



# How to Post and Edit Job Listings on Your Muse Profile

One of the (many) perks of partnering with The Muse is the freedom to post unlimited jobs. This handy guide takes you through the process of posting and editing job listings on your profile.

## How It Works

The Muse's Jobs Manager allows you to control which jobs are posted on your profile. Candidates can apply directly through The Muse, which is both ideal and recommended for companies that don't utilize an Applicant Tracking System (ATS).

## To Get Started

Here's how to use The Muse's Jobs Manager Portal to add, edit, and archive jobs:

**STEP 1:** Sign into [themuse.com](https://themuse.com) using your email and password.

**Tip:** This info is provided during the profile review stage.

**STEP 2:** Go to the Jobs section of your Insights Dashboard.

**STEP 3: To add a new job:** Click the "Post a New Job" button on the top left side of the dashboard.

**STEP 4:** Select the job type:

- Select "**Native**" to enter an email address where applications will be sent for review.
- Select "**External**" to direct applicants to your external careers site to complete the application process.

**STEP 5:** Enter the job title, location, description, and any relevant tags.

**Tip:** The Muse supports basic formatting for job descriptions, including line breaks (<br>), links (<a>), and bullet points (<li>). Complex styling, images, and scripts may be filtered out of your job posts. We recommend using a [markdown converter](#) to assist with formatting.

**STEP 6: To remove a job:** Use the archive button below the individual position.