• •				
YOUR COMPANY LOGO				
Join Our Winning Team! Start your new career today!				
Q Search for Jobs	Select Location	✓ Select Category	∽ Search	
Showing 1-4 of 4 jobs				
Role -	Location A	Category -		
Full Time Academic Skills Tutor	Menlo Park, CA	Education	Apply Now	
Full Time Academic Skills Tutor	Wellesley Hills, MA	Education	Apply Now	
Full Time Math and Science Tutor	Los Altos, CA	Education	Apply Now	
Summer Internship - Teaching and Curriculum Development	Menlo Park, MA	Education	Apply Now	

Getting Started Guide

My Job Board and the Job Listing Module

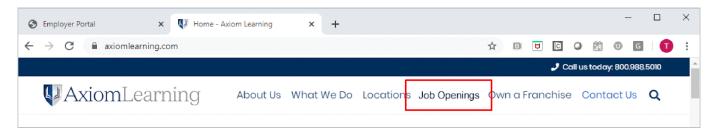
Adding My Job Board to Your Company Website

You already know that fans of your company, and visitors to your site, are a good source of future employees. With My Job Board, you now have one web page where all of your open positions appear. To add My Job Board to your company website, please share these instructions with your website administrator.

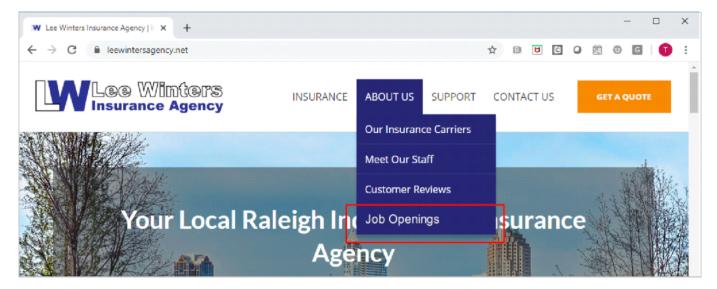
Step 1. Determine where to promote your open positions on your company website

Depending on your site navigation, there may be several options for incorporating a link to My Job Board. Here are two standard examples you can use as a starting point for discussion.

Option A: Add "Job Openings" to your website navigation.



Option B: Add "Job Openings" to the About Us section of your company website.



Step 2. Obtain the URL for My Job Board

Log into our employer portal, and locate the URL for My Job Board:

• Clicking on "Products" in the top navigation;

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Dashboard Jobs Talent Pools Campa	gns Products	Reporting	Settings				
Good Morning, Sami! Let's get started on hiring your next super star!		_					

• Then click on My Job Board

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Dashboard Job	s Talent Pools	Campaigns	Products	Reporting	Settings			
Products	My balance	My Job Board	Order histor	у				

• Copy the URL for My Job Board by clicking the Copy link

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Dashboard Jo	bbs Talent Pools	Campaigns	Products	Reporting	Settings			
Products	My balance	My Job Board	Order histor	у				
								^
My Job Bo	ard					Post a job	Edit	1
We've created a job board for your company where all your job listings will appear. Using the following URL, you can link from anywhere on your company's website to this job board containing your open positions.								
My Job Board U	RL							
https://jobs	search-stage.career.	network/1074			Copy link			

Step 3. (Optional) Modify My Job Board to match your company website

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Dashboard Jobs Talent Pools Ca	ampaigns Products Reporting Settings		
Products My balance My Jo	ob Board Order history		
My Job Board		Post a job	Edit
We've created a job board for your company v containing your open positions.	vhere all your job listings will appear. Using the following URL	you can link from anywhere on your company's webs	site to this job board
My Job Board URL			
https://jobsearch-stage.career.networ	k/1074 Copy link		

Just click on the "Edit" button, as shown above, to:

- Upload your company logo
- Modify:
 - Headline (e.g., Join our Winning Team!)
 - Tagline (e.g., Start Your New Career Today!)
 - Primary color (e.g., buttons and clickable text)
 - Secondary color (e.g., non-clickable text)

My Job Board		
Company Logo		
AxiomLearning		
Show Company Logo		
Headline		
Join Our Winning Team!		
Tagline		
Start Your New Career Today!		
Primary Color* (Button and clickable text Hex color.)		
#2780B9		
Secondary Color* (Non-clickable text Hex color.)		
#414141		

That's it! Just have your website administrator add the new Job Openings link to your site (Step 1 above) and link to the URL (Step 2 above).

It's that simple!

Adding a Job Search or Job Listings Module to the Careers Page of Your Company Website

Do you already have a Careers section on your company website? Now you can enhance your employer brand by adding a simple module to that page for job search or job listings. This module will display your open positions to job seekers, making it even easier to apply. Provide these instructions on the Job Listings or Job Search module to your website administrator.

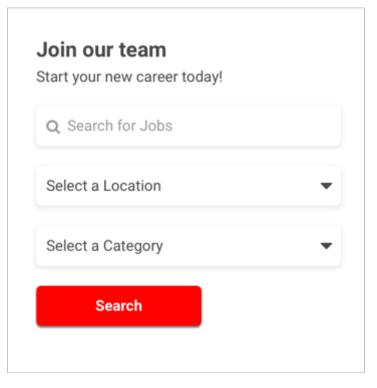
Step 1. Select the best module for your Careers page.

There are three module choices:

- A. Job Listings Module: recommended if you have a single location with less than 30 jobs.
- B. Simple Job Search Module: recommended if you have a single location with more than 30 jobs.
- **C.** Advanced Job Search Module: recommended if you have multiple locations with more than 30 jobs.

Join our team Start your new career today!						
Role 👻	Location 👻	Category 👻				
Sales Director	Los Angeles, CA	Customer Service/Sales	Apply Now			
Marketing Director/Direct Sales	San Francisco, CA	Marketing	Apply Now			
Sales & Service Representative	Los Angeles, CA	Customer Service/Sales	Apply Now			
Outside Sales Estimator	San Francisco, CA	Accounting & Finance	Apply Now			
Director of Marketing	Los Angeles, CA	Marketing	Apply Now			
1 2 3 Next >						

A. Example of the Job Listings Module



B. Example of the Simple Job Search Module

Join our team Start your new career today!				
Q Search for Jobs	Select Location 👻	Select Category	•	Search
Jobs by location	Jobs by category	Jobs	s by type	
Los Angeles, CA (<mark>125</mark>)	Information Technology (25)	Full-t	ime (<mark>275</mark>)	
San Francisco, CA (<mark>100</mark>)	Marketing (30)	Contr	ract (25)	
New York, NY (75)	People Operations (35)	Part-	time (<mark>25</mark>)	
Chicago, IL (<mark>50</mark>)	Technology (40)	Not S	Specified (25)	
	Transportation (75)			
	Writing / Editing (35)			
	Other (225)			

C. Example of the Advanced Job Search Module

Step 2. Determine the placement of the job listings or job search module

The job listings and job search modules are designed to fit nicely anywhere on your Careers page, as shown in the following three screen shots.

Œ	🕜 RadioShark.	
		Join our team Start your new career today!
		Sales Director Customer Service/Sales, Los Angeles, CA
		Marketing Director/Direct Sales Apply Now Marketing, San Francisco, CA Apply Now
		Sales & Service Representative Apply Now Customer Service/Sales, Los Angeles, CA Apply Now
		Outside Sales Estimator Accounting & Finance, San Francisco, CA Apply Now
		Director of Marketing Marketing, Los Angeles, CA Apply Now
		1 2 3 Next >

A. Example of the Job Listings Module

🛞 RadioShark.	
	Join our team Start your new career today!
	Search for Jobs
	Select a Location
	Search

B. Example of the Simple Job Search Module

🛞 RadioShark.		
		_
Join our team Start your new career today!		
Search for Jobs	Select Location Select Category	v Search
Jobs by location	Jobs by category	Jobs by type
Los Angeles, CA (1 <mark>25</mark>)	Information Technology (25)	Full-time (275)
San Francisco, CA (100) New York, NY (75)	Marketing (<mark>30</mark>) People Operations (<mark>35</mark>)	Contract (25) Part-time (25)
Chicago, IL (50)	Technology (40)	Not Specified (25)
	Transportation (75)	
	Writing / Editing (35) Other (225)	

C. Example of the Advanced Job Search Module

Step 3. Modify a module to fit and match your careers page

Once you decide on which module and placement, you can modify the module to:

- Change the headline (e.g.. Join our Winning Team!)
- Change the tagline (e.g. Start Your New Career Today!)
- Upload a headline image
- Specify the height of the module or leave it blank to fill the vertical space provided
- Specify the width of the module or leave it blank to fill the horizontal space provided
- Specify the number of jobs to show (may affect the height)
- Change the primary color (i.e. buttons and clickable text)
- Change the secondary color (i.e. non-clickable text)

To modify a module, select the "Actions" pulldown for the desired module; then, click "Edit".

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Dashboard Jobs Talent Pools Campaigr	is Products Reporting Settings			
Products My balance My Job Board	Order history			
Job Listings & Search Modules				
Easily incorporate your job listings within the career's s prospective employees will see or can search on your c	ection of your website using embedded modules. By placing a shor ompany's open positions.	t snippet of code on your company	's career section,	
Module Name	Description			
Basic Job Listings Module	Show all available job listings on your site. Recommended if your positions. (See Example)		Actions 👻	
Simple Job Search Module	Provides a simple job search module. (See Example)	Pi	review/ Generate	
Advanced Job Search Module	Provides a job search module with clickable job categories, types	s, and locations. (See Example)	Actions -	

Edit the module and click the "Update Module Code" button.

	Times Post Tribune Axiom Learning ▼ Sami ▼
Dashboard Jobs Talent Pools Campaigns Products Reporting Settings	
Products My balance My Job Board Order history	
Edit Module	
Easily incorporate your job listings within the career's section of your website using embedded modules prospective employees will see or can search on your company's open positions. There are three module	
Option 1: Basic Job Listings Module - Show all available job listings on your site. Recommended if your	
Option 2: Simple Job Search Module - Provides a simple job search module. (See Example)	
Option 3: Advanced Job Search Module - Provides a job search module with clickable job categories, typ	pes, and locations. (See Example)
Select Job Listing or Search Module Option*	
Option 1: Basic Job Listings Module	\$
Name Your Module*	
Basic Job Listings Module	
Headline	
Join Our Winning Team!	
Tagline	
Start Your New Career Today!	
Headline Image (Affects the height of the module if height is blank.)	
Choose File No file chosen	
Height (px) (If left blank, the module will fill 100% of the height provided for the module.)	
Width (px) (If left blank, the module will fill 100% of the width provided for the module.)	
# of Jobs to Show* (Affects the height of the module if height is blank. If there are more jobs than speci-	ified, pob postings will rotate in a carousel.)
5	
Primary Color* (Button and clickable text Hex color.)	
#2780B9	
Secondary Color* (Non-clickable text Hex color.)	
#414141	

Step 4. Provide the module script to your Website Administrator

After modifying a module, you'll need to generate the module script for your Website Administrator. To generate the module script, select the "Actions" pulldown for the desired module; then, click "Preview/Generate".

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Dashboard Jobs Talent Pools Campaign	s Products Reporting Settings			
Products My balance My Job Board	Order history			
Job Listings & Search Modules				
Easily incorporate your job listings within the career's se prospective employees will see or can search on your co	ection of your website using embedded modules. By placing a shor ompany's open positions.	t snippet of code on your company's c	areer section,	
Module Name	Description			
Basic Job Listings Module	Show all available job listings on your site. Recommended if your positions. (See Example)	r company has less than 30 open Edit	Actions -	
Simple Job Search Module	Provides a simple job search module. (See Example)	Previ	ew/ Generate	
Advanced Job Search Module	Provides a job search module with clickable job categories, types	s, and locations. (See Example)	Actions -	

Provide the script code shown in the red box to your Website Administrator for placement on the Careers page of your company website.

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ashboard Jobs Talent Pools Campaign	s Products Reporting	Settings		
Products My balance My Job Board	Order history			
Preview Module				
Embed Code: Include this script on your web page w	here you want the job listing modul	e to appear.		
<script src="https://widgets.recruitology.com</td><td>m/scripts/cqOOshBX7HVbkdW</td><td>HunN3Ejy6SIfg35.js"></script>				
Preview				10
Join Our Winning Team!				
Start Your New Career Today!				
Start Your New Career Today!	Location 🔺	Category 🔺		
	Location 🔺 Menlo Park, CA	Category • Education	Apply Now	
Role 🔺			Apply Now Apply Now	
Role Full Time Academic Skills Tutor	Menlo Park, CA	Education		
Role Full Time Academic Skills Tutor Full Time Academic Skills Tutor	Menlo Park, CA Wellesley Hills, MA	Education	Apply Now	
Role	Menlo Park, CA Wellesley Hills, MA Los Altos, CA	Education Education Education	Apply Now Apply Now	

Once the code has been placed on the careers page of your company website, you can continue to edit or modify the module without the need to change or update the script code. This will allow you to fine tune the look and fit of the module on your careers page.

Need Help or Have Questions?

Feel free to contact us by clicking on "Recruitment Portal Support" from the Dashboard.

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Dashboar	d Jobs Talent Pools Campaigns Products Reporting	Settings		
	Morning, Sami! tarted on hiring your next super star!			
Re	ecent Activity	Show more activities	QUICK LINKS	
•	Truman Guan applied to Software Engineer	1h ago		÷05
•	Mike Imperial progressed to Phone Screen	1h ago	Post a job	Create a Talent Pool
•	Mike Imperial added to Vancouver Staff by Steve Girolami	1h ago	Q	
	Last login Sep 3, 2018 at 10:21 a.m.		Discover candidates	View products
•	Tess Xie applied to Project Manager Vancouver	1h ago	0	
•	Roberto Angulo added to QA Team by Tim Weaver	1h ago	Recruitment Portal Support	

Then, click, "Contact Product Support"

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Dashboard Jobs Talent Pools Campaigns Products Reporting	Settings
Recruitment Portal Training	Contact Product Support
Recruitment P	ortal Training
Recruitment Portal Basics	Understanding the jobs page
Learn the basics of this Recruitment Portal such as posting a job, using your product credits, managing your company's profile, distributing your	Your one stop shop for managing your job postings - expired, live, and scheduled. At any time you can use edit job posting information along
job postings automatically to your Facebook page, and viewing your job	with editing job distribution products. You can also expire a live job at
posting's analytics.	anytime. Additionally, this tutorial provides in-depth information on the
🗮 View Category	repost and auto-repost capabilities of the Recruitment Portal.