

How To Post A Job

User Manual V1.0

You are looking for great talents and have a job opening you'd like to fill?

[Post a Job](#)

No account needed to create a job post. Post will go active after a quick review from our Student Service team. You would like to visit our academy and present your business, please contact by calling (847) 985-5900 and ask for Student Services or send us an email at info@academy-pp.com.

3 Step approach:

Step 1 – Fill out the form (see next page)

Step 2 – Review

Step 3 – Summit for approval

Row	Description	Recommendation
Job Title	Enter job or role in a free text format	Stylist, Colorist, Assistant
Location	Location where this job opportunity is open	Name of City
Job type	Click and select out of list, can be multiple selection	Don't limit, if you are looking for Full and Part Time add both
Job Category	Click and select out of list, can be multiple selection	Select the category that best represent your business
Description	Free text format	Describe the role and the kind of personality you are looking for.
Application email / URL	Email or link to submit the application	The application can be send to an email or directed to a website link where people can apply
Company	Free text format	Enter the name of your business
Website ¹	Link of your website	Enter the link to your home page, like www.pivotpoint.edu or https://pivotpoint.edu
Tagline ¹	Free text format	A tagline that describes your business best. Limited space. Like "FOCUS YOU. YOU LOVE IT, NOW LIVE IT!"
Video ¹	A link to a video about your company	As example: https://youtu.be/0U1T5qjuntM
Twitter username ¹	Name of you Twitter Account	As example: pivotpointacad
Logo ¹	Chose a file	Best size: 250 x 250 pixels

¹ Optional

You can **review** your job post, change, or add and if you finished simple click **submit** for approval and post on our website. After you can find it under [Career Opportunities](#).