EMPLOYER USER GUIDE

Welcome to The Job Connection!

job connection™
for EMPLOYERS

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!

[Create an Account]

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 *	Chicago	State *	IL ▾	Zip *	30071
Pay Rate	45000	Pay Period	Year ▾		
Position Type	Full Time ▾				
Expires *	04/26/2019				

Company Description
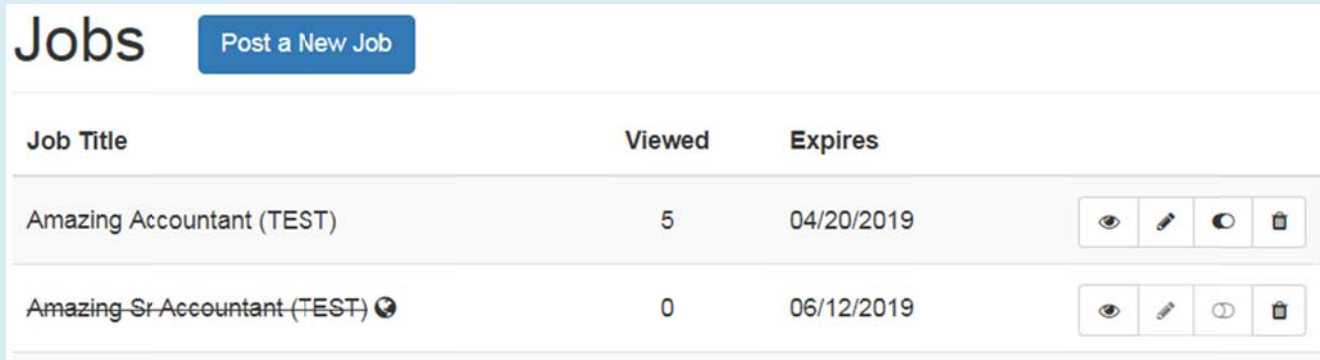
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Job Minstry platform for Churches and other Non-profits.

"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.

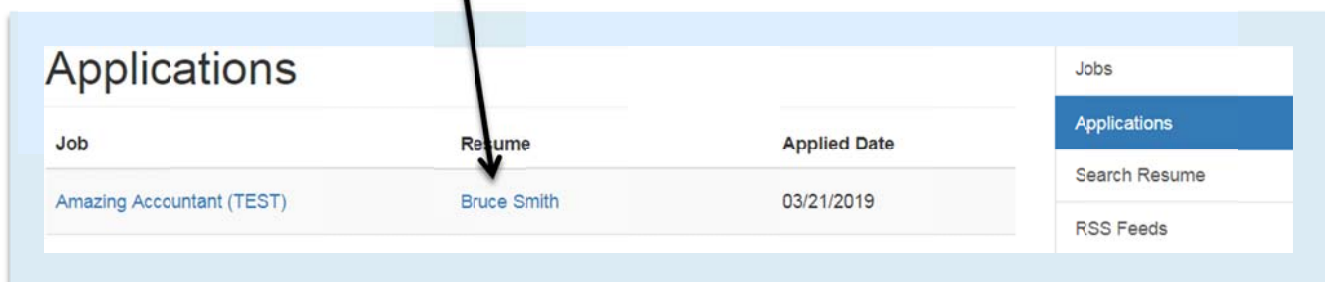| Jobs	Post a New Job						
Job Title		**Viewed**	**Expires**				
Amazing Accountant (TEST)		5	04/20/2019	👁	✏	◑	🗑
~~Amazing Sr Accountant (TEST)~~ 🌐		0	06/12/2019	👁	✏	◐	🗑

"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**.

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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.

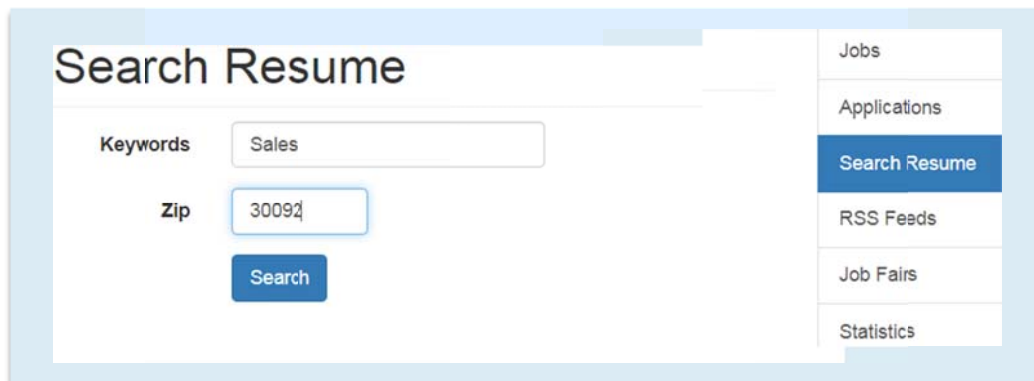| Applications				Jobs
Job	**Resume**	**Applied Date**		**Applications**
Amazing Accountant (TEST)	Bruce Smith	03/21/2019		Search Resume
				RSS Feeds

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.
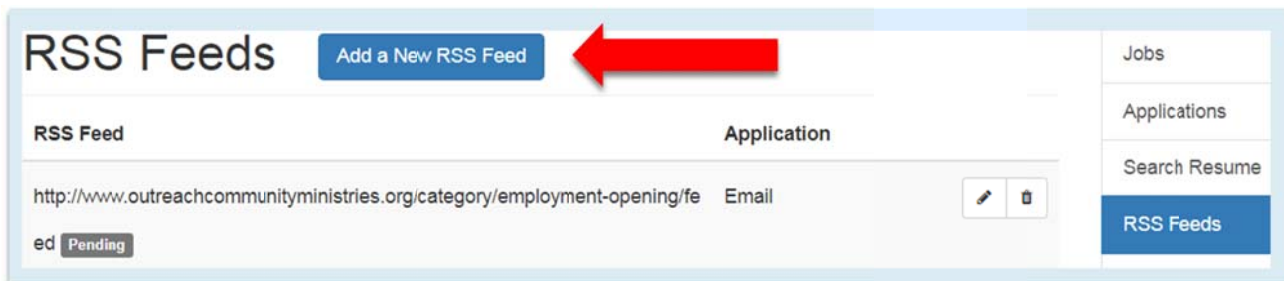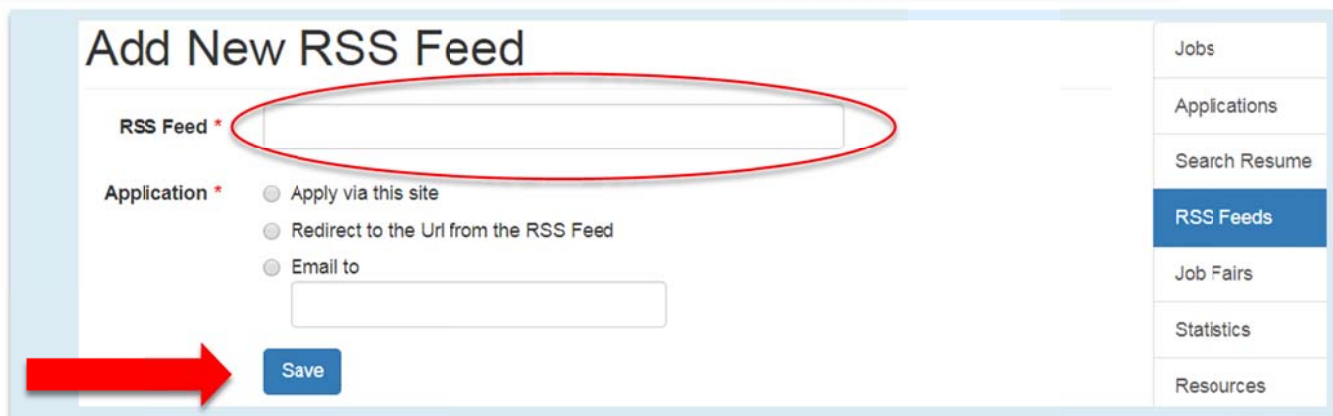4. Candidates with the keyword(s) will be displayed so you can view their resume and profile.

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.

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.

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.