



***A walk-through posting job opportunity on NTCA Site***

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## Requirements for posting job

- Must be registered in NTCA database and logged in on website to post job
- Review [Tutorials](#) to see how to log in - <https://ntcassoc.org/Website-Blog>
- Job Poster must provide contact information & receive login prior to posting.
- The job posting will remain on the website for 2 months unless you notify NTCA otherwise.
- NTCA reserves the right to edit for typos and minor content.
- NTCA also reserves the right not to post a job.
- Please provide the required fields in your job post (specified on job board)
- [Contact us here](#) for questions, issues or concerns by selecting inquiry type JOB POSTING. <https://ntcassoc.org/Contact>

**There is currently no charge to post a job on the NTCA website.**

## Post a Job Today

and the professional interests of those engaged in its practice throughout the North Texas area.

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Click here

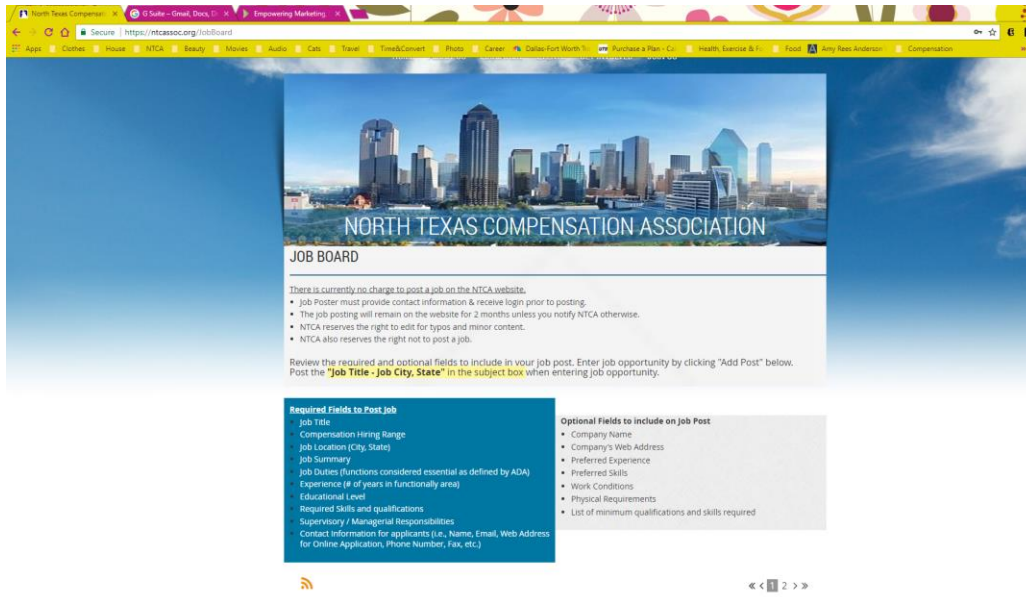
**Members-Only**

**TOP STORY**

On May 7th, 2017, WorldatWork awarded NTCA Local Association of the Year for 2016

On Homepage, there is a post-it that you click to begin process of posting job opportunity to NTCA Job Board

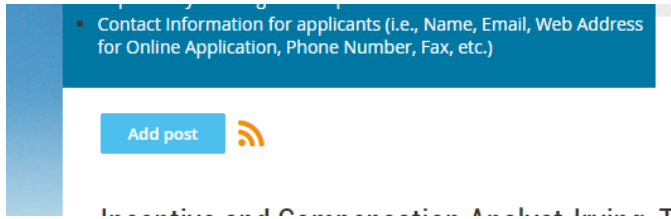
You will be redirected to NTCA Job Board



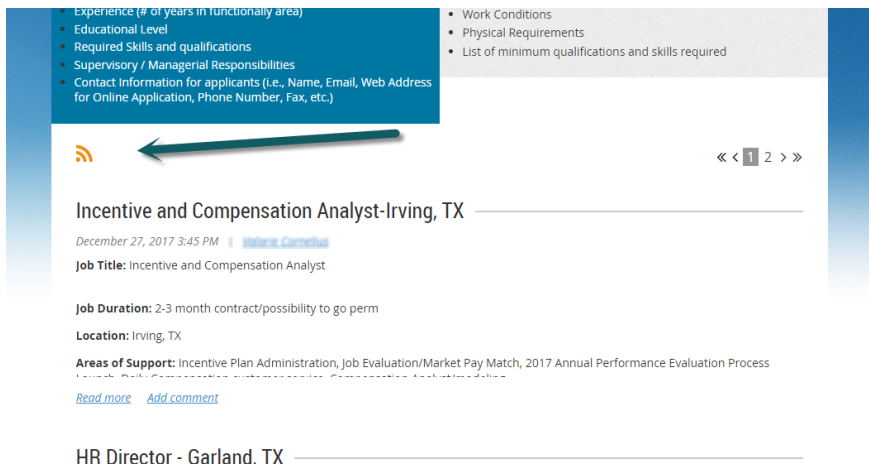
If you are a member or contact in NTCA database, please [login to your profile](#)



You will notice that there is not a button to **Add Post** if you are not registered in our database

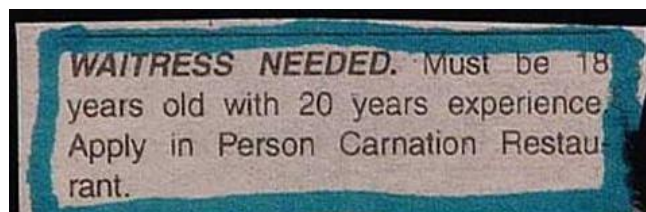
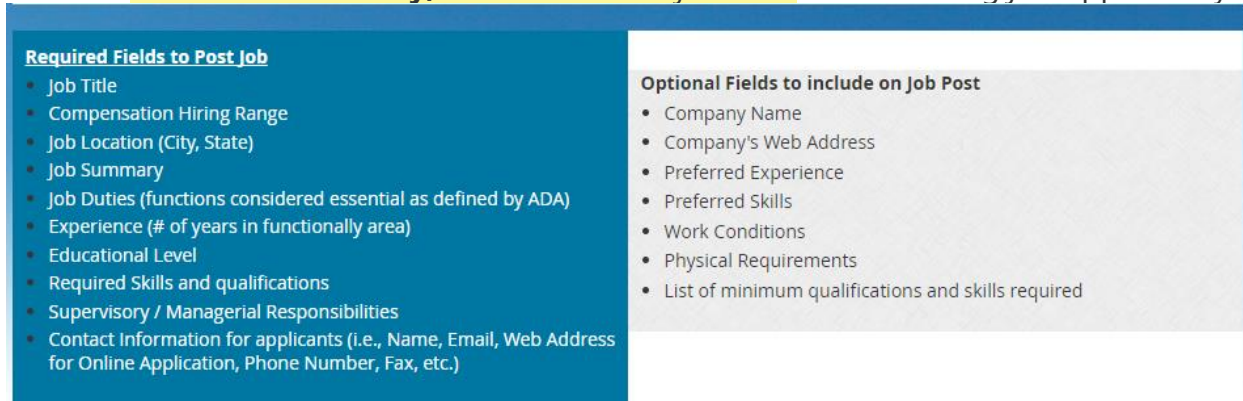


If you are not logged in or registered, you will not see ADD POST

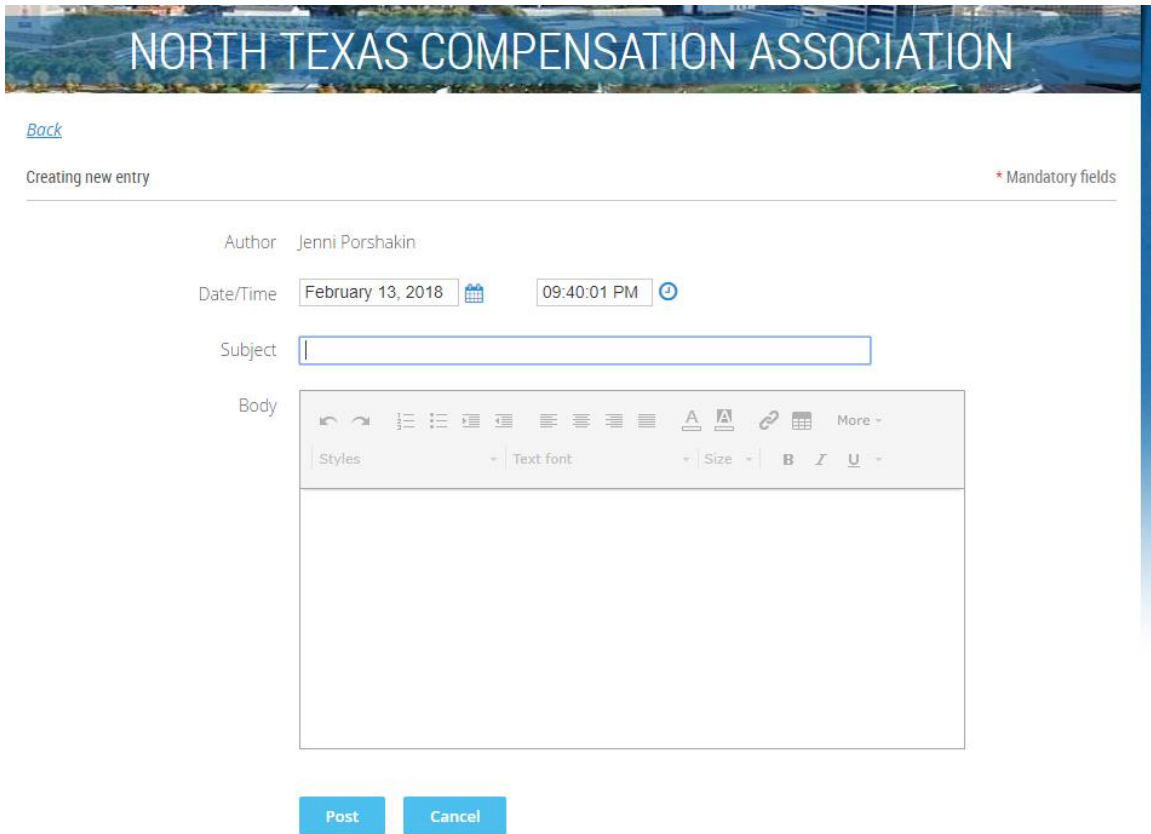


Remember to follow the required fields when posting opportunity.

Post the **"Job Title - Job City, State"** in the subject box when entering job opportunity.



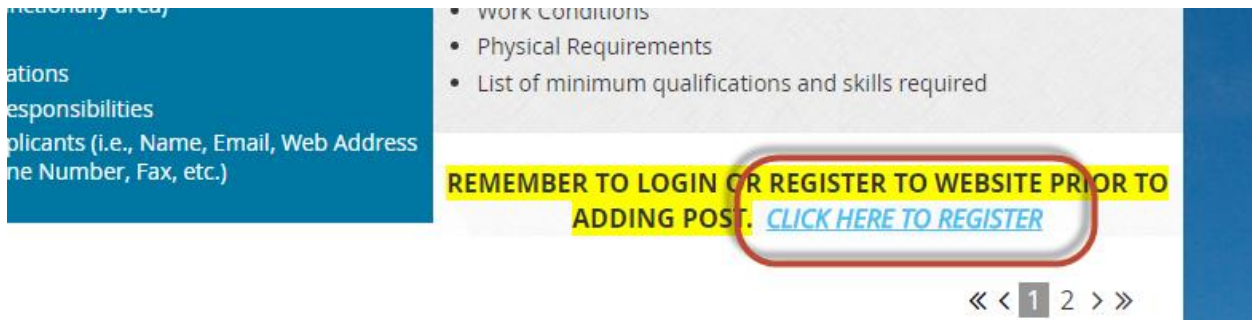
If you can Add Post, then enter job information and click post.



The screenshot shows a web interface for creating a new job posting. At the top, there is a banner for the "NORTH TEXAS COMPENSATION ASSOCIATION". Below the banner, there is a "Back" link and the text "Creating new entry" with a "\* Mandatory fields" indicator. The form includes fields for "Author" (Jenni Porshakin), "Date/Time" (February 13, 2018, 09:40:01 PM), and "Subject". Below these is a rich text editor for the "Body" with a toolbar containing icons for undo, redo, bulleted list, numbered list, link, unlink, text color, background color, font size, bold, italic, and underline. At the bottom of the form are "Post" and "Cancel" buttons.



If you are not a member or already registered in NTCA database, visit link and fill out contact information.



Job poster must fill out their contact information to NTCA prior to posting a job opportunity. After filling out the information below, a confirmation will be generated to the email you listed. Once email is received, you will be able to access link at bottom of page to post opening.

Begin registering by entering your email address and security code and clicking next

Level Job Poster - Free  
Subscription period: Unlimited


Enter your email \* Mandatory fields

\* Email   
Please use personal email address that will follow you should you change companies. This email will be used to login to NTCA and primary for communications.

Security check

\* Code

Type the 6 characters you see in the picture



Fill Out your contact information in the fields – the red asterisk is mandatory.

Fill in application form \* Mandatory fields

Title

\* First name

\* Last name

Email

Please use personal email address that will follow you should you change companies. This email will be used to login to NTCA and primary for communications.

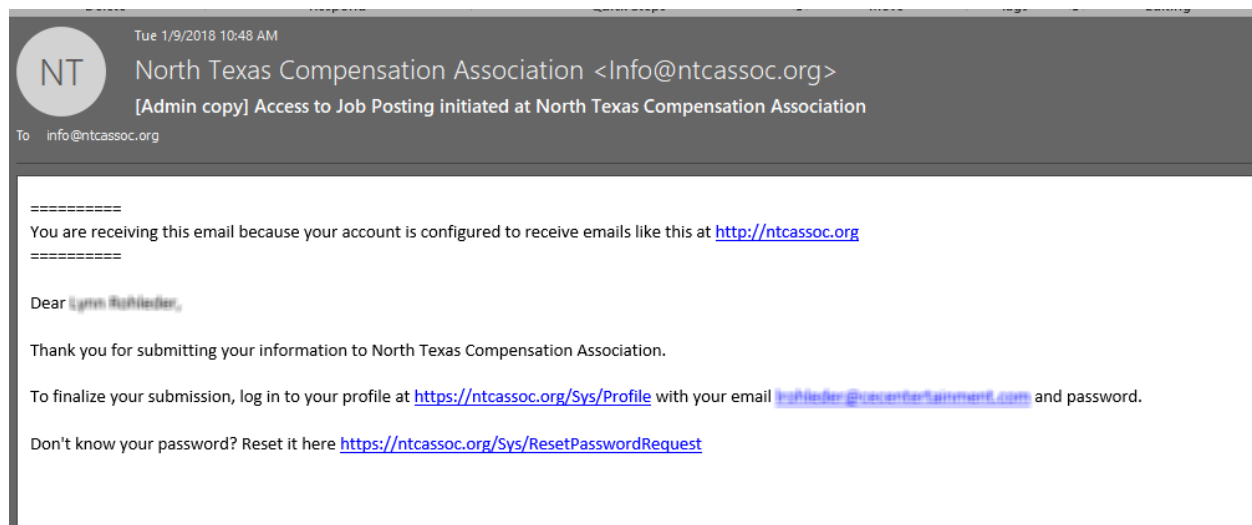
Area of Expertise

- Base Pay
- Benefits
- Executive Compensation
- Human Resources
- International Compensation
- Performance Management
- Sales Compensation
- Stock Option Administration
- Total Rewards
- Variable Pay

Credentials

- CBP
- CCP
- CCP/IPMA-SCP
- CEBS
- CECP
- CP
- CPA
- CSCB
- CSCP
- GRP

Once you have submitted your information, an email will be sent where you can set your password



Now you can visit the site and login to post job opportunity.

- Contact Information for applicants (i.e., Name, Email, Web Address for Online Application, Phone Number, Fax, etc.)

Add post

## Innovation and Compensation Analyst - Irvine, TX

# NORTH TEXAS COMPENSATION ASSOCIATION

[Back](#)

Creating new entry \* Mandatory fields

---

Author: Jenni Porshakin

Date/Time:

Subject:

Body: 

Styles - Text font - Size - **B** *I* U - More

Post
Cancel

Enter information and click post. Remember to follow the below when posting opportunity.

Post the **"Job Title - Job City, State"** in the subject box when entering job opportunity.

#### Required Fields to Post Job

- Job Title
- Compensation Hiring Range
- Job Location (City, State)
- Job Summary
- Job Duties (functions considered essential as defined by ADA)
- Experience (# of years in functionally area)
- Educational Level
- Required Skills and qualifications
- Supervisory / Managerial Responsibilities
- Contact Information for applicants (i.e., Name, Email, Web Address for Online Application, Phone Number, Fax, etc.)

#### Optional Fields to include on Job Post

- Company Name
- Company's Web Address
- Preferred Experience
- Preferred Skills
- Work Conditions
- Physical Requirements
- List of minimum qualifications and skills required