

Career Hub: Job Seekers

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Read More

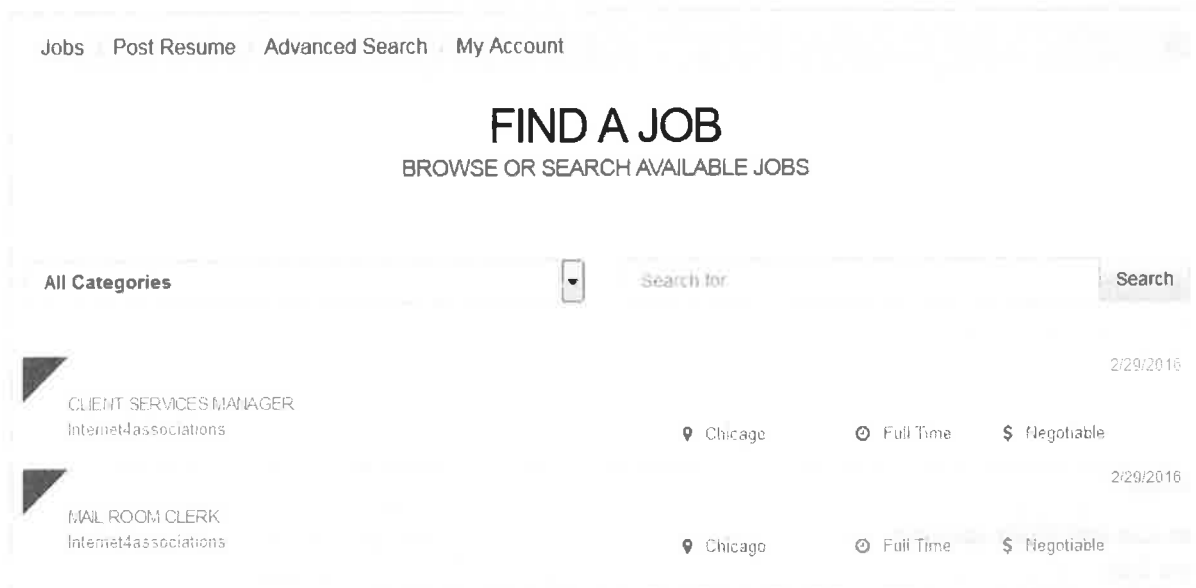
Job Seeker Features

- Build their resume online using a simple web form.
- Add as many Education or Experience sections as needed
- Include an optional cover letter
- Attach PDF or Word resume files with their resume
- Paste their full resume into the form
- Send a link to their resume from a job post
- Set their resume to be "Featured"
- Save jobs to their account/print job listings
- Simple or Advanced job search / save searches
- Edit resumes
- Renew expired resumes
- iCalendar (ics) file link included in receipt email for the resume expiration date

Jobs Listing

After a job seeker logs in or if "[Anonymous Jobs Browsing](#)" is turned on, the user is presented with the list of available jobs.

Example:



The jobs pictured above were submitted as "featured" by the Employer. Featured jobs are listed at the top of the resume listing sorted by newest first. Then jobs are sorted by not-featured newest to oldest.

The job seeker can click on a job to view it or use the search bar or the advanced search to search for jobs.

When they find a job they are interested in, they can click the Send Resume button at the bottom of the job details. If they're not already logged in, they can log in or create an account in order to send a resume.

Posting Resumes

Non-searchable (private) Resume

A job seeker has the option to send a resume without having that resume visible on the site for employers to find. This is a non-searchable resume - meaning that it does not display in the resumes listing that employers see and it won't be returned in any search results. There is no charge for this type of resume.

The job seeker locates a job, views the job details and clicks "Send Resume" at the bottom.

They are then presented with a window where they can choose an existing resume to send or create new. If they select "create new" when sending a resume to an employer, then that new resume is always free and is non-searchable. The job seeker can later decide to list the resume and at that time will be charged any fee you have set up for resume posting, the resume will then be searchable (public).


Qualifications:

- A 2-4 year college degree in Business Administration, Public Administration, or a combination of education and industry work experience
- 7-10 years of industry related account management experience
- Medicare Industry knowledge is a huge plus for this role
- Microsoft Office competency required
- Experience in call center operations is desirable
- Proven track record of successfully managing a clients accounts
- Excellent time management and communication skills
- Excellent interpersonal skills
- Ability to present him/herself with professionalism and courtesy at all times, through face-to-face interactions and meetings, conference calls
- Ability to make decisions
- Strong computer skills and

Desired education: Associate Degree
 Required travel: sometimes

COMPANY

INTERNET4ASSOCIATIONS



Send Resume?

This will send an email to this employer with a link to a resume of your choice. This job listing will be saved for you which can be accessed in My Account.

- choose a resume
- create new
- Administrative Assistant

Cancel
Yes, send now

Searchable (public) Resume

If a job seeker would like to post a resume to be available on the site for Employers to find by searching or browsing a list of resumes, they can click "Post Resume" in the Career Hub menu at the top. Any resume posted by a job seeker can be sent to an employer through their job listing on the site.

Staff/admins set the duration and pricing options in admin and the options available job type, experience, education level, salary, travel.

The Career Hub resume posting form (and job form) allows the user to store their payment information or use a stored payment method to make payment. (Authorize.net with CIM required. See [Stored Payment Profiles](#) and [Electronic Check Payment](#) for more information.)

Advanced Search & Saving Searches

Advanced search allows the job seeker to search for jobs based on keywords and the following.

- City
- State
- Country
- Category

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

* If enabled in Module Defaults.

Example:

If in Career Hub's Module Defaults, position, experience, education, salary or travel are disabled, they won't be a part of the advanced search options.

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

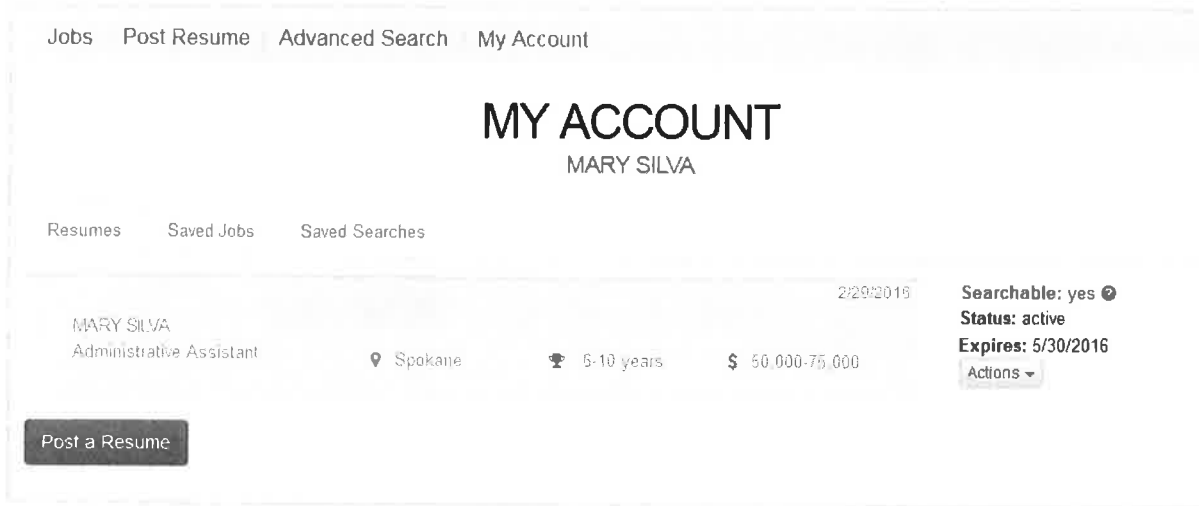
My Account

These are the various tabs and features available for a job seeker under My Account.

Resumes

The resumes tab of My Account lists all of the resumes that the job seeker has under their account.

Here's an example of the Resumes tab. Mary Silva has posted one searchable (public) resume.

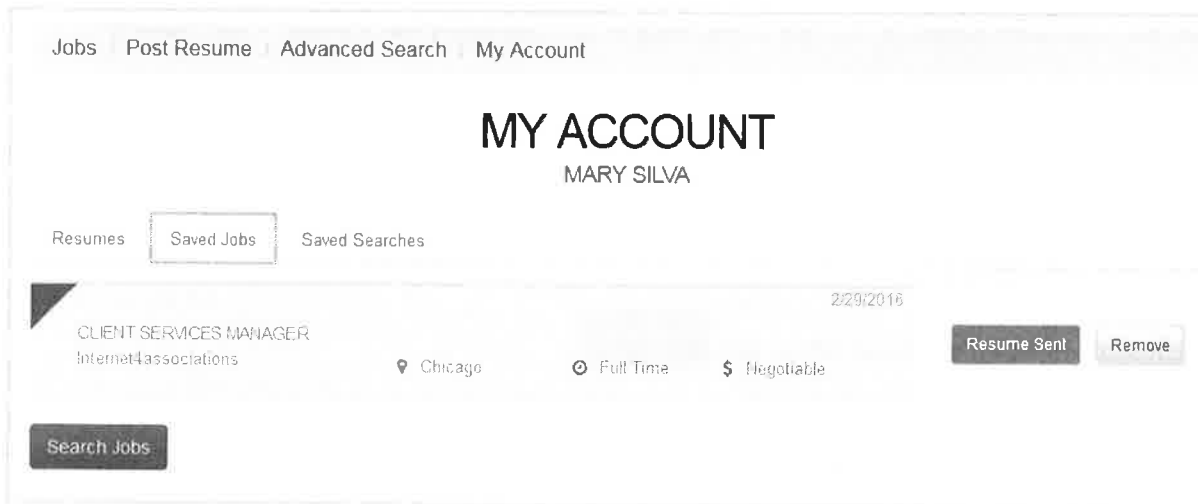


Mary may click on the resume to view what it looks like on the site. She may edit the resume from this view by clicking edit at the bottom of the resume or selecting Edit from the Actions dropdown.

Saved Jobs

When a job seeker views a job, they have the ability to save the job to their Account by clicking the Save Job button at the bottom of the job details. Saving the job does not send a resume to the employer.

Example:

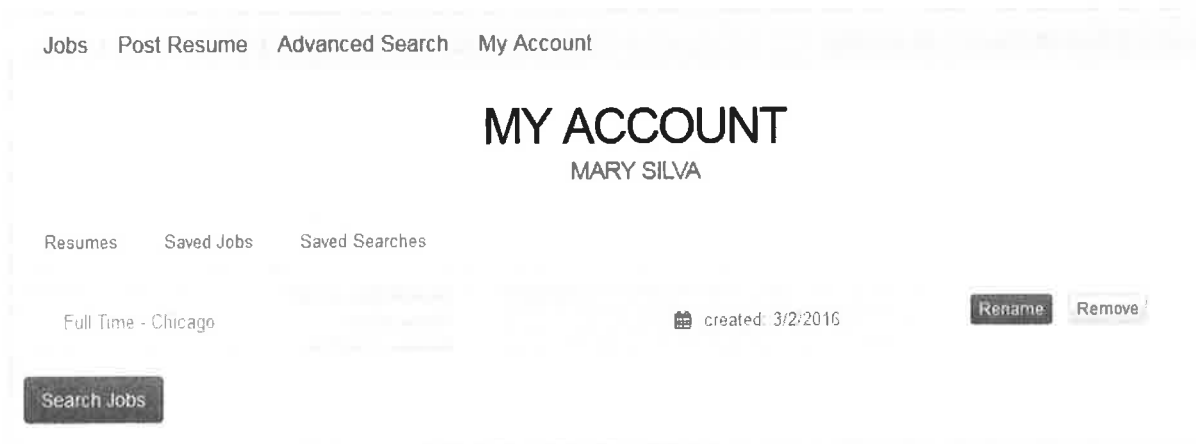


Saved Searches

Whether the job seeker uses the keyword search above the job 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 set up 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.



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.

How a job seeker can edit their resume

There are two ways for a job seeker to edit their resume. Staff/Admins can edit jobs and resumes in the admin interface.

1. View it first, then edit it
2. Select Edit from the Actions dropdown to the right of the resume as listed under My Account > Resumes tab.

View and then Edit

From the My Account area, they can click the resume they want to view from their resumes listed on the Resumes tab.

Click **Edit Resume** 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 resume

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

Jobs Post Resume Advanced Search My Account

MY ACCOUNT

MARY SILVA

Resumes Saved Jobs Saved Searches

MARY SILVA
Administrative Assistant

📍 Spokane 🕒 6-10 years 💰 \$ 50,000-75,000

2/29/2016

[Post a Resume](#)

Searchable: yes 🗄️
Status: active
Expires: 5/30/2016

Actions ▾

- [Renew](#)
- [Edit](#)
- [Delete](#)

How a job seeker can renew an expired resume

A job seeker can renew a resume before or after its expiration date. The expiration date is shown to the right of the resume. When the resume becomes expired, the word "Expired" is displayed in red.

Expired resumes can still be viewed if saved to an employer's account; however, they don't display in search results or in the resume listing for employers.

Searchable: yes 🗄️

Status: active

Expires: 5/30/2016

Actions ▾

Renew

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.

Jobs | Post Resume | Advanced Search | My Account


RENEW

RENEW YOUR RESUME

ADMINISTRATIVE ASSISTANT

Duration & price *

Choose duration & price

Make it featured? * 

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 the 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 resume's expiration date, the duration number of days will be added to the date they renew to calculate the new expiration date.

Resume details cannot be edited during a renewal.

How a job seeker can delete a resume

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

Jobs Post Resume Advanced Search My Account

MY ACCOUNT

MARY SILVA

Resumes Saved Jobs Saved Searches

MARY SILVA Administrative Assistant	2/29/2016	Searchable: yes
Spokane	6-10 years	Status: active
\$ 50,000-75,000		Expires: 5/30/2016
Post a Resume		Actions ▾ Renew Edit Delete

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

Delete cannot be undone.

How a job seeker can make a non-searchable (private) resume searchable and public

A private resume submission is listed in Career Hub admin on the resumes tab. This type of submission cannot be activated by staff.

If the user wants this type of resume to be available on the site for employers to find, they can click the Actions button and select List Now and then select from the available options for pricing and duration.

Jobs Post Resume Advanced Search My Account

MY ACCOUNT

MARY SILVA

Resumes Saved Jobs Saved Searches

MARY SILVA My Resume Title	3/2/2015	Searchable: no
Spokane	Entry Level	Status: pending
\$ Negotiable		Expires: 5/30/2016
Post a Resume		Actions ▾ List Now Edit Delete
MARY SILVA Administrative Assistant	2/29/2016	Searchable: yes
Spokane	6-10 years	Status: active
\$ 50,000-75,000		Expires: 5/30/2016
Post a Resume		Actions ▾ Renew Edit Delete

