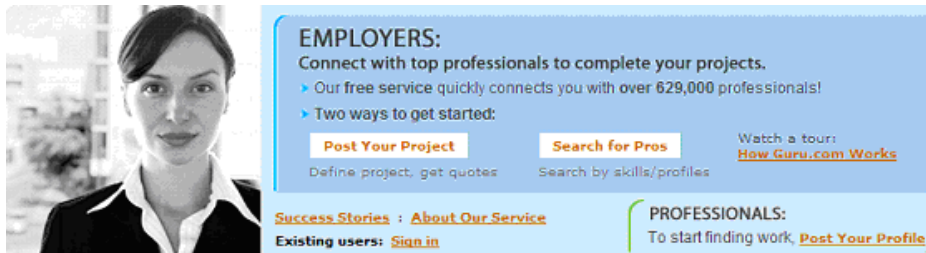


How to Post a Job on Guru.com

Objective: to outsource projects so that you will have more time to work on your business and marketing

□ STEP 1: Select Post Your Project at <http://www.guru.com>



□ STEP 2: Select the Main Skill Category for Your Project

- Read the list and select the category that best describes your project.



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□ STEP 3: Select Primary Skill Category

- After selecting the Main Skill Category in Step 2, a second column appears on your screen.
- From this second list of categories, select the Primary Skill Category that best describes your project.

Select a Main Skill Category	↳ Select a Primary Skill Category
Website Design / Website Marketing	■ Word Processing
Graphic Design / Presentations / Multimedia	■ Data Entry
Illustration / Cartooning / Painting / Sculpting	■ Transcription
Photography / Videography	■ Event Planning
Writing / Editing / Translation	■ Secretarial Support
Broadcasting	■ Office Management
Fashion / Interior / Landscape / Set Design	■ HR/Payroll
Programming / Software / Database Development	■ Accounting
Networking / Hardware / Telephone Systems	■ Paralegal
ERP / CRM Implementation	■ Legal Assistance
Engineering / CAD / Architecture	■ Medical Billing/Coding
Legal	■ Medical Transcription
Business Consulting	■ Medical Secretarial Support
Finance and Accounting	
Sales / Telemarketing (Front-end)	
Admin Support (Legal, Medical, & Accounting)	
Marketing / Advertising / Sales / PR	

□ STEP 4: Describe Your Project

- **Create a title for your project.**
 - Keep it simple, to the point.
 - Professionals will see the title before they read the description.
- **Write a description of your project.**
 - This is the most important part of the project posting.
 - Include the following:
 - what you need to have done
 - background on your organization
 - reason for the project
 - when project needs to be started and finished
 - size of project (i.e., words, pages, quantity, etc.)

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Part A : Basic Project Information

Main Category: **Admin Support (Legal, Medical, & Accounting)**

↳ * Title of project [help!](#)

↳ Describe project needs (in detail) [help!](#)

- Upload any relevant files that you think would be helpful.
- Select from the drop-down menu the range that best works within your budget.
- Scroll down to Part B.

↳ Upload files relevant to project [help!](#)

* No contact information


↳ * Estimated project budget [help!](#)

--- Please Select --- U.S. dollars

- **Select the primary skill needed.**
 - Select from the drop-down menu the skill that most closely matches your need.
- **Select a maximum of 2 additional skills.**
 - Click in the box next to the skill needed to select it.

Part B : Skill Requirements

↳ * Primary skill needed [help!](#)


Event Planning 

↳ "Add-on" skills needed (max of 2) [help!](#)

<input type="checkbox"/> Accounting	<input type="checkbox"/> Medical Transcription
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Office Management
<input type="checkbox"/> Event Planning	<input type="checkbox"/> Paralegal
<input type="checkbox"/> HR/Payroll	<input type="checkbox"/> Secretarial Support
<input type="checkbox"/> Legal Assistance	<input type="checkbox"/> Transcription
<input type="checkbox"/> Medical Billing/Coding	<input type="checkbox"/> Word Processing
<input type="checkbox"/> Medical Secretarial Support	

- **Select preferred industry experience.**
 - Select from the drop-down menu which industry you prefer the professional has work experience.
- **Write other skills needed.**
 - If there are skills you need that are not already listed, write them in the box.
 - *Separate each skill with a comma.*
- **Scroll down to Part C.**

↳ Industry experience needed [help!](#)



↳ Other skills needed [help!](#)

project management, fundraising

- **Select location specification.**
 - There are four choices. Click on **one**.
 - If the professional needs to work at your place of business or attend meetings, choose a local area.
 - There are two choices for local area:
 - city/state
 - ZIP code area
 - Use the additional options to narrow your search.

Part C : Location Specification

↳ * Select **one** of the following four location specification choices. [help!](#)

No location requirements: Professionals, worldwide, can bid on my project.

Country: Professional must reside in this country:

Local area: Pro must reside in one of these local area(s):

ZIP code: Pro must reside within miles of ZIP code

• Hold down Ctrl (PC) or Apple (Mac) key to select multiple items.
• Max of 3 items.

• Need to look up a ZIP code?
• Use our [ZIP code directory](#).

- Enter the name and email address of the contact person for the project.
- Click Continue.

Contact Information

↳ * First name:

↳ * Last name:

↳ * Email address: Email must be valid to post project.

Continue >>


- Select if this project will be open to public bidding or private invitation.
 - If any qualified professional can bid on the project select Public-Open to Vendors and Freelancers.
 - If only businesses with multiple employees can bid select Public-Open to Vendors Only.
 - If you want to invite certain professionals to bid on your project select Private-Invitation Only.
- Click Continue or scroll down to Parts E and F to add additional information.
 - If you click Continue, go to Step 5.


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Part D : Public or Private Project

↳ Select to make your project Public or Private. [help!](#)

 **Public-Open to Vendors and Freelancers**
Allow all qualified professionals in the marketplace to place quotes.

 **Public-Open to Vendors Only**
Only allow Guru VENDORS (shops, firms) who qualify to place quotes.

 **Private-Invitation Only**
Only allow those professionals you invite (by hand) to place quotes.

! Please Read: You can either...

1. Fill out more details about your project below, OR...

2. Click the "Continue" button to confirm your project on the next page.

[Continue >>](#)

- Continue to confirm project -

- **Add optional information.**
 - Select if project must be completed onsite at your place of business or offsite at the professionals place of business.
 - Enter the city, state, and ZIP code for your place of business if work is to be completed onsite.
- **From the drop-down menu, select the number of days your project will be available to accept bids from professionals.**
- **Select an hourly rate you will pay, if applicable.**

Part E : Additional Information (Optional)

↳ Onsite or Offsite work required [help!](#)

Onsite Please enter onsite location below.

Offsite

If Onsite, enter the location [help!](#)

• If U.S. location, enter city, state and ZIP code
• If not U.S. location, enter country and region

↳ Allow pros to bid on this project for days. [help!](#)

↳ Rate per hour offered (quality indicator)

What rate per hour should you select?
[View chart](#) for help

- **Write questions you would like addressed in the proposal.**
 - The questions are a screening method to help you quickly identify which professionals do not have the skills needed to work on the project.
 - Answers to the questions can also give you an idea how the professional might be able to help you.
 - Examples of questions include:
 - What experience do you have ...

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- How would you ...

Part F : Questions for Professionals (Optional)

↳ List any specific questions you would like professionals to address in their proposals. [help!](#)

Question 1:

Question 2:

Question 3:

STEP 5: Confirm Project Details

- Review the project details.
- Click Modify Project Details to make changes.
- Click Post Project Now if you are ready to post your project.

Confirm Project Details

General Information

Project title: Workshop
Allow pros to bid for: 30 days
Bidding type: Public-Open to Vendors and Freelancers

Payment Information

Project budget: Between \$250 and \$500

Qualifications and Experience Required

Project category: Admin Support (Legal, Medical, & Accounting)
Primary skill: Event Planning
Secondary skills: Secretarial Support, Word Processing
Industry experience: Non-profit, Social Sector
Additional skills: None listed

Location Requirements

Country: USA
Work performed: Offsite

Files / Description / Questions

Uploaded file(s): None uploaded
Project description: Coordinate a series of workshops.
Employer questions: None listed

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