

Welcome to **DiscoverPolicing.org**, a nationwide police recruitment initiative managed by the IACP and sponsored by the Bureau of Justice Assistance. Our site offers comprehensive information on police careers along with a full-featured job board. This guide is designed to get your online recruitment effort started. Posting a job with us is quick, easy, and FREE – you will have your vacancy up in no time.

### Step 1: ACCESS THE CAREER CENTER

Job postings are conducted through customized employer accounts on the Discover Policing Career Center. To get started, click the **Post a Job** link on the Discover Policing homepage (<http://www.discoverpolicing.org>), or access the Career Center directly at <http://www.careercenter.discoverpolicing.org>. From the Career Center homepage, shown below, click **Create Employer Account** under the **Employers/Recruiters** section.

**Discover Policing Career Center**

The Discover Policing Career Center is the premier career resource for the law enforcement profession, serving both job seekers and hiring agencies in the full spectrum of police service.

**Jobseekers**

- [Post an Anonymous Resume](#)  
Post your resume online today! Whether you're actively or passively seeking work, your online resume is your ticket to great job offers!
- [View Jobs](#)  
Access the newest and freshest jobs available to candidates seeking employment.
- [Personal Job Alert](#)  
Create Job Alerts and never let a matching job opportunity pass you by! New jobs that match your search criteria will be emailed directly to you.
- [Create Jobseeker Account](#)  
Your personal jobseeker account will allow you to find jobs, manage your resumes, and set up job alerts. Get started today!
- [Access Your Jobseeker Account](#)  
Log into your account to begin managing your job search. Create and manage job alerts and view job offers from Employers.

**Employers / Recruiters**

- [View the Resumes](#)  
Check out our resumes at no cost. We have access to some of the best candidates in the field.
- [Post a Job](#)  
Reach the most qualified candidates by posting your job opening on our online Career Center.
- [Services](#)  
Regardless of your staffing needs, we have a recruitment service that's right for your business.
- [Create Employer Account](#)  
Quickly post job openings and manage your online recruiting efforts with ease by setting up an account with us today!
- [Access Your Employer Account](#)  
Log in to begin managing your online recruiting account. Post jobs to our site and browse candidates interested in your positions.

**Questions/Feedback**  
If you need assistance or have feedback about this service [contact customer service](#)

### Step 2: CREATE AN EMPLOYER ACCOUNT

Creating an employer account enables you to manage all your online recruiting efforts in one location. Scroll past the first section that says **Existing Users Login Here** to the section called **New Users Create an Account**. Input the information requested, keeping the following tips in mind:

- Required input fields are indicated by a red asterisk.
- Be sure to record, in a secure place, the email address and password assigned to the account as you will need these to login in the future.
- An IACP member number is requested but not required. Entering an IACP member number saves you a step in the validation process, described in Step 3. NOTE: The name associated with the member number does not have to match the name on the Discover Policing account.

**Recruiter Login / Create Account**

Your account will allow you to post and manage job openings, search profile, and much more!

**Existing Users Login Here**

Email

Password

[Forgot Password or Trouble logging in?](#)  Save my login information

**New Users Create an Account**

Your Information

\* First Name

\* Last Name

Job Title

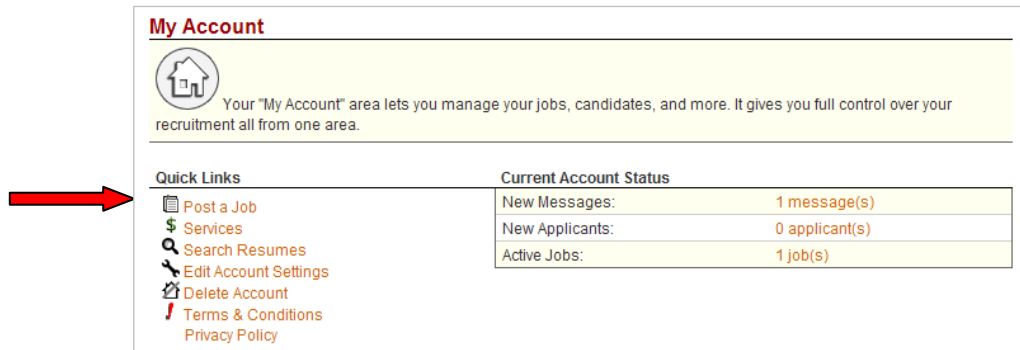
\* Your Email

\* Re-enter Email

\* Phone Number

### Step 3: VALIDATE YOUR ACCOUNT

Once you create your account, you will be taken to the **My Account** homepage, shown below. This is the same page that will appear each time you login. Under Quick Links, click **Post a Job**.



**My Account**

Your "My Account" area lets you manage your jobs, candidates, and more. It gives you full control over your recruitment all from one area.

Quick Links	Current Account Status
<a href="#">Post a Job</a>	New Messages: 1 message(s)
<a href="#">Services</a>	New Applicants: 0 applicant(s)
<a href="#">Search Resumes</a>	Active Jobs: 1 job(s)
<a href="#">Edit Account Settings</a>	
<a href="#">Delete Account</a>	
<a href="#">Terms &amp; Conditions</a>	
<a href="#">Privacy Policy</a>	

If you registered without an IACP member number, you will receive the message below, prompting you to validate your account prior to posting. This simple process occurs only once and requires you to fax official documentation verifying you represent a valid business organization. If you input an IACP member number during the registration process, you are validated automatically and can post jobs immediately.



### Step 4: POST/CREATE A JOB

Once your account is validated (you will receive notification via email), when you click the **Post/Create a Job** link the input screen will appear. From here, you can enter your vacancy announcement. Consider the following tips:

- Use the **My Agency** tab to create an Agency Profile. Add custom information and upload a logo.
- Job postings are **FREE** and remain posted for 60 days, unless deactivated sooner or extended for longer.
- Required input fields are indicated by a red asterisk.
- Job description / requirement information can be copied and pasted directly from Word.
- Job descriptions / requirements can be further customized using HTML code.
- Employers are encouraged to post salary ranges. Candidates are interested in this information.
- Help job seekers find your listing by including accurate location information, including your ZIP code.
- Be sure to check or uncheck "Allow Online Applications" at the bottom of the listing as desired.
- After a job is submitted, it may take up to an hour to post live to the system.
- Job announcements can be updated, edited, or removed at anytime by logging into your account and clicking the My Jobs tab. Edits may take up to an hour to take effect.

Don't be afraid to explore other features of the Discover Policing Career Center (beyond the scope of this guide), including resume searches, pre-application filters, and much more – all **FREE** of charge!

### OTHER WAYS OF PROMOTING YOUR AGENCY THROUGH DISCOVER POLICING

- Highlight your officers by submitting a profile to our **Real People/Real Stories** section. See <http://discoverpolicing.org/people/>.
- Request copies of DiscoverPolicing.org **brochures** and bumper **stickers** for distribution at career fairs and other recruiting events.
- Connect with us through [Facebook](#), [Twitter](#) and [YouTube](#). Each vacancy posted to DiscoverPolicing.org is distributed to our followers on these sites --- all contributing to the viral spread of your opportunity.

### QUESTIONS?

Please contact us at [discoverpolicing@theiacp.org](mailto:discoverpolicing@theiacp.org) or 1-800-THE-IACP, ext 273.



Real People. Real Stories.

My name is Juan Balderama. I've been a police officer for nine years, and I truly enjoy it. I grew up in a housing project in El Paso, Texas. We did not have much money growing up, and my mother signed me up for an assistance program through the El Paso Police Department. Through this program, police officers visited our neighborhood at Christmas and gave new shoes to all of the...

discoverpolicing.org

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