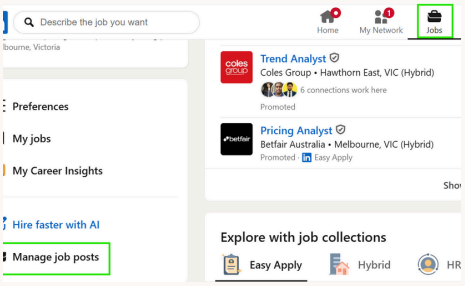
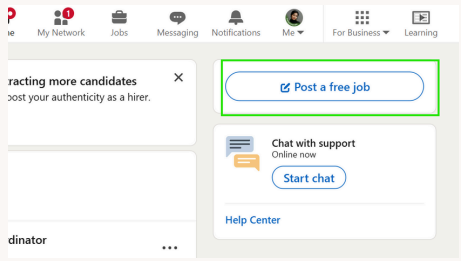
HOW TO CREATE VR POSTS ON LINKEDIN



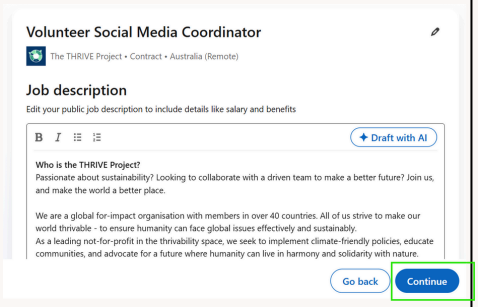
Step 1: Log in to your LinkedIn account

- Log in to your account and navigate to the **Jobs** section.
- Click on **Manage job posts**. You'll be directed to new page.
- If you have any open roles, **Click the role > Close > Dissatisfied/Not enough quality candidates**.



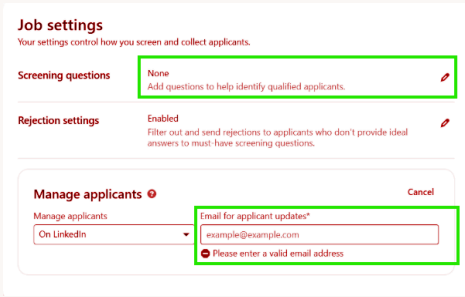
Step 2: Post a free job

- Click on **Post a free job.** You'll be directed to a new page.
- Enter the **Job title**. If no VR provided, post your own role (be sure to include the word "Volunteer").
- Always **ensure** you have a role posted.
- Watch the THRIVE **YouTube tutorial** here.



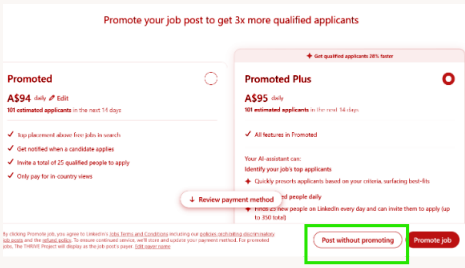
Step 3: Enter the job description

- Cut n' paste the **Job Description** as provided **here**.
- Ensure to specify **location** and role **type** as supplied.
- Review to ensure correct spacing and text wrapping.
- Click **Continue** and you'll be directed to the next page.



Step 4: Share job settings

- Skip the job screening settings. Keep it as **None**.
- Under **Manage applicants,** enter the following website - **https://ThrivabilityMatters.Org/volunteer**



Step 5: Verify the details

- Verify the details, including enabling **profile**.
- Click **Continue**. You'll be directed to the new page.
- On the next page, click **Post without Promoting**. Once posted, share the VR posted with the LinkedIn post link in the #vr-post slack channel.

VR Posting is an essential process through which we grow and expand our team. If your team is in need for a few more helping hands then be sure to post a role which by default is your own. Have your team post roles that are in demand within your team. We are always expanding as demand for our work continues to increase. We will not stop until we are done!