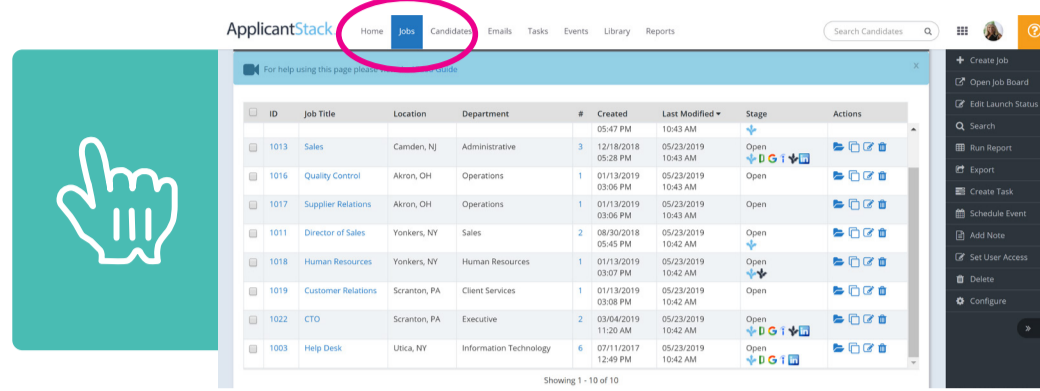


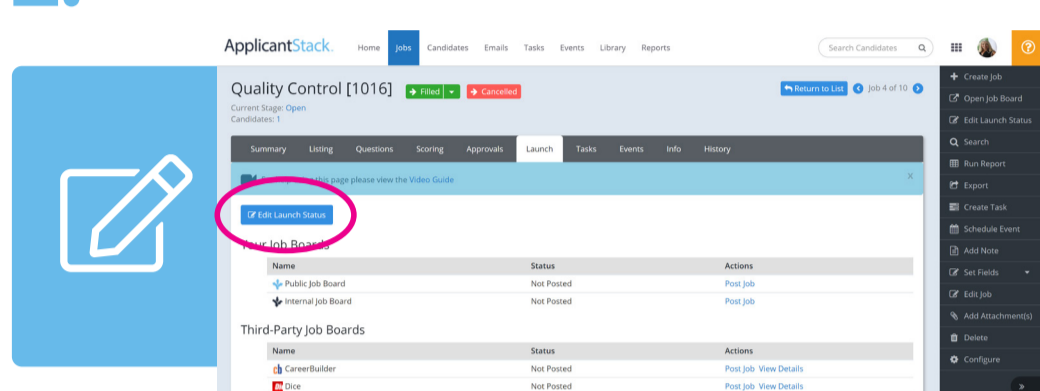
# How to Post Your Job to Indeed Using ApplicantStack



## 1. From the Jobs menu, select an open job you want to post.

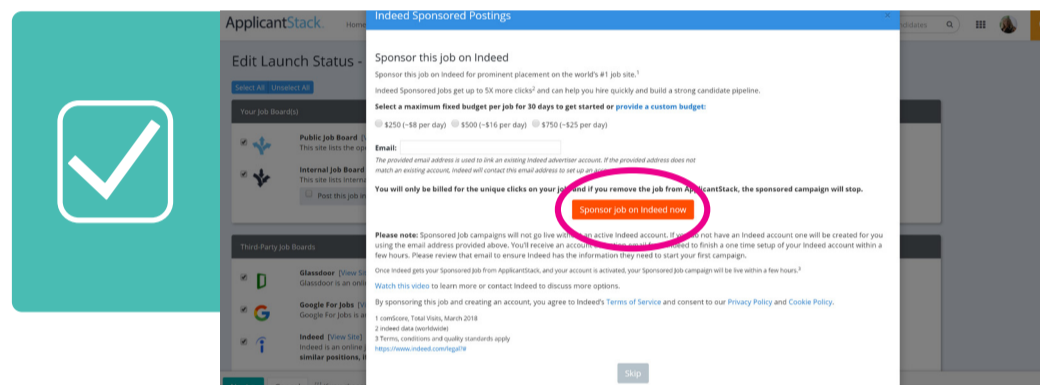


## 2. From the Launch tab, select Edit Launch Status.

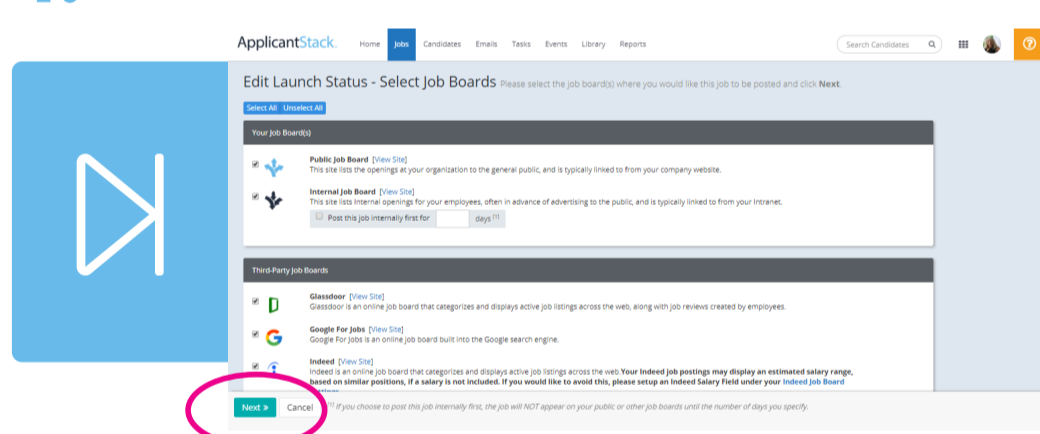


## 3. Complete sponsored ad details, or Skip to run ad organically.

- Set the job budget (select fixed or set custom)
- Add email of your Indeed advertiser account (Indeed will contact you if you do not have an existing account)
- Select Sponsor job on Indeed now
- Type and Submit phone number, or Skip

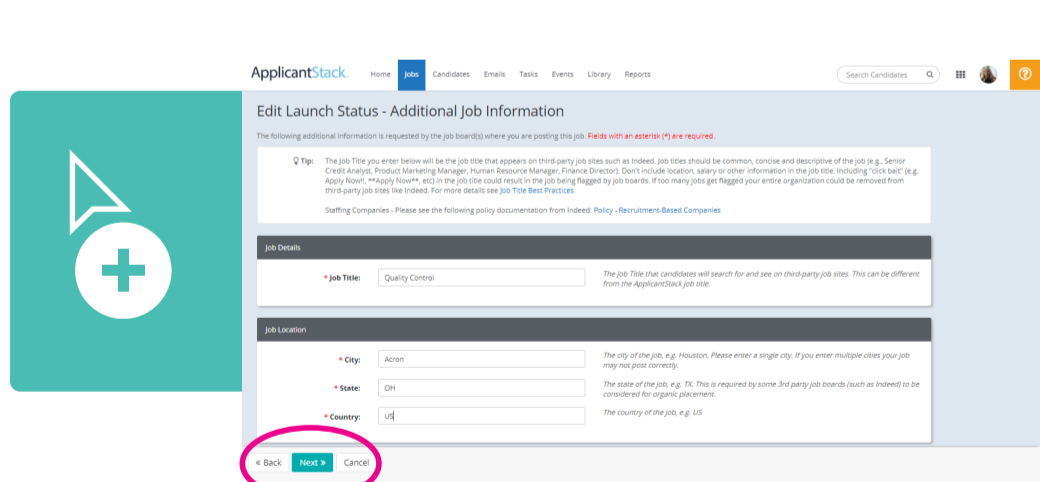


## 4. Back at the Edit Launch Status dialog, click Next.

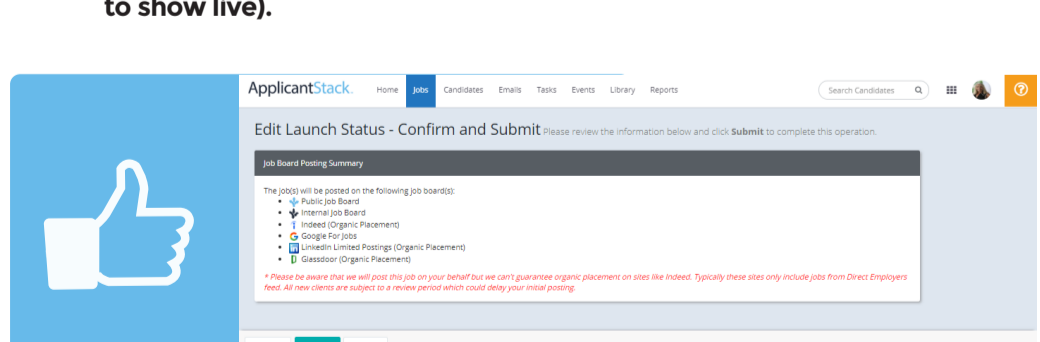


## 5. Add job information.

- Job Title (defaults to title on Job Listing)
- Job Location (City, State, Country)
- Click Next to review details



## 6. Click Submit and your job is posted! To verify your sponsored jobs, visit [ads.indeed.com/jobs/ads](https://ads.indeed.com/jobs/ads) (it can take up to 24 hours for jobs to show live).



visit [applicantstack.com](https://applicantstack.com) or call us at 919.646.3679