FIND TALENT

SOCIAL GROUPS POSTING INSTRUCTIONS

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LOOKING FOR TALENT?

Colorado Startups has 10,000+ startup members ("Startupers") across the three social groups (Facebook, LinkedIn, and Slack), many of whom are looking for great opportunities at a local startup. Startups headquartered in Colorado can post job opportunities, for free, in the social groups using the following instructions.

INSTRUCTIONS

1. Entrepreneurs can post their open positions, for free, to the various social groups (Facebook, LinkedIn, and Slack) to get a greater range of candidates to apply.
2. Job posts need to be from the Founder/Executive (not a recruiter, HR specialist, or associate). The purpose of the social groups is to connect the company leadership to the greater startup community. The highest engagement comes when Founders/Executives post directly.
3. For more information on posting, please use the instructions below, which show how to post specifically for each group.
4. If you need to update information in your post, please edit the original post in the group instead of posting a new one. Editing a single post prevents duplicate posts. You can make edits to your post as often as necessary to update the information.
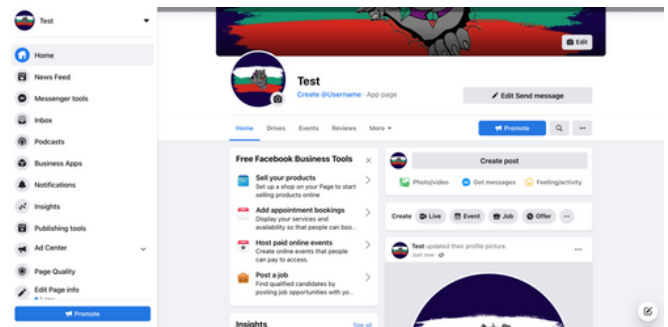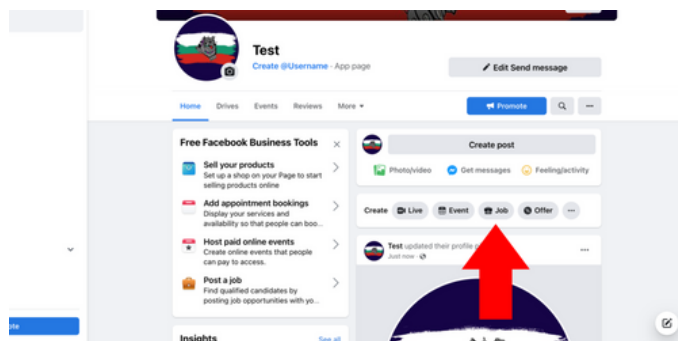
FACEBOOK POSTING INSTRUCTIONS

CREATE A JOB

1. Navigate to your Company's Facebook Page

Your company will need to have a Facebook page to post a job using Facebook. Navigate to the company page to get started.


2. Select "Create Job"

Under the "Create Post" prompt, there is an option to create a "Job." Select this option.

3. Enter Details

Use the menu on the left-hand side to fill out the job details. Make sure to describe the opportunity, list your headquarters as a city in Colorado, and add the salary range. As you fill it out, the right-hand side will show you what the job posting will show. Then click "Next" to continue.
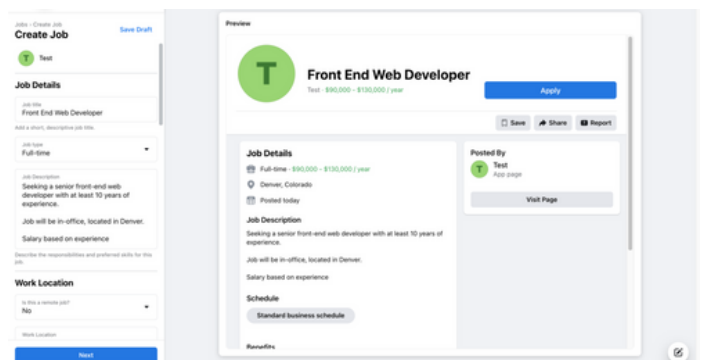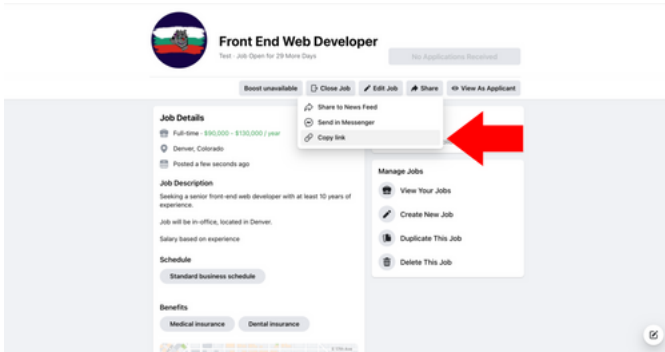
4. Post Your Job

Please review all information to make sure it's correct. Once reviewed, click "Post" to post your job.
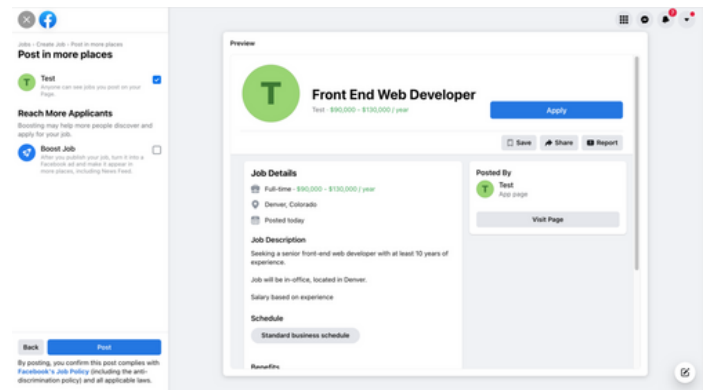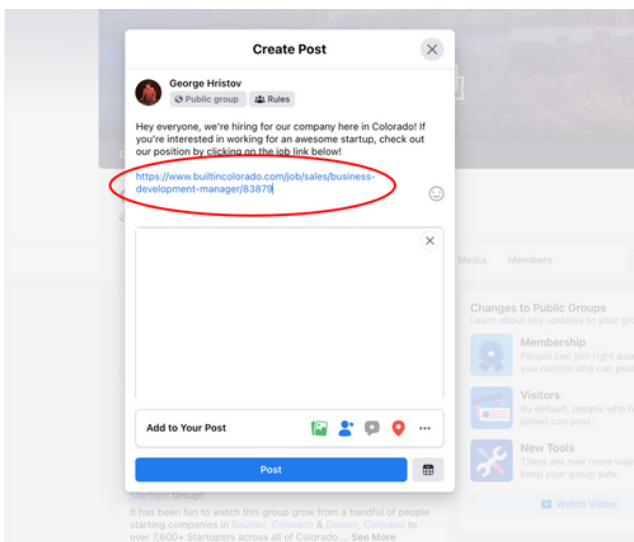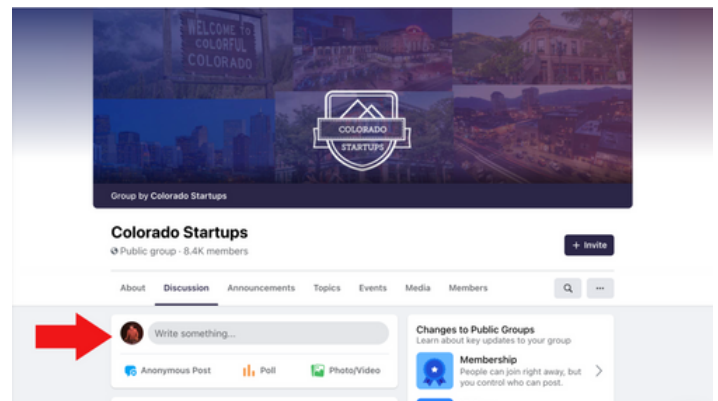
5. Copy Job Link

Once your Job has been created, you can use the "Share" menu to copy your Job link (last option). You'll need this link for posting in the Facebook group.

POST JOB IN THE FACEBOOK GROUP

1. Begin Post

Navigate to the "Discussion" tab in the Facebook Group. Click the "Write something…" to begin the post.

2. Write Post

Write high-level details on your job post. Make sure to mention your headquartered city in Colorado and the salary range for the position. Add the job link at the bottom of the post. Job links to Facebook Jobs, LinkedIn Jobs, and positions on your website are the only site links approved to be included in the post. Please make sure you're using one of these three sites to link your job description.

3. Publish

Once reviewed and ready, click "Post" at the bottom of the window to post your job.
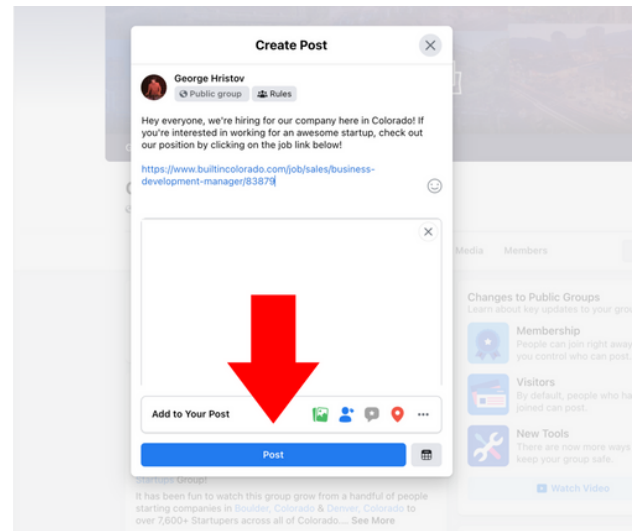
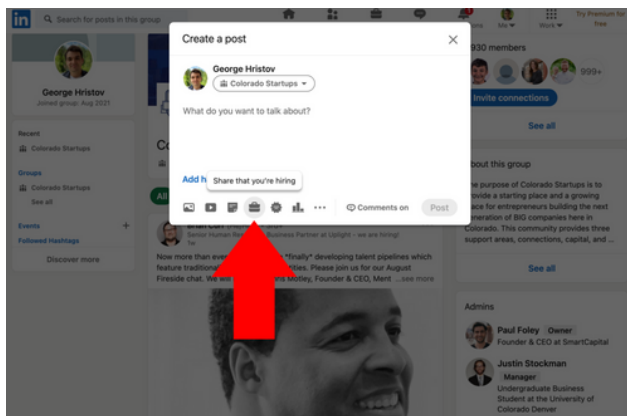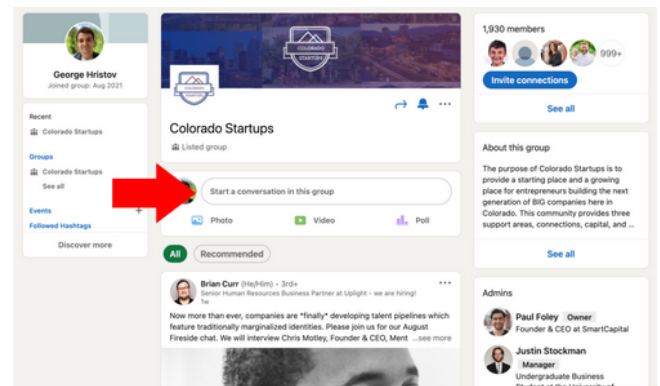# LINKEDIN POSTING INSTRUCTIONS

LINKEDIN GROUP

CREATE A LINKED JOB FOR THE POST

1. Begin Post

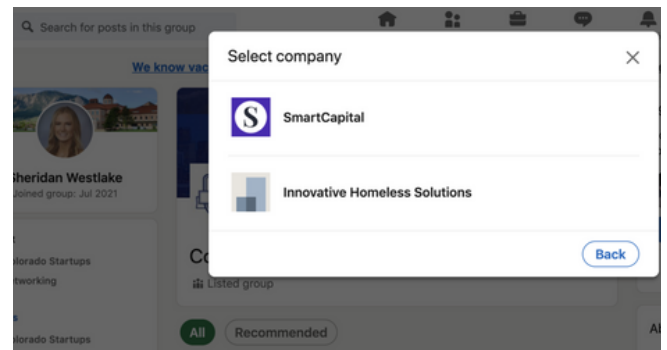Navigate to the Colorado Startups LinkedIn Group, and click "Start a conversation in this group."

2. Select the Briefcase Icon

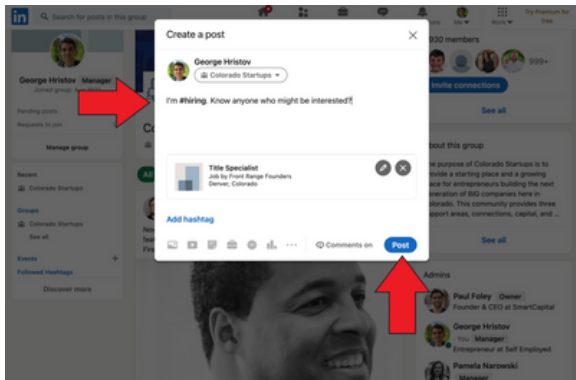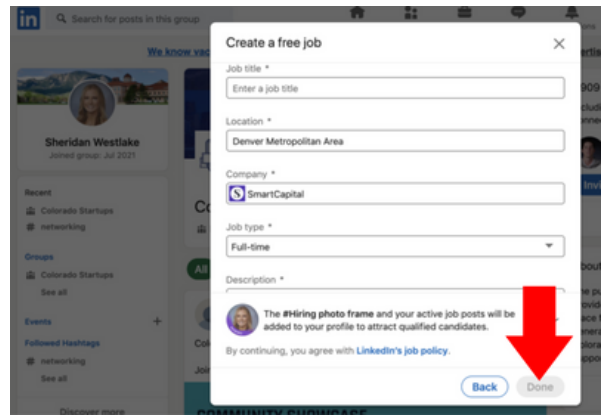Select the "Share that you're hiring" option to begin a job post.

3. Select Company

Click on the company that the job is associated.

4. Create Job

Fill out the required fields and describe the position requirements. Make sure to set the "Location" in a city in Colorado and add the salary range for the position. Once finished, press "Done" in the bottom right.
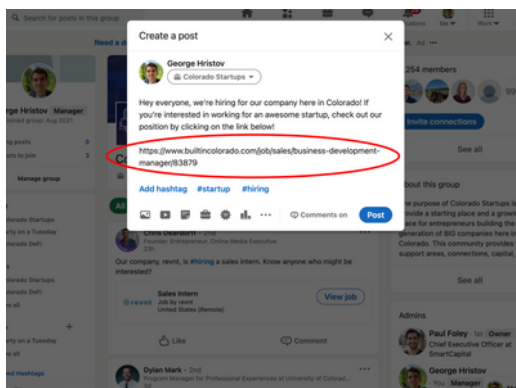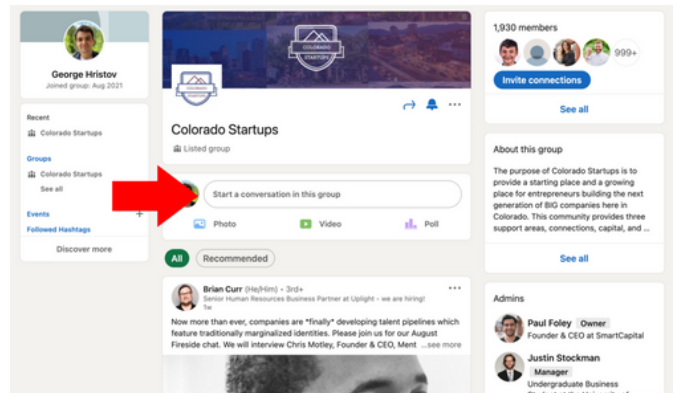

5. Publish

Fill out additional information about the job in your post. Make sure to mention in the post that your startup is headquartered in a city in Colorado. Once reviewed, click "Post" to submit the job to the group.

OR LINK A JOB DESCRIPTION FROM A WEBSITE OUTSIDE OF LINKEDIN

1. Begin Post

If your job post exists outside of LinkedIn, you can link it to a LinkedIn group post and share it with the community. Navigate to the LinkedIn Group. Currently, Facebook and your website are the only approved sites to link job descriptions. Please make sure you're using one of those sites. Then click the "Start a conversation in this group" to begin the post.
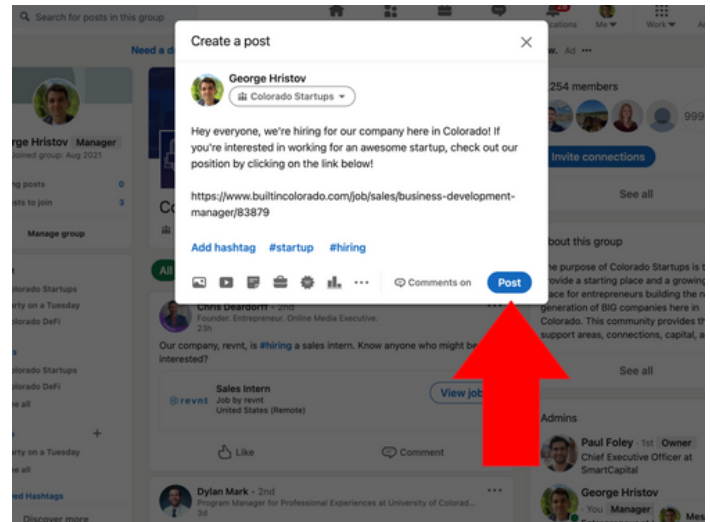

2. Write Post

Write high-level details on your job post. Make sure to mention your headquartered city in Colorado and the salary range for the position. Add the job link at the bottom of the post.

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3. Publish

Once reviewed and ready, click "Post" at the bottom of the window to post your job.
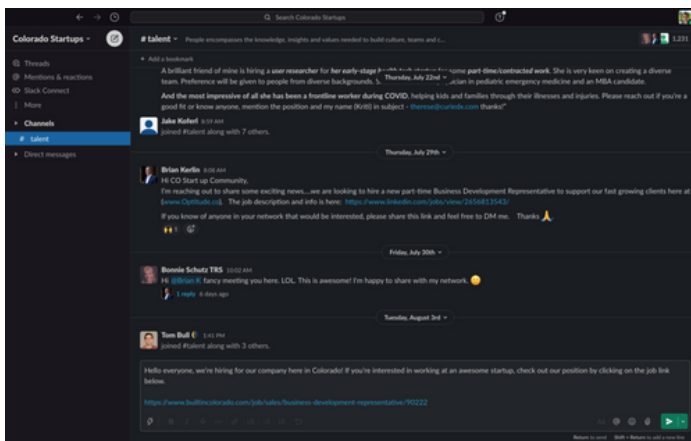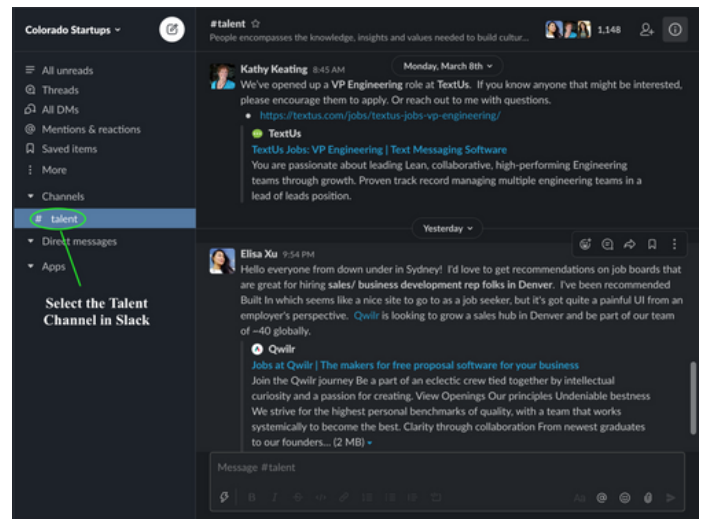
SLACK POSTING INSTRUCTIONS

SLACK GROUP

1. Begin Message

If you haven't joined the Slack group yet, please sign up using the "Slack Group" link above. Once in Slack, navigate to the #talent channel. Currently, **Facebook, LinkedIn, and your website** are the only approved sites to link job descriptions. Please make sure you're using one of these two sites.

2. Write Message

Click the "Message" box to begin your message. Write high-level details on your job post. Make sure to mention your headquartered city in Colorado as well as the salary range for the position. Add the job link at the bottom of the message.

3. Send Message

After reviewing your message, click the green send button in the bottom right corner to send it to the group.