Free Market Craigslist Posting Process

1. Go to http://www.craigslist.org
2. Select your location market.
3. In the upper left corner, select "post to classifieds"
4. Select "job offered"
5. Click "I will abide by these guidelines"
6. Choose category – "food/beverage/hospitality" - for hourly positions
7. Enter a "reply to" email address and select "no replies to this email"
8. Enter the title for your post in the "posting title" space
9. Enter location address details or shopping center / regional name
10. Enter posting description by copying HTML text from the posting resource document
11. Posting details is optional
12. Enter "compensation" – most often listed as "competitive hourly pay"
13. "show on maps" section is optional, but we suggest you fill it in.
14. Click "continue"
15. Review posting (the option to "edit text or images" is found here)
16. If you wish to add images, select the "edit images" button
17. Select "Add images" to upload the logo or photo into the posting
18. Select "done with images"
19. Review posting and click "publish"
20. A verification email will then be sent to the email address entered in step 7 (click the verification link within the email to confirm the posting process)
21. A confirmation email will then be sent back to your email address that you may click on to view the posting (postings can take up to an hour to be visible from the job seeker side)

Reminders

- Any green instructions must be filled in.
- If you do not see your posting listed within the main category page, you will need to try posting again.
- If your posting is flagged for removal, you will need to try posting again.
- If the posting remains active, it is best practice to refresh the listing every 2-3 days. Craigslist only allows a refresh every 48 hours.
- Craigslist tends to flag free posts with specific info in the title - don't mention hourly rate, job fair date, etc.
- Check out the FAQ document: http://www.craigslist.org/about/help/faq-job
- It is recommended to create an account, so that all posting history is found in one place: https://accounts.craigslist.org/signup?rt=L&rp=%2Flogin%2Fhome