

Employer Overview

Here's how you can use the Job Connection.

It's designed so that you can connect with jobseekers by posting jobs and searching for candidates. You can post as many jobs as you want to for Free. We also have ways to integrate your jobs automatically by using our RSS technology.

How do I sign up?

Go to your Job Connection website.
Click on the button that says "New Employer".
Complete the registration and login.
You can start posting jobs immediately.



How do I post a job?

Login to your account.
Click on "[Post Job](#)".

You can post jobs in several ways- Quick Post, Full Post, Volunteer Post.

Quick Post Full Post Volunteer Post

Job Title(*):

Primary Category(*):

Job Location (City or Area)(*): State(*): Zip(*):

Quick Post

This is a quick ad that lasts for 60 days and requires little information to post. Companies with HRIS systems will 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 organizations will want to use this option.

Volunteer Post

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

How do I edit and close a job?

Click on "[Active Jobs](#)".

Click on [Edit or Close Listing](#).

If you close the job, please give a reason why. You can also post comments on your experience with the Job Connection.

Active Jobs | Post Job | Closed Jobs | Applications | RSS | Search Resumes | Edit Profile | Statistics

Active Jobs

View, Edit, and Close job postings.

Category	Job Location	Views	Applied	Expires In	
Warehouse Manager Warehouse	Knoxville, TN 35672	0	0	29 day(s)	Edit Close Listing

How do I Re-post a job that has closed?

Click on the "[Closed Jobs](#)" tab.

Find the job that you want to repost and click [Relist](#).

Make any changes to the job and click [Post Job](#).

Active Jobs | Post Job | **Closed Jobs** | Applications | RSS | Search Resumes | Edit Profile | Statistics

Closed Jobs

View and Repost your closed jobs in two clicks.

Category	Job Location	Views	Applied	Relist Job	Reason for Closing
Test Opportunity Nonprofit - Social Services	Longview, TN 55465	56	0	Relist	Listing Expired
High Tech person Legal - Attorney	New York, NY 10010	27	1	Relist	Listing Expired

How do I review applications for my positions?

Click on “[Applications](#)”.

Click on the applicants name to review their [Career Profile](#) (cover letter, text resume, and contact info).

Job Title	Location	Views	Applied
Management Test Brian Smith Unknown	Houston Metro, TX 77507	6	1
Warehouse Manager Brian Smith Interested	Knoxville, TN 35672	39	1

How do I search the Resume Database

Click on “[Search Resumes](#)”.

Type in a keyword i.e.. “sales”.

Candidates with that keyword will display, click on their name to see the Career Profile.

Keyword Search

Find your next employee by searching the resume database using keywords. Click on the persons name to view their Career Profile.

Keyword Search

Search Results: 1 Resumes

Name	City	Contact
Smith, Brian	Smithville	billdagou@gmail.com

How do I add my RSS job feed to my account?

RSS Feed

Login to your account.

Click on "RSS".

Add your RSS job feed.

Once we integrate your RSS feed, you will see that the feed is active and pulling your jobs over automatically. This is a great way to integrate your job opportunities automatically into the Job Connection.

RSS

You can add your RSS job feed and never have to post another job again. Once we have your RSS feed implemented, the status will go to Active and you will see your jobs on our system.

<http://feeds.feedburner.com/FloridaJobs> Pending [Delete](#)

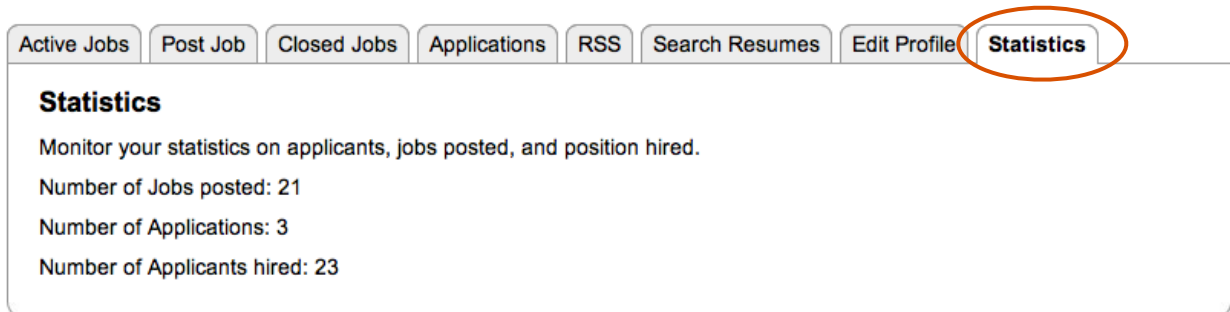
RSS Feed:

Apply jobs from Job Connection Demo

How do I review statistics on our activity on the Job Connection?

Click on "Statistics".

You can review the number of jobs posted, applicants and how many people you have hired.



Active Jobs Post Job Closed Jobs Applications RSS Search Resumes Edit Profile **Statistics**

Statistics

Monitor your statistics on applicants, jobs posted, and position hired.

Number of Jobs posted: 21

Number of Applications: 3

Number of Applicants hired: 23