

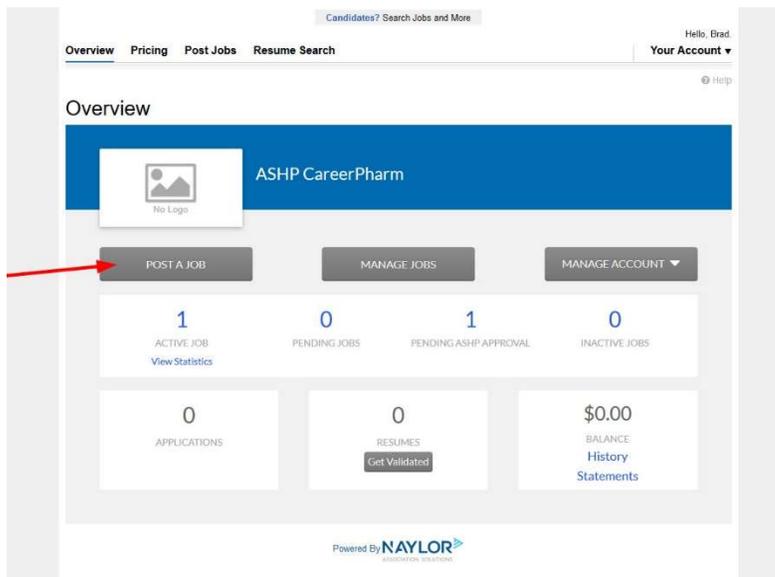
## Post a New listing

### Important notes 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.
- Although it will ask you to “checkout” and “purchase,” the package you are purchasing is free. You will not be charged for anything unless you choose to upgrade your listing to a featured listing.
- After you submit a listing, it must be approved to ensure only Residency Showcase participants are using the portal. Your new listing and changes will take time to appear.

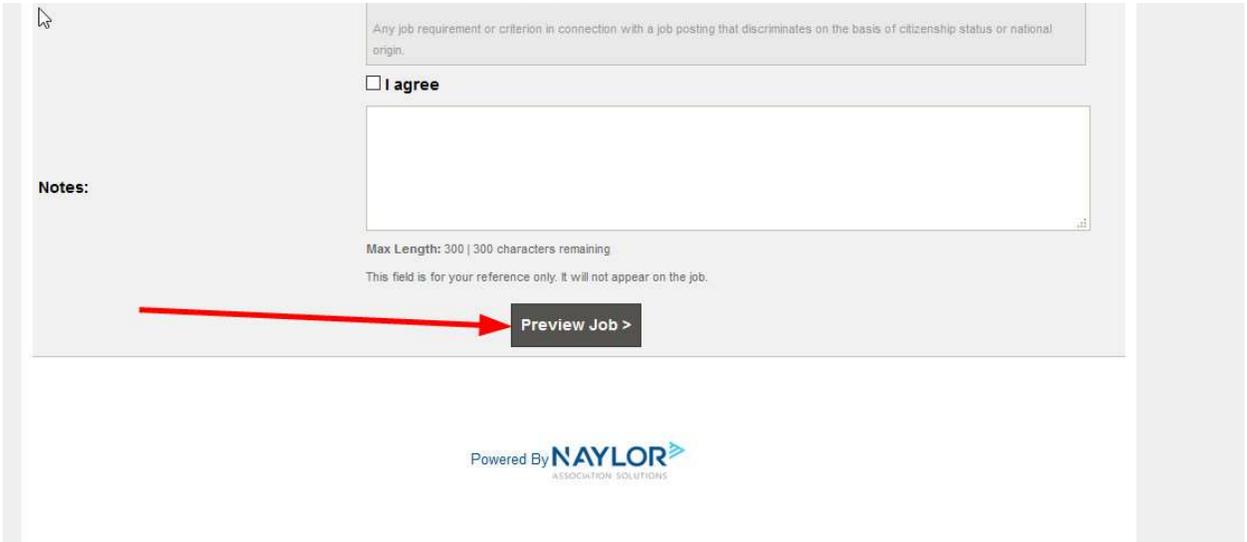
### Instructions

1. Create an account on the to [Programs Listing Home Page](#)
2. Click on “Post a Job”

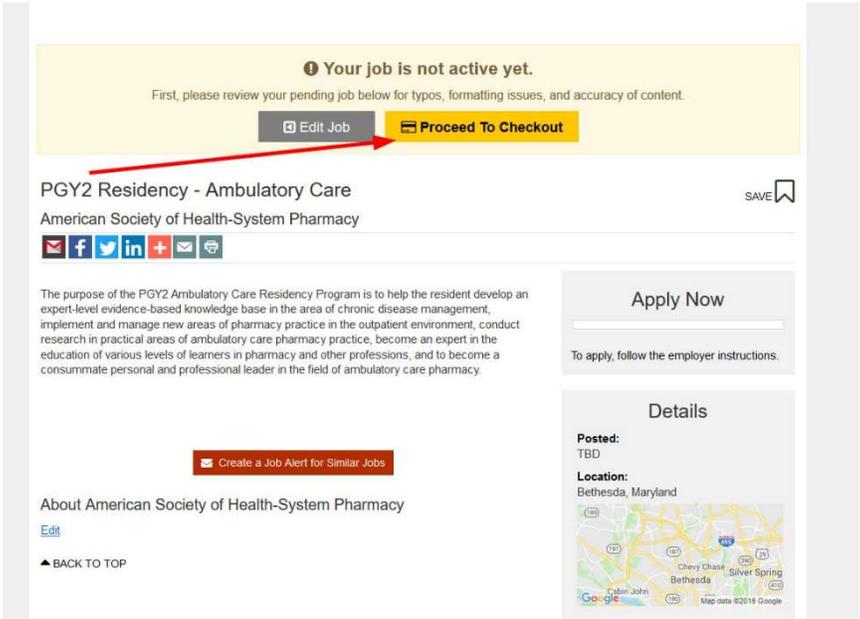


3. Fill out all mandatory fields (the ones with a \* next to the field name) and any optional fields you choose.
  - a. Title – Title of the residency as you’d like it to appear to candidates.
  - b. Description – Description of the residency as you’d like it to appear.
  - c. Requirements (optional) – Any specific requirements for a candidate to be eligible.
  - d. Education (optional) – Is there any previous education required?
  - e. Booth number – Your booth number at Residency Showcase.
  - f. Session – The day and time your booth will be active.
  - g. PGY1, PGY2, and PGY1/PGY2 – Select option(s) from only one of these 3 categories that will describe the type and specialty of your residency program. If you are listing a PGY1 program, only select a specialty from PGY1 and skip PGY2 and PGY1/PGY2, etc.

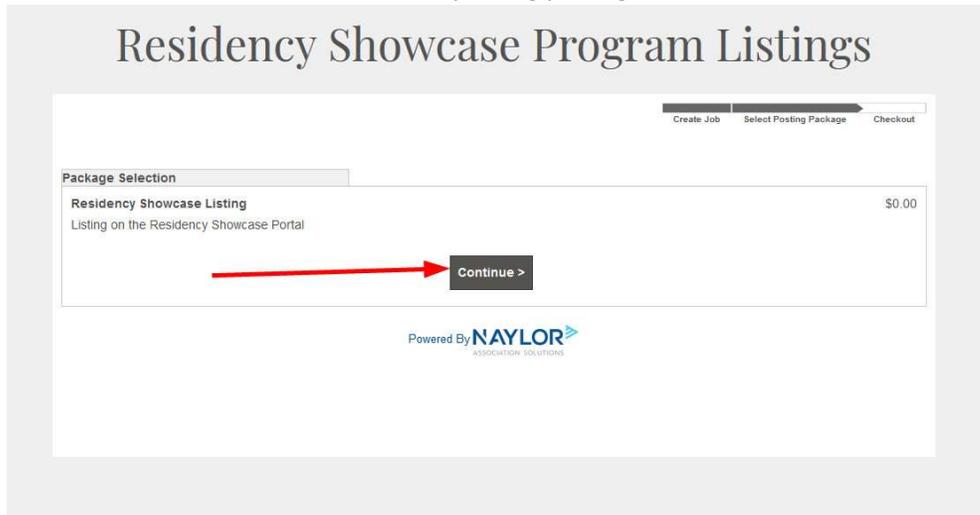
- h. Display program as (optional) – if you would like the program’s name to be displayed differently than the company name shown in your account, you can do so for this individual listing.
  - i. Keywords – When a candidate is browsing the portal, they can search by keywords. If a word or phrase is in the description or title of the listing, it will show in these results. If you would like your listing to show up under any keyword searches that are not in the description or title of the listing, please add them here.
  - j. Notes (optional) – Will not appear publically, only for your reference.
4. Click on “Preview Job” at the bottom of the page



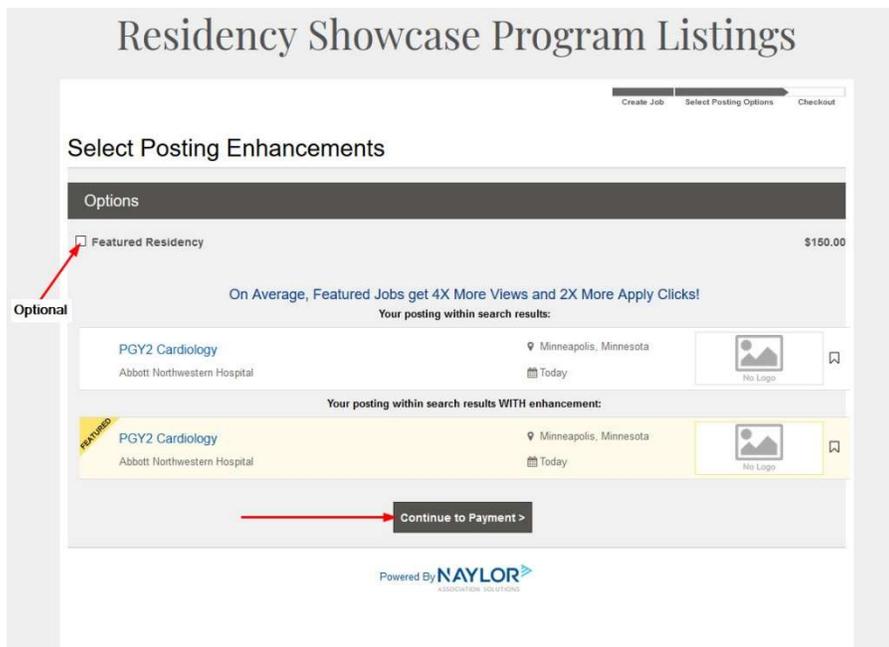
5. Review your listing as it will appear to candidates. If the listing looks good to move forward, click on “Proceed to Checkout.” If not, click on “edit job” and repeat steps 3 and 4.



- Click on "Continue" to select the free posting package.



- New in 2019. If you want to enhance your listing for a fee, you can do so for a \$150 fee. It includes highlights on your listings and placement on candidate's home pages if they choose to register. If you wish to enhance your listing, select the "Featured Residency" box at the top right and click on "continue to payment." If not, simply click on "Continue to payment" with the box unchecked.



- If you selected a featured listing, you will submit payment information and click on "Process Order." If not, you can just click on "Process Order" and the transaction will cost \$0.

**ashp**

SECURE CHECKOUT

< Edit Job      Payment Method      Confirm Purchase      Receipt

To complete your order, click the "Process Order" button.

**PROCESS ORDER**

**Order Item Summary** Modify

Residency Showcase Listing Listing on the Residency Showcase Portal	\$0.00
<b>Total: \$0.00</b>	

**Billing Contact** Modify

Brad Pierson 4500 East-West Highway Bethesda, MD 20814 (USA)	careerpharm@ashp.org 3016648719
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- Your listing is now submitted for approval. You can select where to navigate at the bottom of the page.

Please print this confirmation page for your records using the print button above.

A copy of this receipt/confirmation has been sent to [careerpharm@ashp.org](mailto:careerpharm@ashp.org)

**Invoice #:** 3235116  
**Job Package Used:** Residency Showcase Listing  
**Job ID:** 11256003  
**Postings Remaining:** 0 of 1

**Invoice Detail (3235116)**

ASHP CareerPharm Brad Pierson 4500 East-West Highway Bethesda, MD 20814 USA 3016648719 careerpharm@ashp.org	Thursday, July 12, 2018 <b>Invoice #:</b> 3235116 <b>Aged:</b> PAID <b>Total:</b> \$0.00 <b>Balance:</b> \$0.00 <b>PO Number:</b> -
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Type	Date	Amount	Description
Invoice	Jul 12, 2018	\$0.00	Residency Showcase Listing

Any credit card charges appear on your statement as "Boxwood Technology, Inc."

→ **Back to Account Overview**  
→ **Post Another Job**  
→ **View Posting**