



How to Post a Multi-Day Job

The Multi-Day Job post is a key feature you should leverage if your business needs workers during COVID-19. Posting a Multi-Day job allows Wonoloers to lock into multiple shifts at once and saves time compared to reposting the same job for different time slots. Use this feature along with [Preferred Teams](#) to ensure a steady supply of healthy Wonoloers during times of high demand.

1

Create a Job Post

From your dashboard, navigate to the [New Job](#) tab in the left-hand navigation menu. [Create a New Job](#) or [Post from a Template](#) and fill in your job information.

2

Add Repeating Occurrences

To set up Multi-Day Job Posts, choose [Repeating Occurrences](#) in the Time & Wonoloers section of the job post. This will open up the selector for a daily or weekly recurring job.

3

Set Schedule & Wonoloers

[Choose Daily](#) if you'd like your job to run every day for a week. [Choose Weekly](#) when you'd like to have a job run select days during the week (for example, Monday - Wednesday - Friday) for a certain amount of weeks. Check the [Same Wonoloers Checkbox](#) if you'd like to keep the same Wonoloer's for every shift.