

Q&A: Job Posting is Easy and Quick!

How much does it cost for associations, employers and applicants to participate?

No costs; all services are free.

What do I do first to get started?

The first step is to register on www.CenterForAmerica.org – it takes 5 minutes.

What happens next?

After registering, you'll receive an email within two business days to set up a phone call with Stacey Cummings with Corporate America Supports You (CASY), a campaign alliance nonprofit. Stacey will answer your questions, review your specific needs and provide electronic forms for you to use to submit postings. You can also call Stacey at 757-262-1295 or email her at s_cummings@CorporateAmericaSupportsYou.org.

Do I fill out the posting forms?

Yes, you can cut and paste from an existing job description or use the form to compose the posting. It takes only a few minutes. Then you email the forms back for staff review.

I don't have experience creating job descriptions. Is free help available?

Yes. Call Stacey Cummings and she or one of her colleagues will help you.

Why do the postings need to be reviewed by CASY-MSCCN?

This is a quality control step. There is often different military and civilian terminology for the same or similar skills and training.

Experienced counselors at CASY and Military Spouse Corporate Career

Network (MSCCN) help translate qualifications and duties to ensure that jobs and candidates are not overlooked because of jargon.

How does the job actually get posted and distributed?

When the posting is ready, it will be posted for you on the National Guard Employment Network online Job Database and distributed to National Guard employment counselors and nonprofits in the states. The counselors work directly with unemployed National Guard members and will look for matches between your posting and candidates to email to you.

National Guard members and all applicants from all other military branches can access your posting on the CASY-MSCCN website.

How do I find out about possible matches?

National Guard employment counselors will contact you by email or phone so you can review the candidates and contact those you wish to.

Also, applicants searching the job board on their own can contact you directly based on the preferences you indicate in your posting.

How is the job posting tracked?

The National Guard Employment Network (NGEN) and CASY-MSCCN use a world-class secure internet software platform donated by Kenexa, an IBM company.

This enables NGEN counselors to log every interaction and communication with applicants. Every viewing of your posting by applicants using online access is also tracked. Those looking at your posting through

distribution channels beyond online access can not be tracked.

How is NGEN and CASY-MSCCN different from military "job boards"?

The military employment counselors who receive the postings work one on one with Guard members and other veterans to match them with your job requirements. Rather than depend on candidates to see your posting, the counselors reach out to candidates to tell them about the jobs and encourage them to apply.

These integrated teams offer extensive personal help and coaching to both employers and applicants, personalized to individual needs. You can draw upon as much help from experienced staff as you want without charge.

Is AJAH limited to National Guard members?

No. Postings are distributed widely to counselors in several military branches, notably the U.S. Army.

How often can I submit postings?

Submit them anytime throughout the year - the campaign is ongoing. If you need a fresh email link to submit new postings, contact Stacey.

How long are my postings active for matching?

You can specify any duration but if you don't, they expire in 30 days. Contact Stacey to renew an expired posting for a longer period.

**To Post Jobs:
Call Stacey Cummings
at 757-262-1295**