

Welcome to The Job Connection!

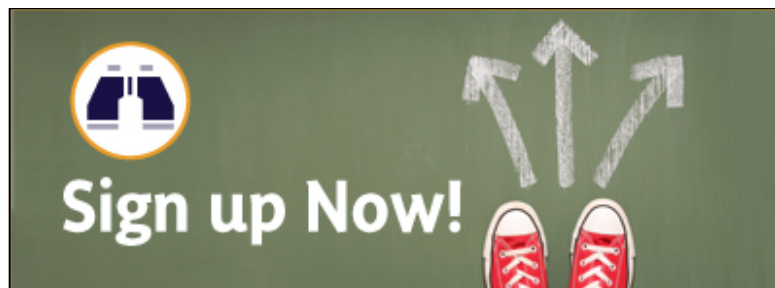
This simple overview sheet is to help you get familiar with the features The Job Connection has to offer employers like yourself. Follow the steps below to successfully start your own job posting profile!

1 Sign up

Go to your **local Job Connection** website and **Click on the Sign up now!** banner on the home page.

Click on **Employer** and complete the registration form.

After you register, you will receive an email confirmation and can start posting jobs!



2 Post Jobs

Make sure you're logged into your account. You'll see several tabs to chose from.

Click on the **Jobs** tab.

Take note, there are a few ways you can post a job- Quick Post, Full Post, or Volunteer Position. Here are their

JOBS	APPLICATIONS	SEARCH RESUMES	RSS	STATS
<p>JOBS</p> <p>Quick Post Full Post Post Volunteer Position Active Closed</p> <p>Job Title * <input type="text"/></p> <p>Job Location (City or Area) * <input type="text" value="Spokane"/> State * <input type="text" value="WA"/> Zip Code * <input type="text" value="99209"/></p> <p><input type="checkbox"/> Nationwide (posts the job as a national opportunity see across all zip-codes)</p> <p>Expired Date * <input type="text"/></p> <p>Job Description *</p> <p>B <i>I</i> <u>U</u> ABC HTML</p>				

Quick Post

This is a quick ad that lasts for 60 days and requires little information to post. Companies with HRIS systems should use this and link job seekers to their own system to apply.

Full Post

This gives you detailed information that you can post and last for 30,60, or 90 days. You can add position type, base rate of pay, and application instructions. Small to Medium size organizations should use this option.

Volunteer Positions

Anyone can post a volunteer opportunity at their work, church, or non-profit. Volunteer opportunities are tagged as Volunteer and are integrated with jobs in the search.

Use these Frequently Asked Questions to help guide your job posting

How do I edit or close a job?

Under the Jobs tab, click on **Active**. Click on **Edit or Close** to the right of the listing. If you close the job, you will be asked to give a reason why.

JOBS				
Quick Post	Full Post	Post Volunteer Position	Active	Closed
JOB TITLE	JOB LOCATION	EXPIRED DATE	VIEWS	
Book Keeper	Spokane, WA 99209	06/26/2014	0	Edit Close

Can I Re-post a job that has closed?

Yes, under the Jobs tab, click on the **Closed**. Find the job that you want to repost and click **Relist**.

Make any changes to the job and click **Post Job**.

JOBS				
Quick Post	Full Post	Post Volunteer Position	Active	Closed
JOB LOCATION	VIEWS	REASON FOR CLOSING		
Spokane, WA 99209	0	Error in Job listing	Relist	
Lake Forest, CA 92630	10	Listing Expired	Relist	

3 Review Applications

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

Click on the **Applications** tab. Click on the applicants name to review their resume and contact information.

DASHBOARD	JOBS	APPLICATIONS	SEARCH RESUMES	RSS	STATS
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4 Search for Resumes

You can also search the site for posted resumes.

Click on **Search Resumes**. Type in keyword(s) ie. "sales". Candidates with the keyword(s) will display so you can view their resume and profile.

JOBS	APPLICATIONS	SEARCH RESUMES	RSS	STATS
SEARCH RESUMES				
Find your next employee by searching the resume database using keywords. Click on the per Note: in keyword searching, "sales+manager" means both "sales" and "manager", and "sales				
Keywords	<input type="text"/>			
Zip Code	<input type="text"/>			
Radius	50 miles <input type="button" value="↕"/>			
<input type="button" value="Search"/>				

5 Add your RSS job feed

If you have a site you currently post jobs to, you can add your RSS to The Job Connection so jobs you post 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.

Click the **RSS** tab.

Add your RSS job feed in the box.

Click **Submit**.

Any feeds you have will show in a list under the RSS tab.

Click the red circle to delete them.

JOBS	APPLICATIONS	SEARCH RESUMES	RSS	STATS
RSS				
You can add your RSS job feed and never have to post another job again. Once we have the system.				
RSS Feed * <input type="text"/>				
<input type="checkbox"/> Applicants apply via this site				
<input type="button" value="Submit"/> <input type="button" value="Reset"/>				
https://ch.tbe.taleo.net/CH16/ats/servlet/Rss?org=SADDLEBACK&cws=1&We				

6 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.

JOBS	APPLICATIONS	SEARCH RESUMES	RSS	STATS
STATISTICS				
Start Date <input type="text" value="06/01/2014"/> End Date <input type="text" value="06/30/2014"/> <input type="button" value="Submit"/>				
Job Information				
Total Jobs				
Approved	0 / 0			
Closed		0 / 4		
Pending	0 / 0			
Relisted	0 / 0			
Denied		0 / 5		
Jobs filled through Christian Job Wire		0 / 0		
Position has been filled		0 / 0		
Job is no longer available		0 / 0		
Position has been placed on hold		0 / 0		
Error in Job listing		0 / 2		