

## JOB POSTINGS:

From here you can modify your job postings. You can add or delete jobs, change your job posting content, maintain your [Candidate Community](#) and Applicants that have applied for the job posting.



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## JOB POSTING LISTING:

This is a listing of the jobs you currently manage. This list shows:

### STATUS:

The current status of the job will be displayed here:

- Job posting is currently open.
- Job posting is currently closed.
- Job posting is currently archived.

### OPENING:

This is the opening date set for the job.

### CLOSING:

This is the closing date set for the job.

### POSITION TITLE:

This is the job's title.

### JOB ID:

You have the option to assign your own job identification numbers. This will display an ID you have assigned to the job.

### DUPLICATE JOB:

This button will allow you to duplicate the selected job.

Status	Opening	Closing	Position Title	Job ID
●	12-30-10	01-30-11	Legal Assistant	DLNAD 123010
●	12-30-10	01-30-11	Director of Training	RDGAD 122810
●	12-30-10	01-30-11	Director of Catering	MISAD 122810
●	12-30-10	01-30-11	IT Manager	MISAD 122910
●	12-30-10	01-30-11	Server	HOUAD 122910
●	12-29-10	01-29-11	Sales Team Member	TRNAD 122910
●	12-29-10	01-29-11	Hourly Positions	MDTAD 122910
●	12-28-10	01-28-11	Restaurant Manager	DETC 122710
●	12-28-10	01-28-11	Part Time Clinical Consultant	LAXDP 122710
●	12-28-10	01-28-11	Restaurant Manager	BTHAD 122810
●	12-28-10	01-28-11	Restaurant Manager	AUGAD 122810
●	12-27-10	01-27-11	Multi Unit Manager	PHLAD 122210
●	12-27-10	01-27-11	Multi Unit Manager	PHLAD 122210
●	12-27-10	01-27-11	Kitchen Positions	PHXAD 010211
●	12-27-10	01-27-11	Restaurant Manager	FTWAD 122710
●	12-27-10	01-27-11	Restaurant Manager	KSCAD 122710

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## POSITION DETAILS:

This section contains the basic information about the job position. The section contains the following:

### POSITION TITLE:

The position's title.

### JOB ID:

You can use this field as an identification or internal reference to the job posting.

### POSTING DATE(S):

The job posting dates calendar allows you to select the available date(s) for the candidate to apply for your job posting. You can select a date range by clicking on the beginning date and then hold down your shift key and then click on the ending date. This will select all the dates between the two selected dates.

### POSITION START DATE:

The date the applicant will begin working.

Candidates Save Help Preview

Position Details Denotes a required field.

Position Title

Job ID

Posting Date(s)

Position Start Date

Position Details Continued

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## POSITION DETAILS CONTINUED:

This section contains further information about the job posting. It lists the following:

### ARCHIVED:

Select this to archive the job posting. This will allow you to remove the job from the online posting without having to remove it from your listing here.

### CATEGORY:

Categorizing your jobs creates an indexing to help your visitors find jobs quickly and allows you to link to specific job categories directly. If your category is not in the list, then just add the category to the New Category field and once you save the job the category will now be available in the dropdown.

Position Details Continued

Archived

Category

New Category

Application Type

Custom Form

Apply To Email

Apply To URL

Position Status

Full/Part Time

Career Level

Major Market

City

State/Province

Postal Code

Country

Travel

Description Requirements Desired Skills

Meta Descriptor

0 characters entered (Recommend under 165)

Scripting



You can link directly to a category by placing category=[category name] at the end of your URL.

Example: <http://www.yourdomain.com/jobs.cfm?category=categoryName>

#### **NEW CATEGORY:**

If you do not see the category the job is in, just enter the category name here and it will be added to the list and the job will be assigned to it.

#### **APPLICATION TYPE:**

If you are using Candidate Profiling there are three different application types you can employ for this position. You can use:

- Standard Email Application which will just email the candidate's information and attached resume.
- Open Application (Stored) which will store the candidate's information, including their resume, on the server.
- Candidate Registration Required (Stored) which will require the potential candidate to register or be logged in before they can apply for the position.

#### **CUSTOM FORM:**

You can link to one of your currently created forms to use as a custom online application form.

*NOTE: If you do use a custom form, that you have developed using the [Forms](#) module and wish to use the auto respond feature, you will need to have an input field in your custom form called "Email" or "Email Address" and make it a required field.*

*ALSO NOTE: If you select a stored Application Type, the Custom Form dropdown list will be removed. You can only use a custom form if the application will form is being emailed.*

#### **APPLY TO EMAIL:**

All the jobs posted on your site will allow the applicant to apply online for their selected position. Please enter the email address(es) you would like the applicant to send their submission to when they apply. You can enter multiple email addresses separated by commas.

*NOTE: This field will be required if you select a Custom Application Form. If you do not enter an email address here and you are using the default application form and you have not entered an Apply To URL, then the Apply For This Position button will not appear on the job posting.*

*ALSO NOTE: If you select a stored Application Type, this field will change to a Notification Email field and be used to send a notification email when an application has been submitted.*

#### **APPLY TO URL:**

All the jobs posted on your site will allow the applicant to apply online for their selected position. Please enter the URL (Web Page Address) you would like the applicant to send their submission to when they apply.



*NOTE: If you enter a URL here, the application will NOT be sent to the Apply to Email address listed above and if you have selected a Custom Form it will be ignored. The application form will be located at the URL you have entered for this field and NOT on your current site.*

*ALSO NOTE: If you select a stored Application Type, this field will be unavailable.*

**POSITION STATUS:**

The position's status indicator (Contract, Employee, Permanent, Project, Temporary, etc.).

**FULL/PART TIME:**

Indicator of full or part-time employment.

**CAREER LEVEL:**

The career level indicator (Executive, Manager, Supervisor, etc.)

**MAJOR MARKET:**

The major market the position is located within.

**CITY:**

The city the position is available for.

**STATE/PROVINCE:**

The state the position is available for.

**POSTAL CODE:**

The postal/zip code for the position.

**COUNTRY:**

The country the position is available for.

**TRAVEL:**

The travel requirements for the position.

**DESCRIPTION:**

This button will bring up the Content Editor window and allow you to enter in the position's description. If this is a new position, you will need to save the job before this button will be available.

**REQUIREMENTS:**

This button will bring up the Content Editor window and allow you to enter in the position's requirements. If this is a new position, you will need to save the job before this button will be available.

**DESIRED SKILLS:**

This button will bring up the Content Editor window and allow you to enter in the position's desired skills. If this is a new position, you will need to save the job before this button will be available.

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## AUTO RESPOND:

This section allows you to setup an auto respond email to be sent to the applicant when they apply online. If the job has been saved and you enter an email address into the Send From Email field, the [Auto Respond Content] button will be activated. Once the [Auto Respond Content] button is activated and clicked on, it will open the Content Editor window and allow you to enter the text that will be in the body of the email.



*NOTE: If you have entered a URL in the Apply To URL field, the Auto Respond email will NOT be sent. Also, if you wish to send an auto response and you are using a Custom Form, your custom form MUST contain a required field called "Email" or "Email Address".*

### SEND FROM EMAIL:

Enter the email address you would like the applicant to receive their auto respond email from.

### AUTO RESPOND CONTENT:

This button will bring up the Content Editor window and allow you to enter in the auto respond text. If this is a new position, you will need to save the position and enter a Send From Email address before this button will be available.

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## APPLICANTS:

*NOTE: This section will only be available if you have the [Candidate Community](#) option enabled for your site.*



Date	Email Address	Detail	Resume	Delete
07/29/11	randal@lynchs.us			
07/29/11	randal@lynchs.us			

If you have chosen for any of your job postings to be "Open Application (Stored)" or "Candidate Registration Required (Stored)" from the Application Type dropdown located under [Position Details Continued](#) section, then any applicants that apply for the position will be listed in this section. If you are using the Standard Email Application or a Custom Form for your application then the applicant will NOT appear here.

### DATE:

The date the applicant applied.

### EMAIL ADDRESS:

The applicant's email address.

### DETAIL:

Clicking on this icon will open another window that will display the applicant's detailed information that



you have captured when the application was filled out. You can adjust what data is captured and stored under [\[Administration\]](#) > [\[Sites\]](#) > [\[Site Options\]](#) > [\[Job Posting Options\]](#) > [\[Candidate Profile Options\]](#). From here you can select which fields are displayed within the Candidate Registration and Application forms.

**RESUME:**

Clicking on this icon will open the applicant's resume within a new browser window.

**DELETE:**

Clicking on this icon will remove the applicant from the selected job posting. It will NOT remove the applicant from the [Candidate](#) listing.

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