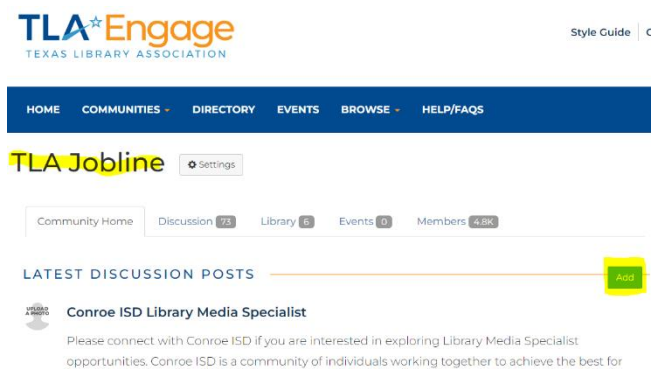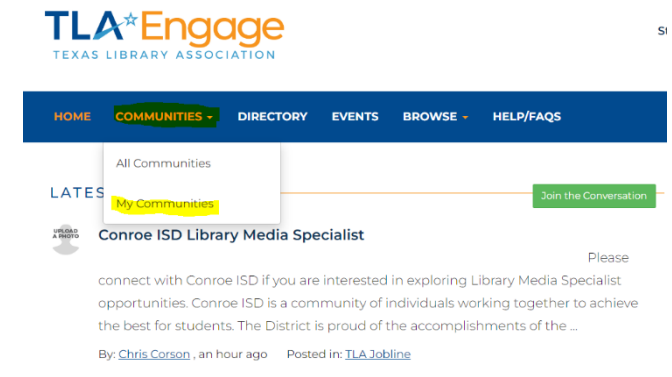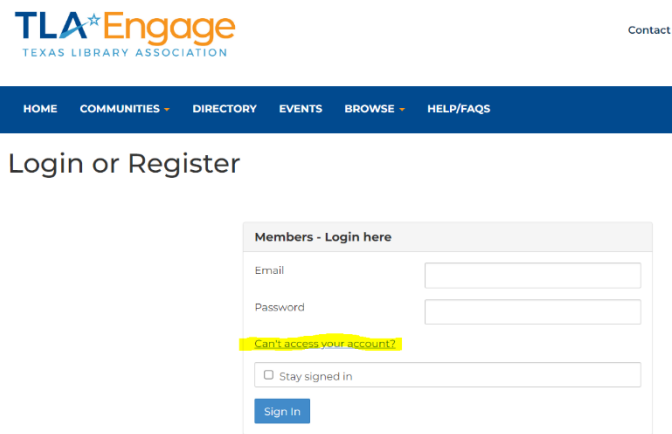# How to post to TLA Jobline on TLA Engage

- You must be a **current individual TLA member** to post to *TLA Jobline.*

- You <u>do not </u>need to be a TLA member to **view** the job postings on *TLA Jobline.* The discussion posts on TLA Jobline are visible to the public, do not list any personal information in job posts.

- First login to your TLA Engage profile. If you have not set up a TLA Engage profile yet, use your primary TLA email address and click on the "Can't access my account" link to set a password. Direct link to TLA Engage: **[https://engage.txla.org/]**

- Once logged in to TLA Engage, click on the tab Communities- My Communities.

- All TLA Members are a part of the *All Members* and *TLA Jobline* communities.

- Click on the *TLA Jobline* Community to create a new job posting.

- Click on the green **Add** button in the right corner

- **Discussion Subject:** List the full name of the position and the city of the job posting

- **Body:** In the body of the posting list as much information as possible to help seekers search:

  o Title of the position, City and state, years of experience needed, list of requirements, start date of the position, best person to contact directly regarding the position, close date of the posting, etc.

- Use **hashtags** to increase the visibility of your post.

- Job seekers can use hashtags to search through postings.

- For example: include the hashtags #Austin #Reference #EntryLevel at the end of your post so that job seekers can search for the tag "#reference and #austin" to look for Reference Librarian positions in Austin, TX.

- Additional information to add to post: Attachments, links, videos, images, or tag another TLA member in the post as the contact person by using the @ symbol.

Contact Christy Reynolds for any questions.