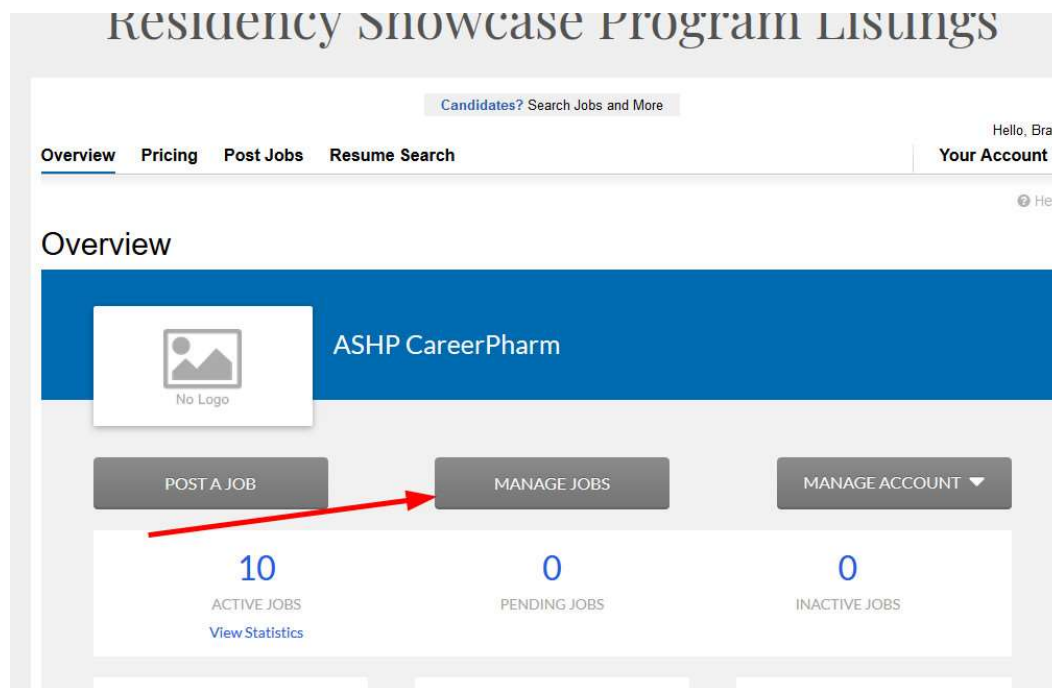


## Edit a Listing

**Important note before you start:** As we are using a job board technology for the program listing, there are certain instances where your listing will be referred to as a “job,” not a residency.

### Instructions


1. Sign in to the [Programs Listing Home Page](#). If you do not have an account, you do not have anything to edit and you should begin by creating a new account.
2. Click on “Manage Jobs”



The screenshot shows the ASHP CareerPharm dashboard. At the top, there is a navigation bar with links for Overview, Pricing, Post Jobs, and Resume Search. A user is logged in as "Hello, Brad." with a "Your Account" dropdown menu and a "Help" link. The main content area is titled "Overview" and features a blue header for "ASHP CareerPharm" with a "No Logo" placeholder. Below the header, there are three main action buttons: "POST A JOB", "MANAGE JOBS", and "MANAGE ACCOUNT". A red arrow points from the "POST A JOB" button to the "MANAGE JOBS" button. Below these buttons, there are three statistics cards: "10 ACTIVE JOBS" with a "View Statistics" link, "0 PENDING JOBS", and "0 INACTIVE JOBS".

3. Scroll to see the list of current positions being advertised. Next to the one you’d like to edit, click on the carrot to drop down a menu and select “Edit”

# Manage Jobs







## ASHP CareerPharm

Active Jobs ▼ Posted By: All Users ▼

Search






1 - 10 of 10

ACTION	TITLE	LOCATION	POSTED	CLOSING	JOB NU
	PGY2 Cardiology	Minneapolis, Minnesota	07/17/2018	12/14/2018	
	Community Pharmacy PGY1 - Holyoke	Holyoke, Massachusetts	07/17/2018	12/14/2018	
	PGY 1 Community Pharmacy	Oklahoma City, Oklahoma	07/17/2018	12/14/2018	
	PGY2 Critical Care - Mayo Clinic	Rochester, Minnesota	07/17/2018	12/14/2018	

Active Jobs ▼ Posted By: All Users ▼

Search

1 - 10 of 10

ACTION	TITLE	LOCATION	POSTED	CLOSING	JOB NU
	PGY2 Cardiology	Minneapolis, Minnesota	07/17/2018	12/14/2018	
	Community Pharmacy PGY1 - Holyoke	Holyoke, Massachusetts	07/17/2018	12/14/2018	
	PGY 1 Community Pharmacy	Oklahoma City, Oklahoma	07/17/2018	12/14/2018	
	PGY2 Critical Care - Mayo Clinic	Rochester, Minnesota	07/17/2018	12/14/2018	
	Emergency Medicine PGY2 Program	New York	07/17/2018	12/14/2018	

[EDIT](#)

[EXTEND](#)

[COPY](#)

[DEACTIVATE](#)

[VIEW ON WEBSITE](#)

4. Edit the field(s) of your choosing, check "I Agree" and click on "Update Job"

career center)

**\*Government Compliance**

Enter a list of keywords that describe this position so residency seekers can search for your posting. Separate each entry with a comma.

I understand that the following types of postings are forbidden by law:

Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.

Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin.

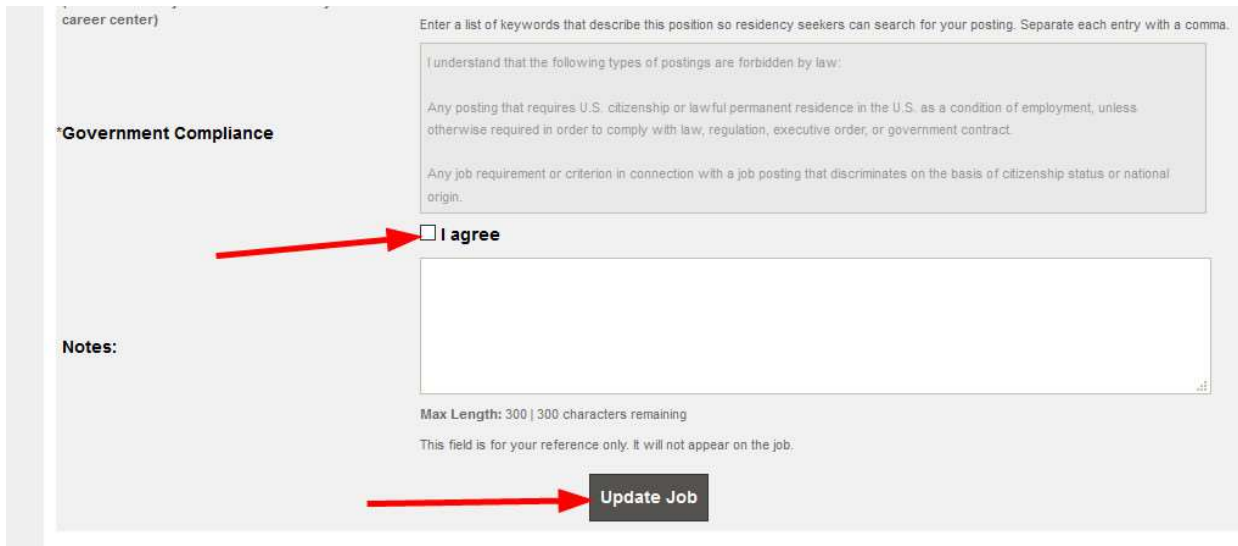
I agree

**Notes:**

Max Length: 300 | 300 characters remaining

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

**Update Job**



Your listing is now updated. It may take a few minutes or longer to update on the <http://residencyshowcase.ashp.org/jobs>live Residency Showcase listings page.