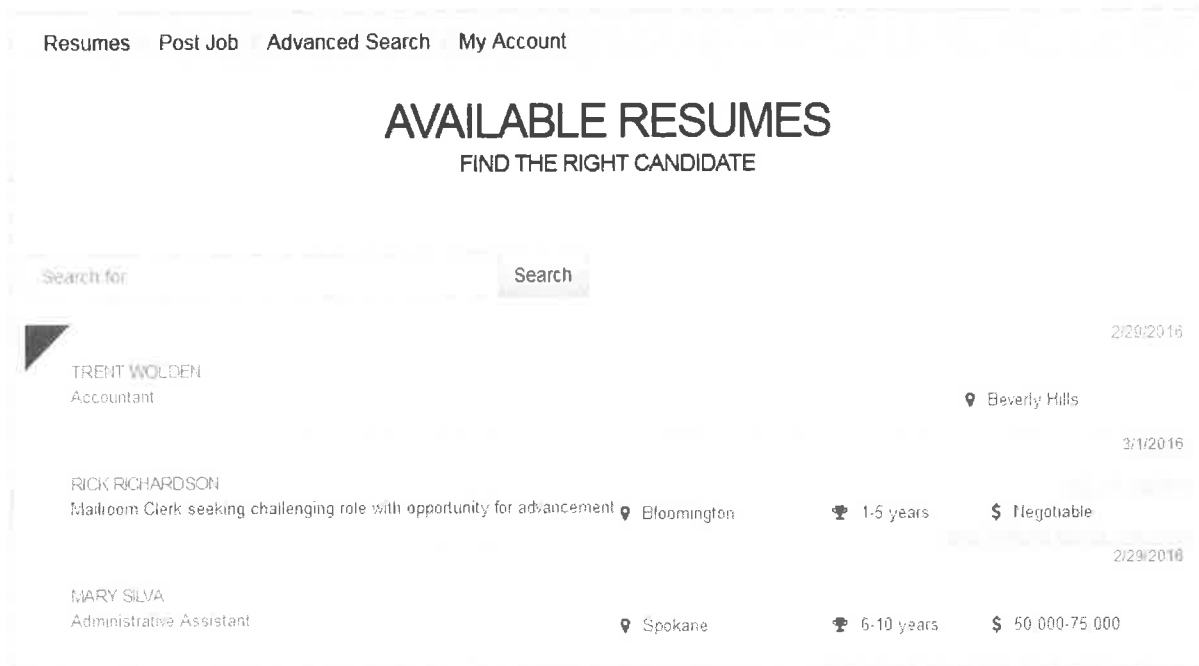# Career Hub: Employers

Contents

Employer Features

- Post jobs
- Set a job post to be "Featured"
- Simple or Advanced candidate search
- Save searches
- Save candidate resumes to their account
- Renew expired jobs
- Edit jobs posted under their company
- Create a company profile page with logo and description
- iCalendar (ics) file link included in receipt email for the job expiration date

Employer account is connected with the organization's record. Multiple individuals under the same company can post different jobs. All active jobs under an Employer's account are displayed on the Company Profile page and in the user's Career Hub account ("My Account").

List of Resumes

After an employer logs in, they are presented with a list of available resumes.

Example:

AVAILABLE RESUMES
FIND THE RIGHT CANDIDATE

Search for   Search

2/29/2016

TRENT WOLDEN
Accountant   ♀ Beverly Hills

3/1/2016

RICK RICHARDSON
Mailroom Clerk seeking challenging role with opportunity for advancement ♀ Bloomington   🏆 1-5 years $ Negotiable

2/29/2016

MARY SILVA
Administrative Assistant   ♀ Spokane   🏆 6-10 years $ 50 000-75 000

The first resume shown was submitted as "featured" by the job seeker. Featured resumes are listed at the top of the resume listing sorted by newest first. Then resumes are sorted by not-featured newest to oldest.

The employer can click on a resume to view it or use the search bar or the advanced search.

Post a Job

If an employer would like to post a job, they can click "Post a Job" in the Career Hub menu at the top.

Click here (http://wiki.internet4associations.com/mediawiki/images/4/41/Chexamplejobpostform_storedcc.jpg) to see an example of job posting form with pricing options selected .

Note, the only contact information on the job posting form is the "application email" field - the email address that will receive resumes when a job seeker sends their resume. **The company name address and phone, when the job seeker views the job, comes from the organization's record.** The Career Hub job posting form (and resume form) allows the user to store their payment information they entered or use a stored payment method to make payment.

Advanced Search & Saving Searches

Advanced search allows the employer to search for resumes based on keywords and the following.

- City
- State

- Position Type (Full time, part time, etc)*
- Industry Experience*
- Education Level*
- Salary Range*
- Travel*

* If enabled in Module Defaults.

Example:

Once a user conducts a search, they may save that search for future use by clicking **Save Search**. The criteria are then saved and accessible at any time under "My Account" under the "Saved Searches" tab.

My Account

These are the various tabs and features available for an Employer under My Account.

Jobs

The Jobs tab of My Account lists all of the jobs posted. If multiple users from the same company post jobs, they will be listed here as well.

The user who is logged in can click the "Posted by" dropdown to see jobs from other users under their company.

Here's an example of the Jobs tab. Mary Jones has posted two jobs (both Featured), they are searchable, active and one of them has an applicant (a job seeker sent a resume for the job).

MY ACCOUNT

INTERNET4ASSOCIATIONS MARY JONES

Resumes   Post Job   Advanced Search   My Account
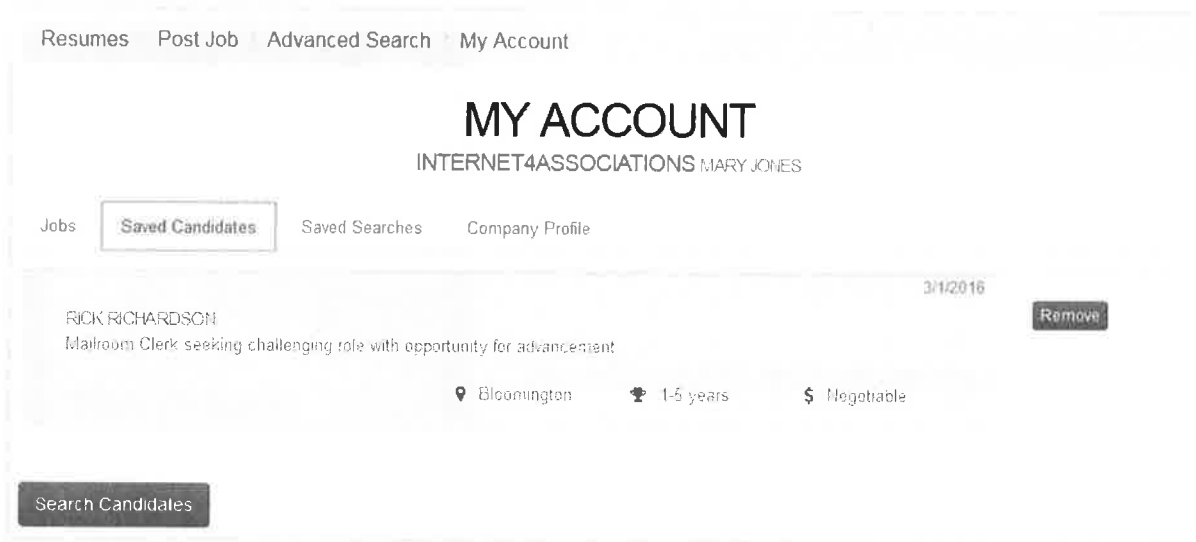
Jobs   Saved Candidates   Saved Searches   Company Profile

Posted by   Mary Jones ▼

CLIENT SERVICES MANAGER
Internet4associations

📍 Chicago   🕐 Full Time $ Negotiable

2/29/2016

Searchable: yes ❓
Status: active
Expires: 5/29/2016
Poster: Mary Jones
Applicants: 1
Actions ▾

MAIL ROOM CLERK
Internet4associations

📍 Chicago   🕐 Full Time $ Negotiable

2/29/2016

Searchable: yes ❓
Status: active
Expires: 4/14/2016
Poster: Mary Jones
Applicants: 0
Actions ▾

Post a Job

Mary may click on the job to view what it looks like on the site. She may edit the job from this view by clicking Edit Job at the bottom.

Saved Candidates

When an employer views a resume, they have the ability to save the resume to their Account as a candidate for a job by clicking Save Candidate at the bottom of the resume details. They'll receive a success message letting them know that they can find the saved candidate under My Account.

Example:

Resumes   Post Job   Advanced Search   My Account

MY ACCOUNT
INTERNET4ASSOCIATIONS MARY JONES

Jobs   Saved Candidates   Saved Searches   Company Profile

3/1/2016

RICK RICHARDSON   Remove
Mailroom Clerk seeking challenging role with opportunity for advancement

♥ Bloomington   **♟** 1-5 years   **$** Negotiable
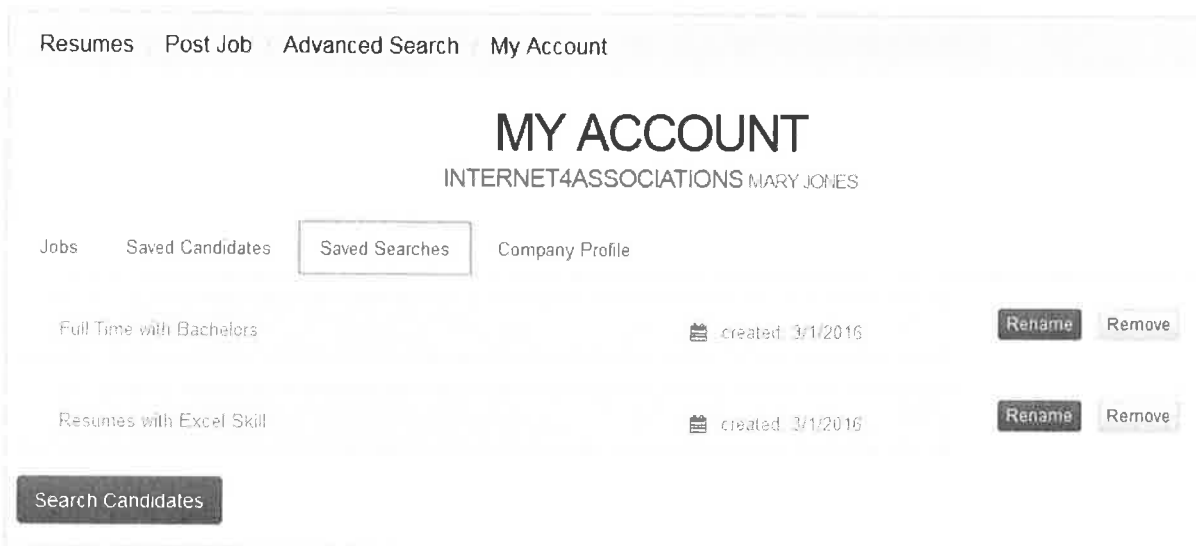
Search Candidates

Saved Searches

Whether the employer uses the keyword search above the resume listing or the Advanced Search option, they may save that search to their account. They can then execute that search again from the Saved Searches tab in their account without having to reset the search parameters again.

They would set up their search and then on the results page, click the Save Search .

Example of the Saved Searches tab.

Resumes   Post Job   Advanced Search   My Account

MY ACCOUNT
INTERNET4ASSOCIATIONS MARY JONES

Jobs   Saved Candidates   Saved Searches   Company Profile

Full Time with Bachelors   📅 created: 3/1/2016   Rename Remove

Resumes with Excel Skill   📅 created: 3/1/2016   Rename Remove

Search Candidates

The user would click on the saved search to run it.

Click "Rename" to change its name.

Click "Remove" to delete the saved search from their Account.

Company Profile Page

See the image to the right. This is an example of a completed Company Profile page.

The employer/job poster can upload a logo and type in a company description in Career Hub under My Account >
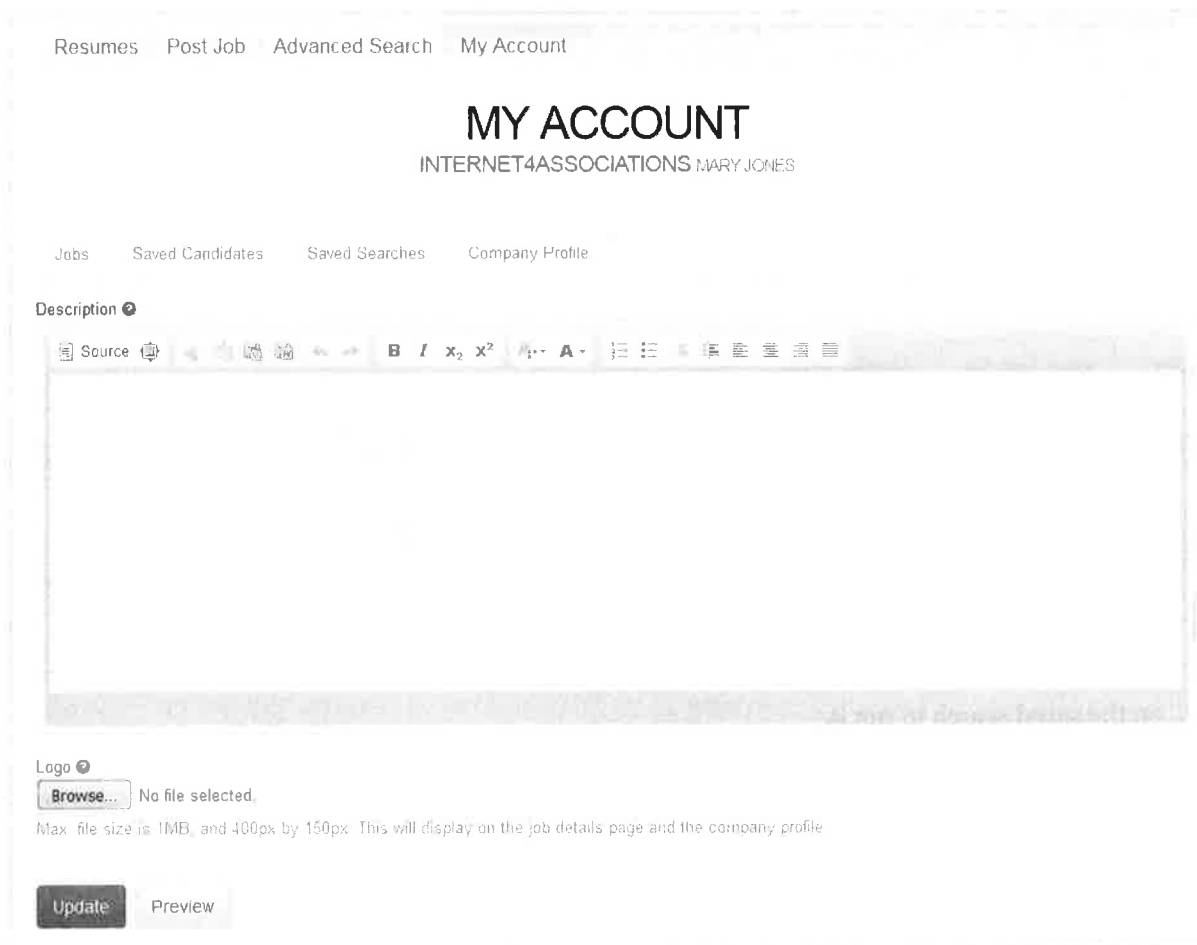
Company Profile.

The Contact section displayed is from the company's profile in Manage Organizations.

The Location section with the map automatically displays.

Below that, all the jobs available posted by employees of the company are shown.

This profile page can be seen by job seekers when viewing a job and clicking a link to it from the job.

Example of Company Profile edit.

Resumes   Post Job   Advanced Search   My Account

MY ACCOUNT

INTERNET4ASSOCIATIONS MARY JONES

Jobs   Saved Candidates   Saved Searches   Company Profile

Description ❷

| Source ❖ | B *I* x₂ x² A A ▾ |

Logo ❷

Browse...   No file selected.

Max file size is 1MB, and 400px by 150px This will display on the job details page and the company profile

Update   Preview

How an Employer can Edit their job

There are two ways for an employer to edit a job. Staff/Admins cannot edit jobs or resumes in the admin interface. Employers can edit jobs posted by other users under their own company - doing so associates the job with the account that edited it.

1. View it first, then edit it
2. Select Edit from the Actions dropdown to the right of the job.
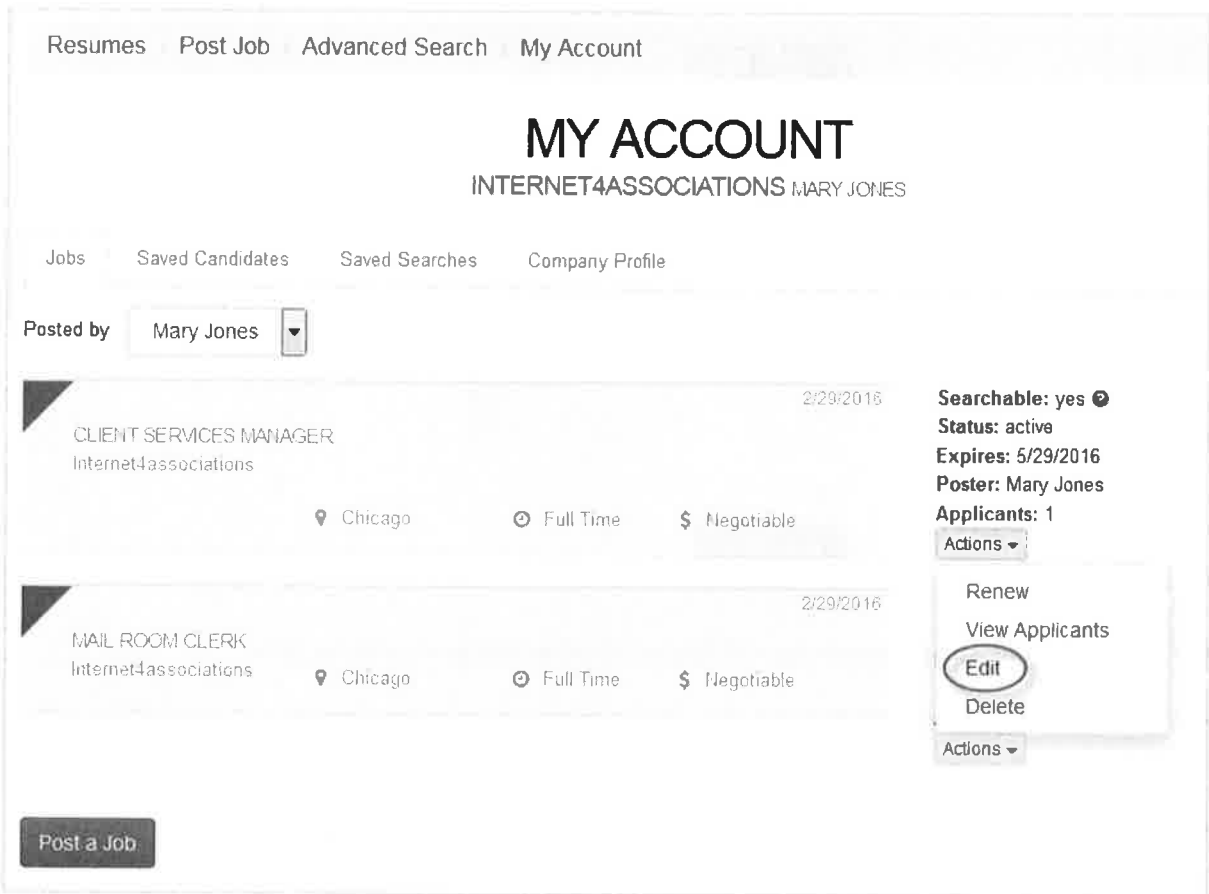
View and then Edit

From the My Account area, they can click the job they want to view from their jobs listed on the Jobs tab.

Click **Edit Job** at the bottom of the page.

They can change the information in the form and then click **Update →**

From the Actions dropdown next to the job

From the My Account area, click Actions button next to the job they wish to edit, choose Edit from the dropdown.

Resumes   Post Job   Advanced Search   My Account

MY ACCOUNT
INTERNET4ASSOCIATIONS MARY JONES

Jobs   Saved Candidates   Saved Searches   Company Profile

Posted by   Mary Jones

CLIENT SERVICES MANAGER
Internet4associations
                                                      2/29/2016
  Chicago   Full Time $ Negotiable

Searchable: yes
Status: active
Expires: 5/29/2016
Poster: Mary Jones
Applicants: 1
Actions ▾

MAIL ROOM CLERK
Internet4associations
                                                      2/29/2016
  Chicago   Full Time $ Negotiable

Renew
View Applicants
Edit
Delete
Actions ▾

Post a Job

How an Employer can Renew an Expired Job

An employer can renew a job before or after its expiration date. The expiration date is shown to the right of the job. When the job becomes expired, this shows in red.

Expired jobs can still be viewed if saved to a job seeker's account; however, they don't display in search results or in

the job listing for job seekers.

Searchable: yes ❷
Status: active
Expires: 5/29/2016
Poster: Mary Jones
Applicants: 1

| Actions ▾ |

- (Renew)
- View Applicants
- Edit
- Delete

After selecting Renew, they are presented with a page where they can select the duration & price and choose whether or not to make it featured.

Resumes   Post Job   Advanced Search   My Account

RENEW
RENEW YOUR JOB LISTING

CLIENT SERVICES MANAGER

Duration & price *
| Choose duration & price | ▾ |

Make it featured? * ❷
| Choose price first | ▾ |

| Renew → |

Once they select the pricing options, the payment area will display and they can proceed from there.

If they renew before their expiration, whatever duration they choose when renewing, that number of days will be added to the existing expiration.

If they renew on or after the job's expiration date, the duration number of days will be added to the date they renew.

If they renew a job that was not posted under their account, after renewal the job is then associated with the account of the person who did the renewal.

Job details cannot be edited during a renewal.

The following happens when a job is renewed:

1) Expiration date is updated.

- If they renew the job before its expiration date, whatever duration they choose when renewing, that number of days will be added to the existing expiration date.
- If they renew on or after the job's expiration date, the duration number of days will be added to the date they renew.

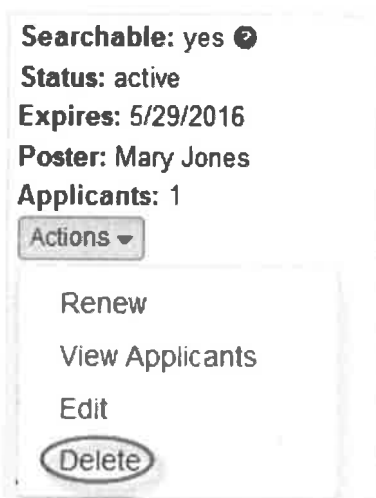2) A receipt is emailed and copied to the Career Hub Email set up in Module Defaults > Basics tab.

3) A renewal is a new transaction, thus the Invoice number in Career Hub admin will be updated to the new invoice number.

4) The renewal transaction is added to the user's AR history and all relative accounting areas in the software.

Staff/admins do not need to activate or reactive an active job that has been renewed.

How an Employer can Delete Job

From the Jobs tab under My Account click the Actions button next to the job to delete and then select Delete.

Searchable: yes ❷
Status: active
Expires: 5/29/2016
Poster: Mary Jones
Applicants: 1

Actions ▾

Renew

View Applicants

Edit

Delete

When a job is deleted it is deleted from the employer's account, deleted from any job seekers' accounts where it might be saved, and deleted from the Jobs tab in Career Hub admin. The accounting-related information is retained in the system, however.

Delete cannot be undone.