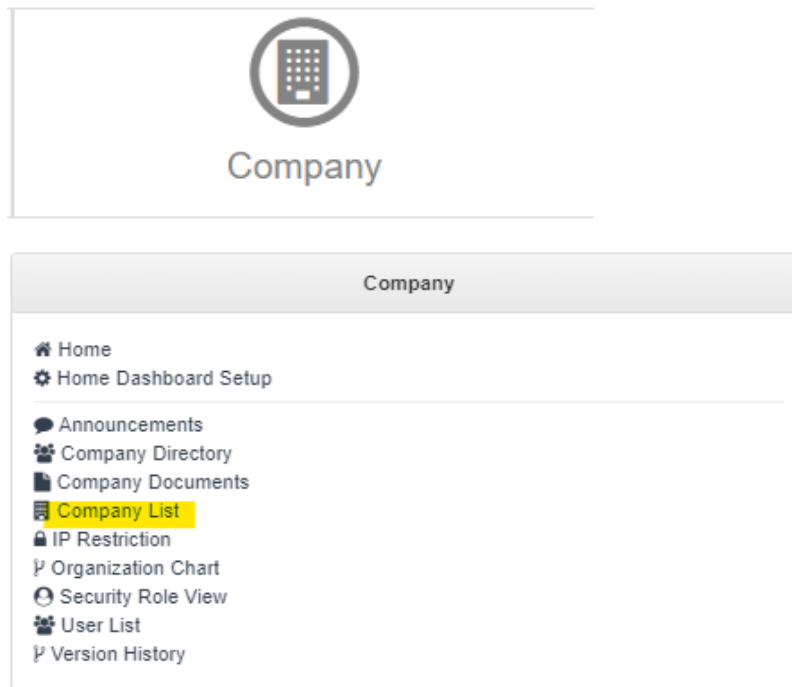


Job Board Setup

The job board setup is completed in 2 areas, as part of the Company List and as part of the job posting. Below is the information that is contained in both areas and is part of the instructions for Applicant Tracking and Posting an Open Position.

Go to Company from your HR Dashboard



When the Company List opens, you will see your company. Click on your company to open it



+ New ↺ Download		filter grid...		
Actions	Account	Company Name ▲	Code	Create Date Central
🗑	Integrity Data Demo	Ginger's Pet Care	GMPC	02/07/2022 01:11 PM
⏪ ⏩ 1		Page: 1 of 1 Go Page size: 1 Change		

Job Postings

Step 1

Start with creating your unique Company key. This will be the key used to identify this company's set of jobs that will be provided in the company job posting board.

Unique Company Code/Key

Create / Change URL

Clear URL

GPETCARE

Step 2

Next, choose if you want to enable the Public Job Postings Page. This is your company job board that is publicly available.

Enable Public Job Postings Page/Feed

No

Yes

If Public Job Postings Page is enabled and Company Key is created, this is the URL to your company job board:

<https://demo.idhrp.com/JobPostings.aspx?jobs=GPETCARE>

Enabling the Public Job Posting Page also means that the shareable XML Job Posting Feed would also be active:

<https://demo.idhrp.com/JobPostingsFeed.aspx?jobs=GPETCARE&referralSource=SampleJobBoard>

XML Job Posting Feed

Provide this link to 3rd Party Job Board Sites to give them the ability to easily parse through open and public Job Postings. Replace "SampleJobBoard" in the link as the referralSource with the name of the Job Board Service to log where clicks are coming from.

Step 3

If using the Public Job Page, choose any custom options:

Use Custom Header Message

No

Yes

Custom Header Message

B I U x² x_n Helvetica 14

Welcome to our job board - please feel free to apply to any position you'd like -

Please take note of the instructions from this section

<https://demo.idhrp.com/JobPostings.aspx?jobs=GPETCARE>

Enabling the Public Job Posting Page also means that the shareable XML Job Posting Feed would also be active: 

<https://demo.idhrp.com/JobPostingsFeed.aspx?jobs=GPETCARE&referralSource=SampleJobBoard>

XML Job Posting Feed

Provide this link to 3rd Party Job Board Sites to give them the ability to easily parse through open and public Job Postings. Replace "SampleJobBoard" in the link as the referralSource with the name of the Job Board Service to log where clicks are coming from.

Follow the instruction to complete the job board setup. You can open the  by clicking on it. To close it, click on it again. Click **Save Changes** when done.

Job Posting Key %

% Create / Change Key

c571a98d-c8d9-4de8-bdbc-c16a50a332b3

Job Posting Status

Company Job PageFeed Status - ACTIVE

Include this Job in Public PageFeed 

No Yes

Job Posting/Application Link

Link available after creating KEY above

Job Posting Link QR Code 

<https://demo.idhrp.com/JobApplication.aspx?jobpostingkey=c571a98d-c8d9-4de8-bdbc-c16a50a332b3>

Job Attributes (External boards and feeds depend on these attributes)

Priority

Priority

City

Terre Haute ✓

State

IN - INDIANA, US

Zip Code

47804 ✓

Employment Type

FULL_TIME

Experience

4+ ✓

Education

Bachelors ✓

Email

gmoore@idhrptest.com ✓

Compensation

Rate PER

YEAR

Flat Rate

\$ Rate

OR

Range - Minimum

\$ 30,000.00 ✓

Range - Maximum

\$ 50,000.00 ✓

External Job Boards

Google Jobs

Enable Google Jobs 

No Yes

Jobbing.com

Jobbing.com

Job Posting: **NEW RECORD**

 Save Changes

 Save & Next Record 

Close 

This is the QR Code that will be included along with the link. It can be scanned with a cell phone to that the applicant to the application to complete it on their cell phone.

Job Posting/Application Link
Link available after creating KEY above

Job Posting Link

QR Code 



Highlighted in yellow, is required. Highlighted in green, is required if you want to post your job to an external job board.

*** Client must setup the external job board that they want to use. ***

When you have completed your information, click on **Save Changes**.