

## Posting a Job on LinkedIn Recruiter: Suggested Process

Sci.Bio currently has 10 job posting credits

To maintain consistency and make sure resources are being utilized and fairly distributed, all requests for LinkedIn job postings should be sent to Jessica via the HR@ email address OR by filling out this [job post request form](#).

Utilizing the Google form is preferred as it consolidates the information needed in one place, however, if you cannot locate the form or otherwise cannot access it, you can email the following information to HR@sci.bio with the subject line “**LinkedIn Job Post Request**”.

Title  
Location  
Remote/Hybrid?  
RPO or Contingency  
Client Name (if RPO)  
Full Job Description

Each month an update email will be sent out to let you know how many available slots there are (maybe in the newsletter?)

The default is to leave jobs posted for **one month**, and at the end of the month, depending on request volume, job posts can be extended.

### Other Job Boards to Consider:

Endpoints Careers  
Indeed  
ZipRecruiter  
Monster  
Ladder  
Biospace  
MassBio  
[Built in Boston](#)  
[Professional Societies](#)  
[Additional Sites](#)