

## Red Deer Polytechnic Career Centre Job Board Frequently Asked Questions

### An employer has forgotten their login or needs it reset. How can I do this?

Contact [employmentservices@rdpolytech.ca](mailto:employmentservices@rdpolytech.ca) to have it reset.

### How does an employer login differ from an employer profile?

An employer login simply gives the employer access to the job board system. It consists of an email address, password, and some contact information such as name and phone number. This contact information is not shown to the public.

An employer profile is the information about the company they will post jobs for. This information may include a company description, address, phone number(s), website, etc.

An employer login and employer profile are required before jobs can be created.

### Do employer profile names need to be unique?

Yes.

### Can job postings last for longer than one month?

No jobs can only be posted for 1 month at a time. When the posting has expired you can repost the job without recreating it. This can be found under Manage Jobs.