HATC Job Posting Instructions

Go to www.StayTarrantCounty.com

CLICK: Resources

CLICK: HATC Job Board

CLICK: Submit A Job Opening

YOU DO NOT NEED TO CREATE OR HAVE A SIGN IN!!!! Skip that step and continue on

Enter the title of your open position

Enter the city where your hotel is located

Click the drop down arrow to select job classifications (full time, part time etc.)

In the description field list any details about the open position

Enter the website to apply for this position in the URL field or your property's website if you don't have online job application capabilities or the email address of the person who resumes should be sent to.

Enter your property's name in the Company Name field and upload a company logo if desired

Please fill in as much details as you can so that you gain better online exposure for your hotel

When finished click the preview button to submit the open position

