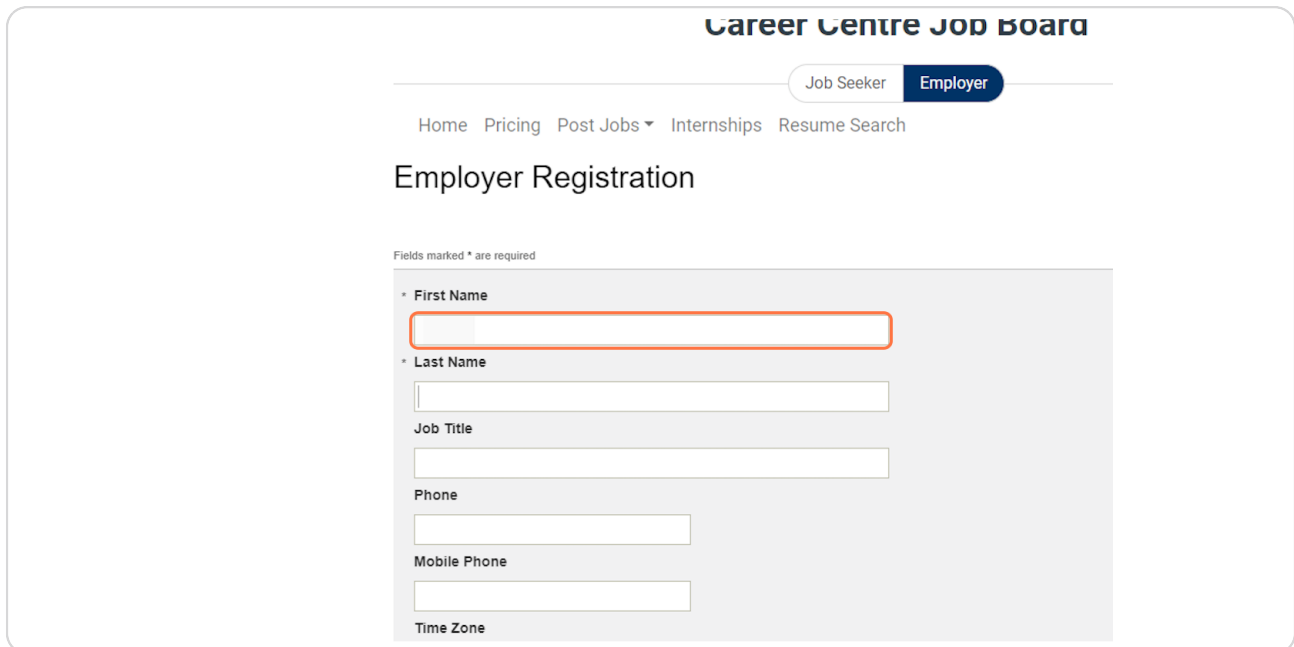
**If you have never posted a job before, Click on New Users Sign Up. Otherwise, skip to step 10.**



A login and registration form. At the top, there is a partially visible 'Email' field. Below it is a 'Password' field. A checkbox labeled 'Remember Me' is next to a blue link 'Forgot your password?'. A large orange button labeled 'SIGN IN' is centered. Below the button is a blue link 'New Users Sign Up' which is highlighted with a red rectangle. Underneath is a line of text: 'By using this feature you agree to our [Terms and Conditions](#) and [Privacy Policy](#).' At the bottom, it says 'For more information, please call 1-888-491-8833 or e-mail employersupport@naylor.com'.

## STEP 5

### **Complete the Employer Registration Profile**



The 'Career Centre Job Board' interface. At the top right, there are two tabs: 'Job Seeker' and 'Employer', with 'Employer' selected. Below the tabs is a navigation bar with links: 'Home', 'Pricing', 'Post Jobs', 'Internships', and 'Resume Search'. The main heading is 'Employer Registration'. Below this, a note says 'Fields marked \* are required'. The registration form includes the following fields: 'First Name' (marked with an asterisk and highlighted with a red rectangle), 'Last Name' (marked with an asterisk), 'Job Title', 'Phone', 'Mobile Phone', and 'Time Zone'.

## STEP 6

### Click on POST JOBS to start your first job posting.

ete!

created and you have been signed in. Please familiarize yourself with your [Account Overview](#) which serves as note your brand on all your job postings.

il to [hcarlson@isaca.org](mailto:hcarlson@isaca.org) with more information about your account for you to read later. Please make sure [er.com](#) is added to your email whitelist to ensure delivery.

**POST JOBS**

or explore your [Account Overview](#)

Powered By **NAYLOR**  
ASSOCIATION SOLUTIONS

Member  
**FINANCIAL**

## STEP 7

### Complete the New Job form.

**Career Centre Job Board**

Job Seeker **Employer**

Post Jobs ▾ Internships Resume Search Help Haley Carlson ▾

New Job

Please review information regarding prohibited job postings

Edit View Insert Format

↶ ↷ Paragraph ▾ **B** *I* ☰ ☷ ☹ ☹ ...

## STEP 8

Click on Preview Job prior to paying and posting.

Max Length: 300 | 300 characters remaining

This field is for your reference only. It will not appear on the job.

Preview Job >

Powered By **NAYLOR**  
ASSOCIATION SOLUTIONS

## STEP 9

Once reviewed, Click on Proceed To Checkout

obs ▾ Internships Resume Search

Help Haley Ca

! Your job is not active yet.

se review your pending job below for typos, formatting issues, and accuracy of content.

Edit Job

Proceed To Checkout

Application

Created with *Tango*

6 of 10

## STEP 10

### Confirm the 30-Day Single Job Posting is Selected.

[Home / Training and Events / Careers Home](#)

### Career Centre Job Board

Create JobSelect Posting OptionsCheckout

#### Select a Posting Package

Options

☒ 30-Day Single Job Posting\$315.00

- Resume Search included
- No refunds

☐ Financial Job Exchange Network Posting (Add-on)\$100.00

MORE EXPOSURE! Post your job to an extensive network of banking, finance, accounting, and insurance association partners and gain access to a larger pool of job seekers.

By purchasing a network (FJE) job posting your recruitment ad will automatically be distributed and displayed on 5 association career centers:

[See all destination sites](#)

☐ 60-Day Single Job Posting\$425.00

- Resume Search included
- No refunds

☐ 90-Day Single Job Posting\$535.00

- Resume Search included
- No refunds

## STEP 11

### Click on Continue to Payment

Reporting Period

Thousands of passive and active job seeker members by including your job posting in the next issue of the ISACA CareerLaser eNewsletter. Each issue features important industry articles, employment opportunities, events, and more! Space is limited, so act now!

**CareerLaser eNewsletter**

Post your job in the next issue of the ISACA CareerLaser eNewsletter to ensure your job is seen by thousands of passive and active job seekers! Your job will be featured on the job seekers home page for 30 days. Your job will be flagged on the results page giving you a better opportunity to get your job seen.

[Continue to Payment >](#)

Powered By **NAYLOR** ASSOCIATION SOLUTIONS

Created with *Tango*

7 of 10

## STEP 12

### Enter Promo/Marketing Code.

The screenshot shows the ISACA Secure Checkout page. At the top, there's a blue header with the ISACA logo and a 'SECURE CHECKOUT' banner. Below the banner, there's a navigation bar with links: '< Edit Job', 'Payment Method', 'Confirm Purchase', and 'Receipt'. The main content area is titled 'Your Order' and shows a '30-Day Single Job Posting' for \$315.00. Below this, there's a section for 'Enter Promo/Marketing Code' with a text input field highlighted by a red box and a 'Recalculate' button. A note below the input field says 'You may enter a promotional code if you have one.' The 'Order Total' is shown as \$315.00. Below the promo code section, there's a 'PO/IO Number (Optional)' field with a note: 'You may enter your organization's internal PO number here. (This appears on your receipt and is intended only to help you track this purchase.)'. The bottom section is 'Billing Contact' with fields for 'Full Name', 'Email', 'Phone', 'Address', 'City', 'Country', and 'State'. A note says 'All fields are required.' At the very bottom, there's a blue footer with a cookie policy notice and 'Cookie Settings' and 'Got it' buttons.

## STEP 13

### Click on Recalculate and confirm the Order Total is \$0.00

This screenshot is a zoomed-in view of the 'Your Order' section from the previous step. It shows the '30-Day Single Job Posting' for \$315.00. The 'Recalculate' button is highlighted with a red box. Below the button, the 'Order Total' is shown as \$315.00.

STEP 14

Click with Credit Card and complete the order.

1 ▾ | Year ▾

ement will appear as  
ERS."

Total: \$315.00

Pay With Credit Card

available  
val

proved by ISACA Career Centre.



*Tango*

Never miss a step again. Visit [Tango.us](https://tango.us)