

A Member's Guide to the Career Center

How to Post a Job Opening

Wisconsin Hotel & Lodging Association

An illustrated guide to navigating and posting a job on the WHLA Career Center.



A screenshot of the WHLA Career Center website. The top navigation bar includes the WHLA logo, a 'POST A JOB' button, and dropdown menus for 'EMPLOYERS', 'JOB SEEKERS', 'MANAGE', and 'LOG OUT'. Below the navigation, a dark blue banner contains the text 'WHLA' and 'The Wisconsin Hotel & Lodging Association (WHLA) is a nonprofit trade association representing the interests of Wisconsin lodging properties since 1896.' A search bar is present with the text 'Search for career opportunities' and a search button. The main content area is divided into two columns. The left column, titled 'Listings', contains a 'Filter search criteria' section with dropdown menus for 'Industry Type' and 'Employment Type', and an 'APPLY FILTERS' button. Below this is a 'More Jobs' section with three job listings: 'Concierge/Event Coordinator' (Colliers | Wisconsin - Milwaukee, WI), 'Event Operations Coordinator' (Lodgic Everyday Community - Madison, WI), and 'Event Sales Manager' (WhirlyBall - Brookfield, WI). The right column, titled 'Job Alerts', contains a sign-up section for job alerts and a 'SIGN UP' button. Below this is a 'Prices' section with three pricing options: '30 Day Listing' (Non-member: \$100.00, Member: \$0.00), '60 Day Listing' (Non-member: \$150.00, Member: \$0.00), and '90 Day Listing' (Non-member: \$200.00, Member: \$0.00). A red speech bubble icon is located in the bottom right corner.



Benefits of the Career Center

- WHLA members can post a job for free.
- Showcase your open positions on an industry-specific job board.
- Receive full access to the résumé bank. Job seekers can upload their résumés, and your job posting will give you access to all résumés stored in the Career Center.
- Attract a variety of candidates who are specifically looking for a job in the hospitality industry.
- WHLA markets your job opening for you! Just post your positions on our website, and we'll take care of the rest.

What can I do here?

- Post a job for free (as long as you are a current WHLA member) with your choice of a 30, 60, or 90 day listing.
- Upgrade your listing as a featured job posting at a reduced rate.
- Access the Career Center's résumé bank for qualified job seekers.
- Increase exposure for your property/company and your open positions.

The screenshot displays the WHLA (Wisconsin Hotel & Lodging Association) website. The header includes the WHLA logo, navigation links for 'POST A JOB', 'EMPLOYERS', and 'JOB SEEKERS', and user options for 'MANAGE' and 'LOG OUT'. The main content area features a search bar with fields for 'Search by Keyword', 'Search by Location', and a radius of '50 Miles', along with a 'SEARCH' button. Below the search bar, there are sections for 'Listings' and 'Job Alerts'. The 'Listings' section includes a filter panel with 'Industry Type' and 'Employment Type' dropdowns, an 'APPLY FILTERS' button, and a 'Clear Filters' link. Underneath, three job listings are shown: 'Concierge/Event Coordinator' at Colliers | Wisconsin - Milwaukee, WI (posted Aug 24, 2021); 'Event Operations Coordinator' at Lodgic Everyday Community - Madison, WI (posted Aug 17, 2021); and 'Event Sales Manager' at WhirlyBall - Brookfield, WI (posted Aug 13, 2021) with a salary range of \$45,000.00 - \$60,000.00 annually. The 'Job Alerts' section prompts users to sign up for alerts and includes an email address input field and a 'SIGN UP' button. A 'Prices' section lists listing durations and costs: 30 Day Listing (Non-member: \$100.00, Member: \$0.00), 60 Day Listing (Non-member: \$150.00, Member: \$0.00), and 90 Day Listing (Non-member: \$200.00, Member: \$0.00). A 'Upgrade your listing!' link is at the bottom, accompanied by a red speech bubble icon.

WHLA
WISCONSIN HOTEL & LODGING ASSOCIATION

POST A JOB EMPLOYERS JOB SEEKERS MANAGE LOG OUT

WHLA
The Wisconsin Hotel & Lodging Association (WHLA) is a nonprofit trade association representing the interests of Wisconsin lodging properties since 1896.

Search for career opportunities

Q Search by Keyword Search by Location 50 Miles SEARCH

Listings

Filter search criteria

Industry Type Employment Type APPLY FILTERS

[Clear Filters](#)

More Jobs

Concierge/Event Coordinator *Posted: Aug 24, 2021*
Colliers | Wisconsin - Milwaukee, WI
Application Deadline: N/A

Event Operations Coordinator *Posted: Aug 17, 2021*
Lodgic Everyday Community - Madison, WI
Application Deadline: N/A

Event Sales Manager *Posted: Aug 13, 2021*
WhirlyBall - Brookfield, WI
Salary: \$45,000.00 - \$60,000.00 Annually
Application Deadline: N/A

Job Alerts

Sign up for job alerts
You'll receive an email when a new job is posted.

Email Address *

SIGN UP

Prices

30 Day Listing Non-member: \$100.00
Member: \$0.00

60 Day Listing Non-member: \$150.00
Member: \$0.00

90 Day Listing Non-member: \$200.00
Member: \$0.00

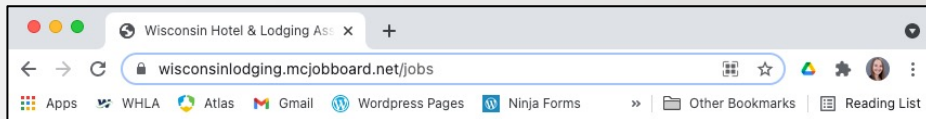
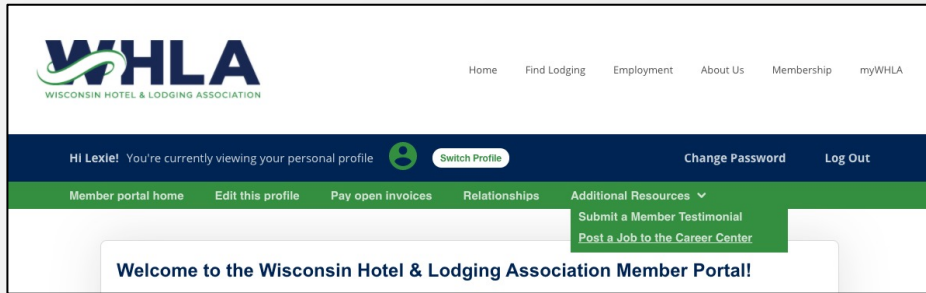
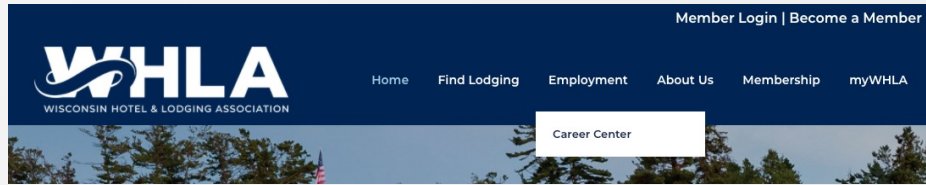
[Upgrade your listing!](#)



Access the Career Center

There are 3 ways you can access the Career Center:

1. On [WisconsinLodging.org](https://www.wisconsinlodging.org), navigate to Employment > Career Center.
2. Login to the WHLA Member Portal at web.wisconsinlodging.org/portal. Navigate to Additional Resources > Post a Job to the Career Center.
3. In your internet browser, visit wisconsinlodging.mcjobboard.net/jobs.





How to Post a Job

- To get started, click **“Post a Job”** at the top of the Career Center page.
- Members and non-members can post jobs anytime.

The screenshot shows the top navigation bar of the WHLA website. On the left is the WHLA logo with the text "WISCONSIN HOTEL & LODGING ASSOCIATION". To its right is a green "POST A JOB" button, followed by "EMPLOYERS" and "JOB SEEKERS" dropdown menus, and a "LOG IN" link on the far right. Below the navigation bar is a dark blue header section containing the text "WHLA" and a paragraph: "The Wisconsin Hotel & Lodging Association (WHLA) is a nonprofit trade association representing the interests of Wisconsin lodging properties since 1896." Underneath this is the text "Search for career opportunities". At the bottom is a search bar with three input fields: "Search by Keyword" (with a magnifying glass icon), "Search by Location" (with a location pin icon), and "50 Miles" (with a dropdown arrow). A "SEARCH" button is located to the right of the search fields.



Log in to access members-only pricing

- You will need to use your username and password to gain access to members-only pricing for the WHLA Career Center.
- If you are not a member, please click “Continue as a Guest.”
- After you enter your email, if you ever forget your password, click the ‘Forgot your password?’ link to receive an email with a password reset link.

A screenshot of a login form. At the top is a green button labeled "CONTINUE AS A GUEST". Below it is a horizontal line with "OR" centered. Underneath is the text "Please provide your email address to log in." followed by a text input field with the placeholder "Email Address". At the bottom is a dark grey button labeled "NEXT" and a blue link labeled "Create an account".

CONTINUE AS A GUEST

OR

Please provide your email address to log in.

Email Address

NEXT

[Create an account](#)

Posting Your Job

- In the Job Post Details area, you will fill in the details for your job posting.
- As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier.
- Once you've filled in the details of your job posting, click Preview on the right to see a preview of how your job will display once its posted.

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POST A JOB EMPLOYERS JOB SEEKERS MANAGE LOG OUT

New Job Post

1 Job Post Details 2 Post Duration 3 Payment Details

Job Title *
Administrative Assistant

Employer * 24/100
Wisconsin Hotel & Lodging Association

Employer Website 37/150
http://wisconsinlodging.org

Remote 27/150

Address Line 1 *
125 N. Executive Dr. 20/250

Address Line 2
Ste. 206 8/250

City *
Brookfield

State *
Wisconsin

Zip Code *
53005

Choose from autocomplete options 10/250

Country *
United States

Upload Employer Logo Maximum file size: 5MB. Select a file (200px; jpg, gif or png)

Preview Job Post

Preview your post.

PREVIEW

Note: The auto-fill pulls from Google. If you would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your job posting.

Post Duration

- In the Post Duration area, you'll select the period of time your post should display on the job board (30, 60, or 90 days).
- Featured Listings** will be prioritized at the top of the job board highlighted in yellow.

The screenshot shows the WHLA (Wisconsin Hotel & Lodging Association) job posting interface. The top navigation bar includes the WHLA logo, a 'POST A JOB' button, and dropdown menus for 'EMPLOYERS' and 'JOB SEEKERS'. On the right, there are 'MANAGE' and 'LOG OUT' options. The main content area is titled 'New Job Post' and features a progress indicator with three steps: 1. Job Post Details, 2. Post Duration (current step), and 3. Payment Details. Below the progress indicator, the job title is 'Administrative Assistant' for 'Wisconsin Hotel & Lodging Association NaNBrookfield, WI', with an 'Application Deadline: N/A' and a 'Quick Apply' button. Three listing duration options are presented: '30 Day Listing' for \$0.00, '60 Day Listing' for \$0.00 (selected), and '90 Day Listing' for \$0.00. A 'Featured' listing option is also shown, with a price of \$50.00 for non-members and \$200.00 for members. A 'Why upgrade to a Featured Listing?' section lists benefits: 'Promoted at the top of the board', 'Highlighted Post', and 'Published to the Google Jobs Network'. At the bottom, the 'Total' cost is \$200.00. Navigation buttons include 'Cancel Post', 'BACK: JOB DETAILS', and 'NEXT: PAYMENT DETAILS'.

Note: The job will be dropped from the board automatically after that 30, 60, or 90 days has passed.

Payment

- To complete your job posting, fill out your payment and credit card information.
- Once your payment is submitted, you'll receive a confirmation email and your job posting will go live on the job board immediately.

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POST A JOB EMPLOYERS JOB SEEKERS MANAGE LOG OUT

New Job Post

Job Post Details Post Duration Payment Details

First Name *
Bill 4/60

Last Name *
Elliott 7/60

Company
Wisconsin Hotel & Lodging Association

Email *
whla@wisconsinlodging.org

Confirmation will be sent to this email 25/250

Phone Number
(262) 782-2851
(###) ### ####

Card Number *
4111 1111 1111 1111

Expiration Date *
01 / 2025

CVV *
123

Zip / Postal Code *
53005

Cancel Post BACK: JOB DURATION SUBMIT PAYMENT

Order Summary

60 Day Listing	\$0.00
Featured Listing	\$200.00
<hr/>	
Discount Code (Limit 1)	
<hr/>	
APPLY DISCOUNT CODE	
<hr/>	
TOTAL:	\$200.00

Preview Job Post

Preview your post.

PREVIEW

Note: If you aren't getting the membership pricing for which you are eligible, you are likely not logged in to the Career Center with your WHLA member portal user account. To connect your account, go to Manage > Settings in the My Profile settings. You'll see a message to Connect your account to the association of which you're a member. Click Connect, log in with your WHLA credentials, and you should see the pricing update based on your membership status.

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