

3RNET JOB POSTING INSTRUCTIONS

How to complete an employer application:

1. Go to <https://www.3rnet.org/>
2. Click the **For Employers** tab.
3. On the right-hand side of the screen, complete the Employer Registration with all your facility's information.
4. In the **Desired Posting Locations** drop down tab, scroll down to New Jersey.
5. Once your employer registration application is complete, scroll down to the bottom of the page and click **Save Information**.
6. At this point, your application is sent to the New Jersey 3RNet representative for approval.
7. You will receive a confirmation email that your application has been submitted.
8. Once your application has been approved by the New Jersey 3RNet representative, you will receive an email stating you can now post job opportunities.

Please note: If you do not receive an approval email within several days, please contact the New Jersey 3RNet representative, Roslyn Council, Rural Health Project Officer at the Department of Health.

To contact the New Jersey 3RNet representative, Roslyn Council, via email Roslyn.council@doh.nj.gov or by phone (609) 292-1495

How to post your job opportunities:

1. Login into your employer profile (<https://www.3rnet.org/Login>)
2. Your employer profile will appear.
3. At the top left-hand side of the page, click the **Opportunities** tab and then, click the **Add Opportunities**.
4. The job opportunities page will appear. Fill in the corresponding information such as, the Profession/Specialty, Brief Description, Opportunity Information, Area Information, Practice, Financial, etc. Only the fields with the red asterisks are required.
5. Once all desired information for the job opportunity is complete, scroll to the bottom of the page to **Agree to the Terms and Conditions**. Once you agree and click **Submit**, your job opportunity is posted to the 3RNet website.