



## Job Market New User Guide

1. Sign up for a free account on the CAI [Job Market](#)
  - **Job seekers:** Click on "[My Account](#)" in the Job Seekers drop-down menu
  - **Employers:** Click on "[My Account](#)" in the Employers drop-down menu

***Note: CAI members may use their existing login information to create a Job Market account, but must sign in separately on the Job Market portion of the CAI website***

2. Fill out the required information on the web page, then click on "Create My Account"
3. Log in to your New User Account on the [Job Market](#) web page
  - **Job Seekers:** Click on "[My Account](#)"
    - Post a free, anonymous profile and resume—your identity is protected until you are willing to share it with an interested employer
    - Create job alerts that notify you of opportunities that match your specific criteria
    - Search thousands of jobs using keywords, desired location and job type
  - **Employers:** Click on "[My Account](#)"
    - CAI members can review candidate profiles at no cost and pay just \$35 to access a resume; nonmembers can access a resume for \$60
    - CAI members can post positions for just \$210—more than \$100 off the nonmember rate
    - Privacy options are available to keep your company name and other sensitive information confidential

*For further assistance with CAI's Job Market, contact CAI at (888) 224-4321.*