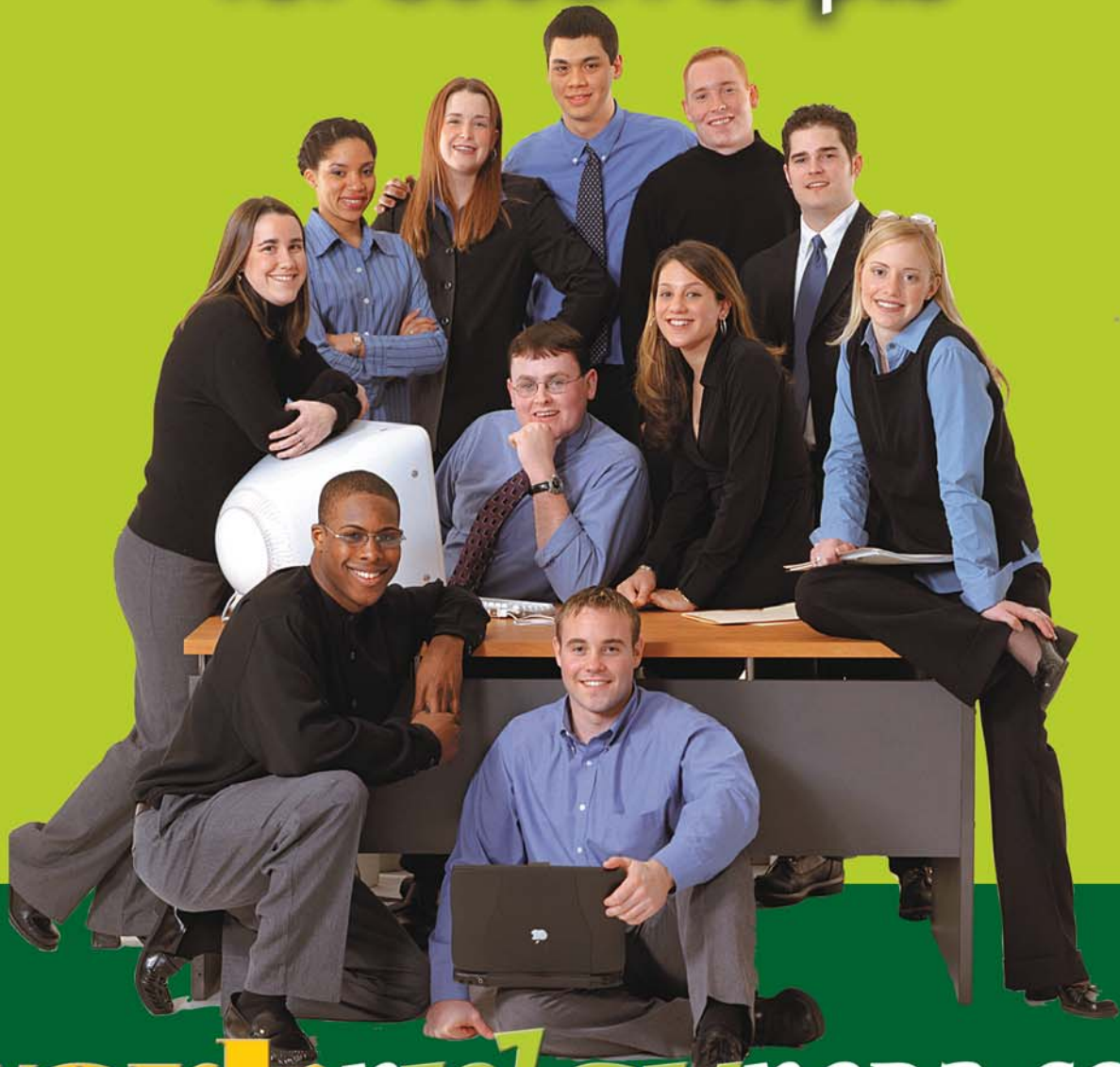


# Good Opportunities for Good People



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## Instructions for posting jobs & internships:

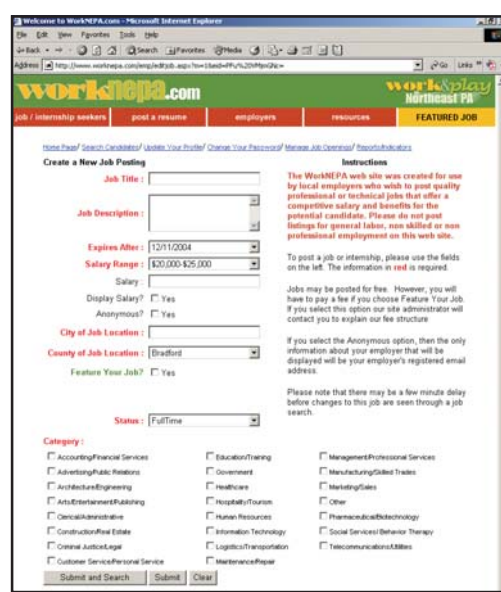
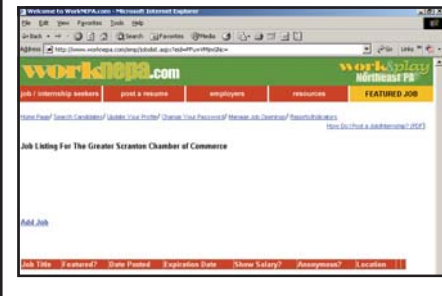
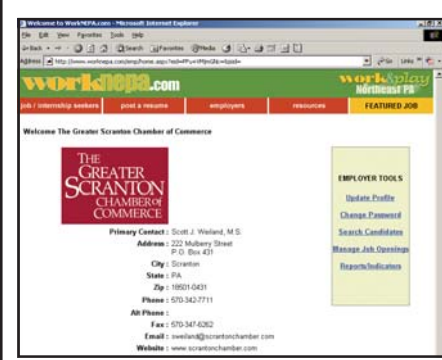
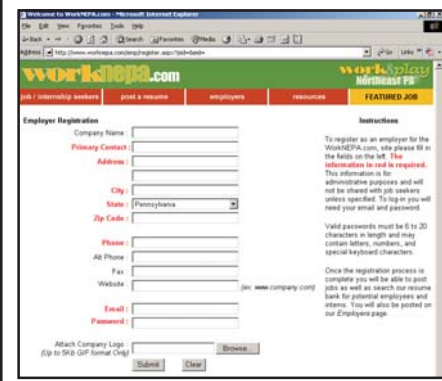
1. At [www.worknepa.com](http://www.worknepa.com), click on "employers" (located at the top or the middle of the screen). If this is the first time you are visiting the site, register with the site by clicking on "Employers" (located at the bottom of the screen). Complete all fields and click on "Submit." Once you register, you will be sent to the log in page.

2. To log in, enter your e-mail address and password. If you have forgotten your password, enter your e-mail address in the box on the right and click on "Submit." Your password will be automatically e-mailed to you.

3. Once you are logged in, on the far right of the screen is located an "Employer Tools" box. In this area you can update your profile, change your password, search candidates, manage job openings, and review web site reports and indicators. To post a job or an internship, select "Manage Job Openings," and select "Add Job." From here you can add a job or an internship. To review, update, or delete your job and internship postings, select "Manage Job Openings."

## worknepa.com Job Categories

- |   |   |
|---|---|
| <b>Accounting/Financial Services</b><br>-Accounting/Finance<br>-Banking<br>-Finance/Economics<br>-Financial Services<br>-Insurance<br>-Mortgage | <b>Healthcare</b><br>-Nursing<br>-Long term care/nursing home<br>-Child care and elder care<br>-Mental health services<br>-Medical equipment operator |
| <b>Advertising/Public Relations</b><br>-Advertising//Public Relations<br>-Journalism  | <b>Hospitality/Tourism</b><br><br><b>Human Resources</b><br>-Employment Placement Agencies  |
| <b>Architecture/Engineering</b><br>-Architectural Services<br>-Engineering (Civil, Chemical, Electrical, Mechanical, Industrial)                | <b>Information Technology</b><br>-Information Technology<br>-Computers, Hardware<br>-Computers, Software<br>-Internet/E-Commerce<br>-Computing/MIS    |
| <b>Arts/Entertainment/Publishing</b><br>-Arts, Entertainment, and Media<br>-Printing and Publishing<br>-Graphic arts/design                     | <b>Logistics/Transportation</b><br>-Supply Chain/Logistics<br>-Transportation and Warehousing   |
| <b>Clerical/Administrative</b><br>-Administrative and Support Services  | <b>Maintenance/Repair and Repair</b><br>-Installation, Maintenance and Repair<br>-Automotive/Motor Vehicle/Parts                                      |
| <b>Construction/Real Estate</b><br>-Building and Grounds Maintenance<br>-Construction, Mining and Trades<br>-Real Estate                        | <b>Management/Professional Services</b><br>-Executive Management<br>-Consulting Services  |
| <b>Criminal Justice/Legal</b><br>-Law Enforcement & Security<br>-Legal  | <b>Manufacturing/Skilled Trades</b><br>-Manufacturing and Production  |
| <b>Customer Service/Personal Service</b><br>-Consumer Products and Call Center<br>-Personal Care and Service<br>-Restaurant and Food Service    | <b>Marketing/Sales</b><br>-Retail/Wholesale<br>-Sales<br>-Marketing   |
| <b>Education/Training Library</b><br>-Education, Training and Library   | <b>Pharmaceutical/Bio-Tech</b><br>-Biotechnology and Pharmaceutical<br><br><b>Social Services/Behavior Therapy</b>                                    |
| <b>Government</b><br>-Government and Policy   | <b>Telecommunications/Utilities</b><br>-Telecommunications<br>-Oil/Gas/Utilities<br><br><b>Other</b>  |



*Need additional help posting your job or internship?*

Contact Lisa Kenny at 570.341.0270 or at [kenny@scrantonchamber.com](mailto:kenny@scrantonchamber.com).