

EMPLOYER USER GUIDE

Welcome to The Job Connection!

This simple overview sheet is to help you get familiar with the features The Job Connection has to offer Employers. Follow the steps below to successfully start your own job posting profile!

1. Sign up/Create an Account

1. Go to your **local Job Connection** website and **Click on the Create an Account** button on the home page.
2. Click on **Employer** and complete the registration form.
3. After you register, you will receive an email confirmation and can start posting jobs!



2. Posting Jobs

1. Make sure you're logged into your account. You'll see several tabs to choose from.
2. Click on the **Jobs** tab.
3. Fill out the **Quick Job Post** form with all the detail from your job description.

Quick Job Post offers:

- Up to 90 days of free posting to a single site
- \$99 for posting to all Job Connection church sites across the US.
- Application options include: via The Job Connection site, email or via your ATS.

Quick Job Post

Job Title *

Post this job to our Job Connection national network of Church and Non-profit websites for just \$99.

City * **State *** **Zip ***

Pay Rate **Pay Period**

Position Type

Expires *




Company Description

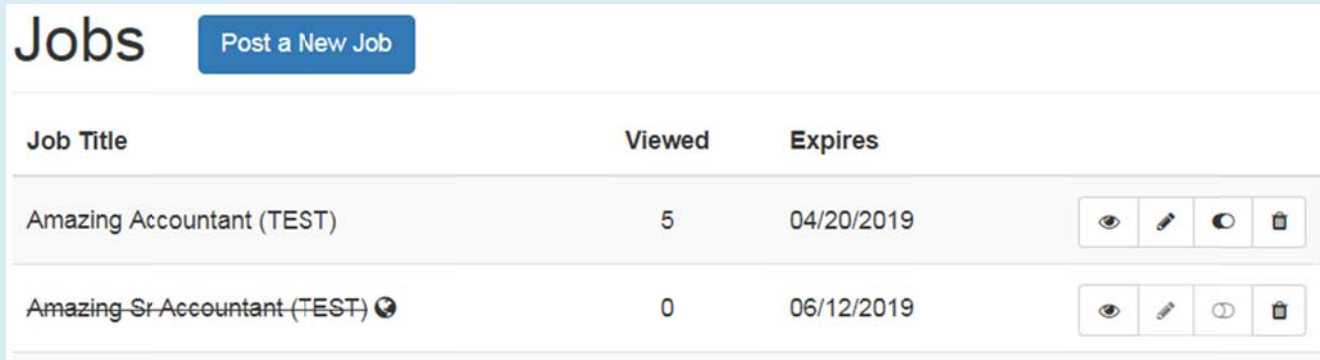
B ***I*** **A** Paragraph








Job Minstry platform for Churches and other Non-profits.

Use these Frequently Asked Questions to help guide your Job Posting


“How do I edit or close a job?”

1. Under the Jobs tab, view all your jobs (open and expired) .
2. Click, to the right of the listing, on the  to **Edit**, the  to **Close**, or the  to **Delete** to the listing.
3. If you close the job, you will be asked to give a reason why.



Job Title	Viewed	Expires	
Amazing Accountant (TEST)	5	04/20/2019	   
Amazing Sr Accountant (TEST) 	0	06/12/2019	   

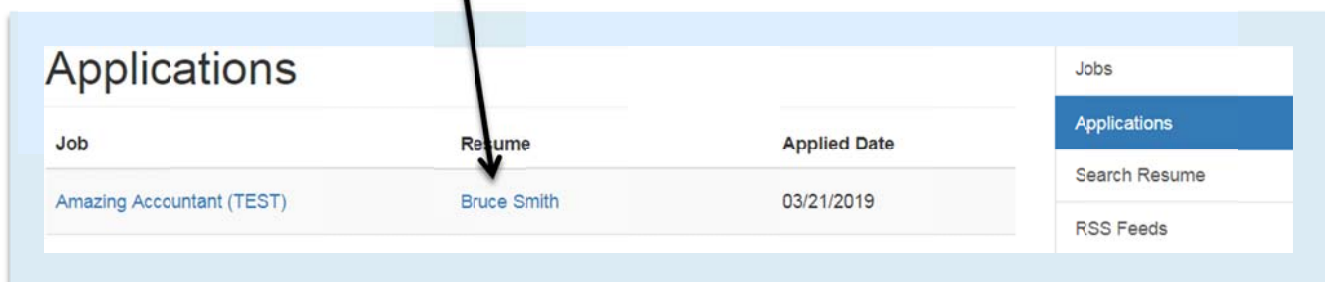
“Can I Re-post a job that has closed?”

1. Yes! Under the **Jobs** tab, identify which closed job you want to relist (it will have a ~~line thru~~ the title).
2. Find the job that you want to repost and click  to **Relist**.
3. Make any changes to the job and click **Post Job**.

3. Review Applications

You can view applicants of the candidates who have posted directly to your job posting.

1. Click on the **Applications** tab.
2. Click on the applicants **NAME** to review their resume and contact information.



Job	Resume	Applied Date
Amazing Accountant (TEST)	Bruce Smith	03/21/2019

Jobs

Applications

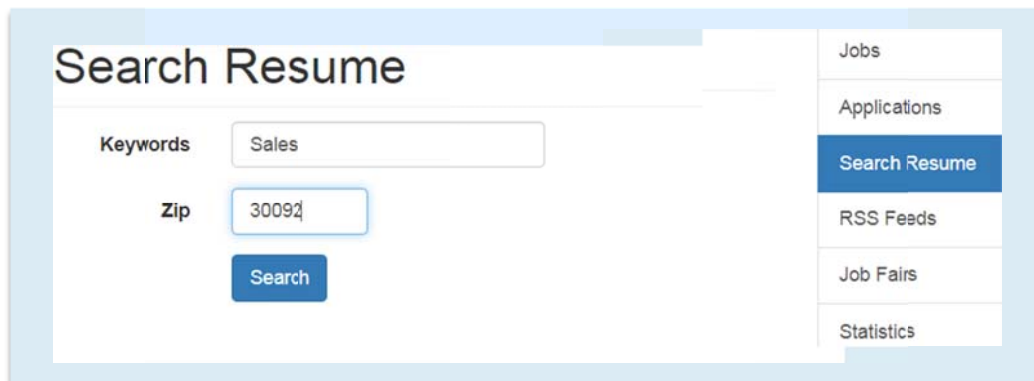
Search Resume

RSS Feeds

4. Search Resumes

You can also search the site for posted resumes.

1. Click on [Search Resumes](#).
2. Type in keyword(s) (e.g. "Sales")
3. Include a Zip Code to narrow search for your desired location.
4. Candidates with the keyword(s) will be displayed so you can view their resume and profile.

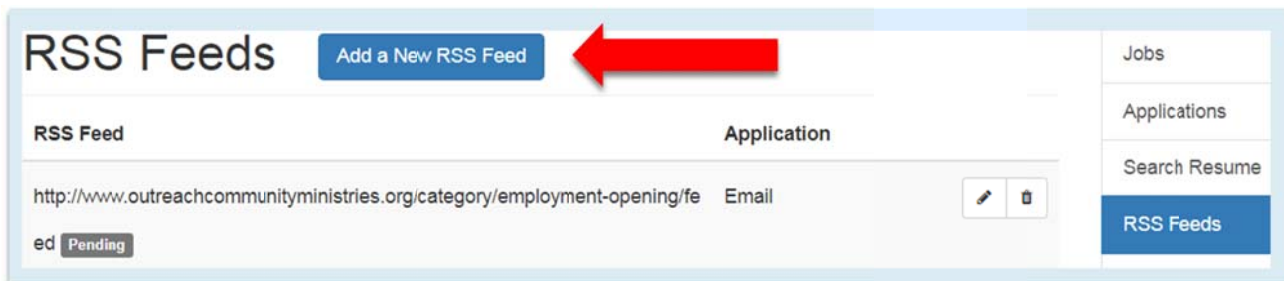


The screenshot shows a 'Search Resume' form. It has two input fields: 'Keywords' with the text 'Sales' and 'Zip' with the text '30092'. Below these is a blue 'Search' button. To the right is a vertical navigation menu with options: 'Jobs', 'Applications', 'Search Resume' (highlighted in blue), 'RSS Feeds', 'Job Fairs', and 'Statistics'.

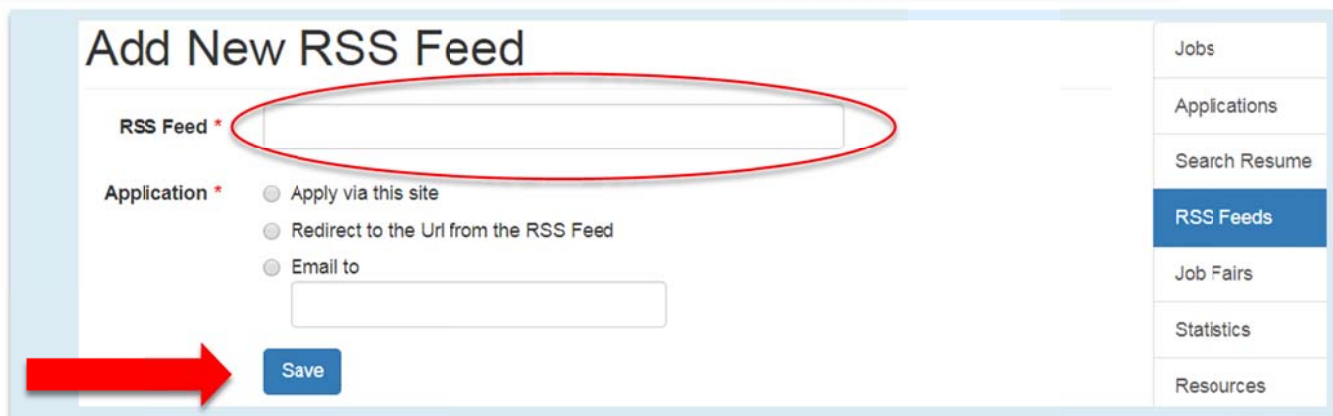
5. Add your RSS job feed

If your company has a job site where you currently post jobs, you can add your RSS to The Job Connection so the jobs you post on your site will automatically be posted on The Job Connection. Once your feed is integrated, you will see it actively pulling your jobs from your other site.

1. Click the [RSS](#) tab.
2. Click [Add a New RSS Feed](#) button.
3. Add your RSS job feed URL in the box.
4. Select how you'd like candidates to Apply.
5. Click [Save](#).
6. Any feeds you have will show in a list under the RSS tab.



The screenshot shows the 'RSS Feeds' section. At the top left is the text 'RSS Feeds' and a blue button 'Add a New RSS Feed' with a red arrow pointing to it. Below is a table with columns 'RSS Feed' and 'Application'. One row is visible with the URL 'http://www.outreachcommunityministries.org/category/employment-opening/fe' and the application type 'Email'. To the right of the table are edit and delete icons. At the bottom left of the table is a status 'ed Pending'. On the right is a vertical navigation menu with 'RSS Feeds' highlighted in blue.



The screenshot shows the 'Add New RSS Feed' form. It has a text input field for 'RSS Feed *' which is circled in red. Below it are radio buttons for 'Application *': 'Apply via this site', 'Redirect to the Url from the RSS Feed', and 'Email to'. There is an empty text input field below the 'Email to' option. At the bottom is a blue 'Save' button with a red arrow pointing to it. On the right is a vertical navigation menu with 'RSS Feeds' highlighted in blue.

6. Register for a Job Fair

If the host Job Connection Organization is having a Job Fair, register through the Job Fair sign-up portal.

1. Click the Job Fair tab.
2. Job Fair information will be posted, including registration deadline and registration form.
3. Complete the registration form and click **Save**.
4. If there is a registration fee for this Job Fair, you will be asked to complete the payment processing form with your credit card.

Awesome Job Fair 10/1/19

JOB FAIR October 1, 2019!!!

Don't miss it!!!

This is going to be a fantastic job fair! With over 100 employers from across the state joining us, you'll be sure to connect with a company that will be a good fit for your experience.

Registration Deadline is September 27, 2019, so be sure to sign-up soon!

To register:

1. Fill out the information fields by scrolling further down on this page.

Jobs

Applications

Search Resume

RSS Feeds

Job Fairs

Statistics

Resources

Apply for this job fair

Company Name * MinistryMeans, LLC

Website http://ministrymeans.org

Contact Name * Bruce Smith

Did you participate in our previous Job Fair? Yes No

How many actual hires did you have? 10

2nd Chance: would your company consider offering employment to a candidate with a record?

Save

7. Review your statistics

View your statistics to review jobs posted, applicants and how many people you have hired. Stats are helpful to keep track of your job posting history and effect

- Click on the **Stats** tab to view your statistics.