



Recruiting Resources

When your requisition is approved in Paycom, it is connected automatically to 4 external job sites. These include:

1. Indeed
2. Jobs.com
3. Glassdoor
4. Simply Hire

If your job has been active for more than 30 days, make sure to refresh your posting in Paycom to move your posting to the top of the job boards. Contact HR for help.

Other Helpful job posting resources:

1. NWCatholic.org Classifieds:
 - a. Submit a classified online: <https://nwcatholic.org/submit-classified>
 - b. Email classifieds@seattlearch.org
2. Northwest Catholic Magazine: <https://nwcatholic.org/advertise>
 - a. Email advertising@seattlearch.org
3. Office for Catholic Schools website (schools positions only):
<http://www.ocsw.org/employment.php>
4. Parish Bulletins
5. School Newsletter
6. Local groups on Facebook (For example there is a Renton Community Resources group)

Additional websites to consider:

Keep in mind that some websites cost a small fee for posting. The pay structure may vary depending on website, for example pay per post or pay per day.

1. Monster www.monster.com
2. Craigslist www.craigslist.org
3. Catholic Jobs www.catholicjobs.com
4. LinkedIn www.linkedin.com