

# SHRM HireVets Job Posting Instructions

1) Go to <https://hirevets.shrm.org/employers> and select 'Login' on the top right

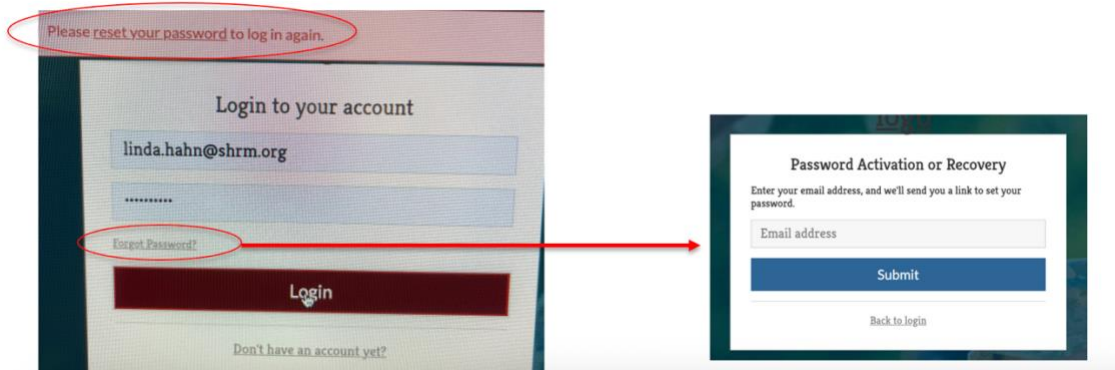


2) Two login scenarios:

- A) Someone who has an existing SHRM HireVets account
- B) Someone new to SHRM HireVets

A. Existing SHRM HireVets account:

- You will be asked to reset your password
- Select "Reset Password" link
- Enter email address that you used to purchase the job posting
- Note: This password reset is only for your HireVets account and will not affect your SHRM login password.

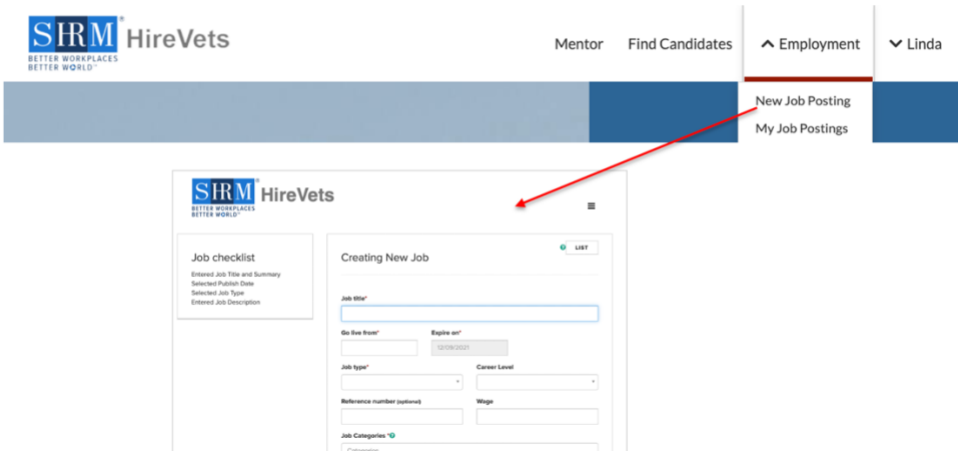


B. Someone new to HireVets:

- You will be shown a message that says "Password or username is incorrect"
- Select "Don't have an account yet?"
- Select "Register as an Employer" on the left side



3) After you register and are logged in, select 'New Job Postings' under "Employment"



For immediate help, please email Linda Hahn at [hirevets@shrm.org](mailto:hirevets@shrm.org)

Or visit <https://hirevets.shrm.org/contact>