

Getting Started Guide

My Job Board and the Job Listing Module

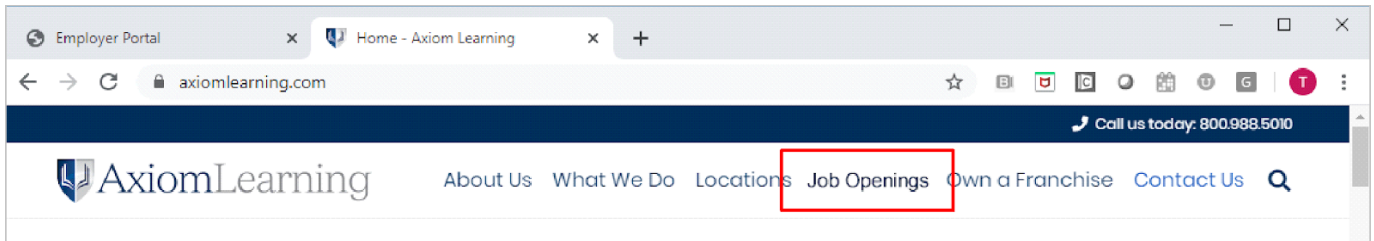
Adding My Job Board to Your Company Website

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.

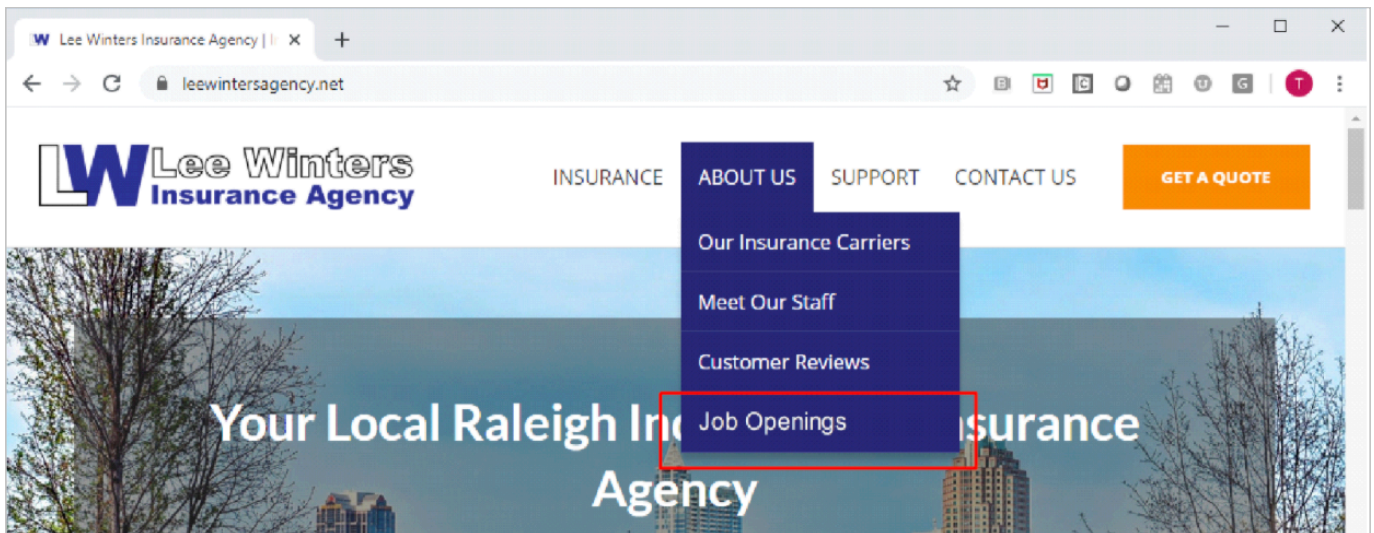
Step 1. Determine where to promote your open positions on your company website

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.



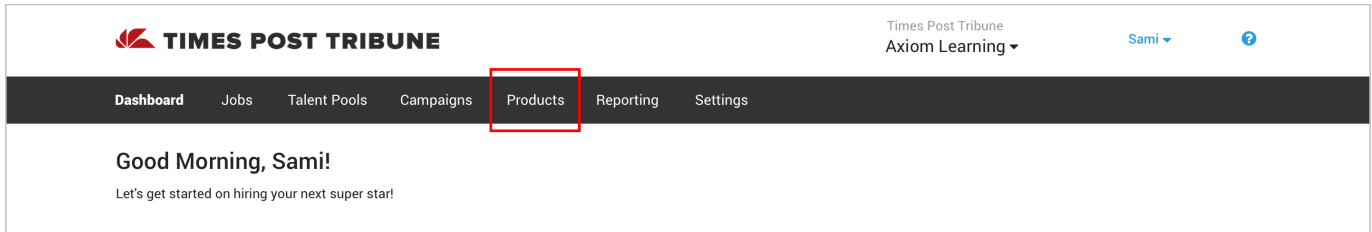
Option B: Add "Job Openings" to the About Us section of your company website.



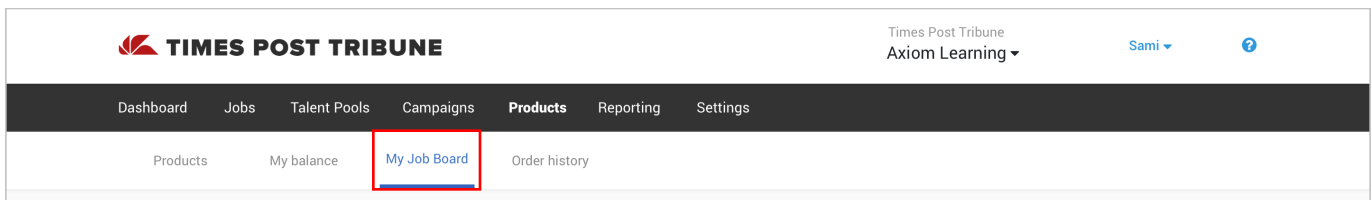
Step 2. Obtain the URL for My Job Board

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

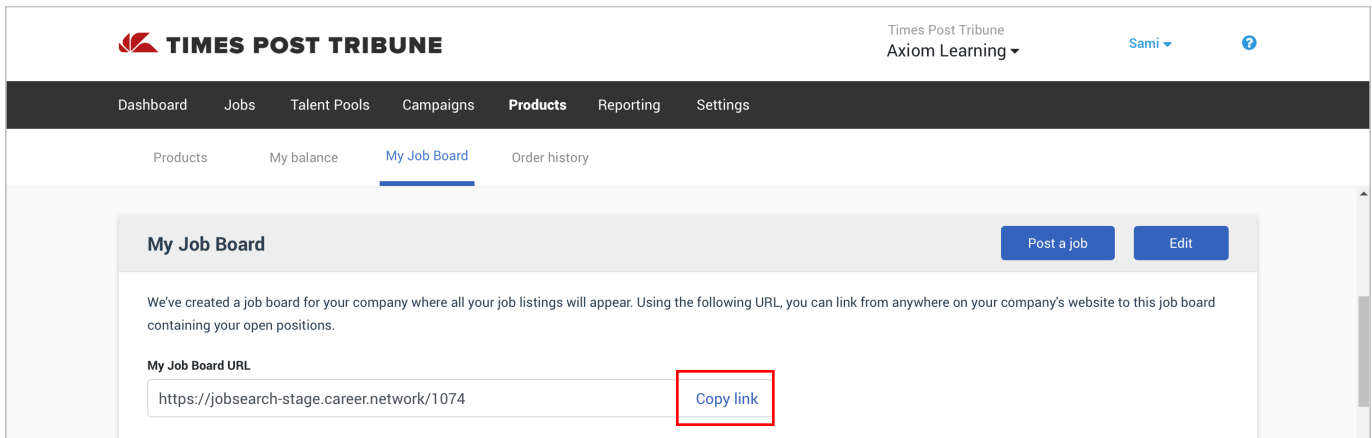
- Clicking on "Products" in the top navigation;



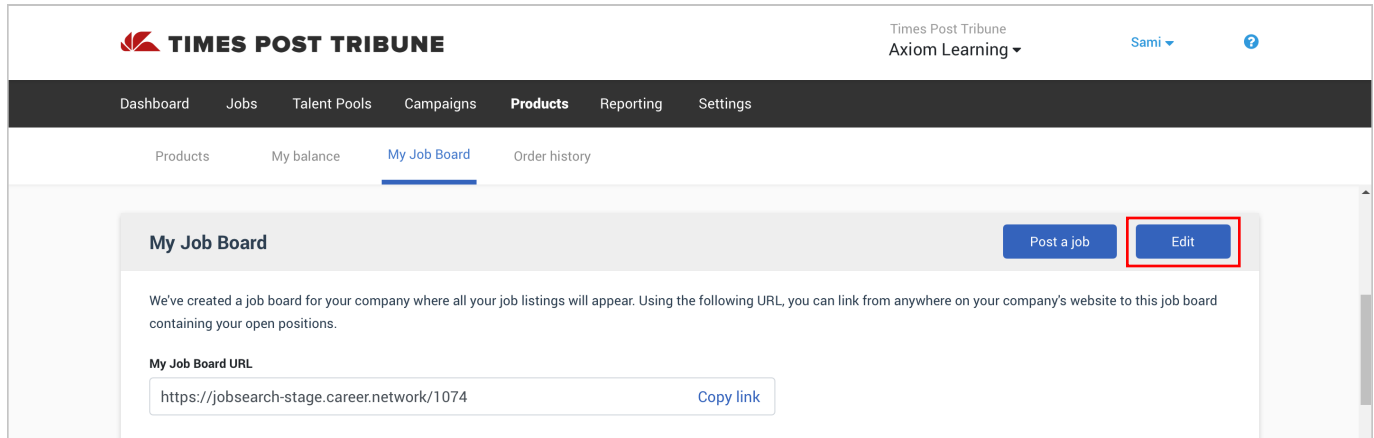
- Then click on My Job Board



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



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



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)

The screenshot shows the 'My Job Board' edit form. It has a title bar 'My Job Board'. Below it, there's a 'Company Logo' section with a preview of the 'Axiom Learning' logo and a checkbox 'Show Company Logo' which is checked. The 'Headline' section has a text input field with 'Join Our Winning Team!'. The 'Tagline' section has a text input field with 'Start Your New Career Today!'. The 'Primary Color*' section has a text input field with '#2780B9' and a color swatch. The 'Secondary Color*' section has a text input field with '#414141' and a color swatch. At the bottom, there are 'Save' and 'Cancel' buttons.

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
<div>123Next ></div>			

A. Example of the Job Listings Module

Join our team

Start your new career today!

Select a Location

Select a Category

Search

B. Example of the Simple Job Search Module

Join our team

Start your new career today!

Select Location

Select Category

Search

Jobs by location

Los Angeles, CA (125)

San Francisco, CA (100)

New York, NY (75)

Chicago, IL (50)

Jobs by category

Information Technology (25)

Marketing (30)

People Operations (35)

Technology (40)

Transportation (75)

Writing / Editing (35)

Other (225)

Jobs by type

Full-time (275)

Contract (25)

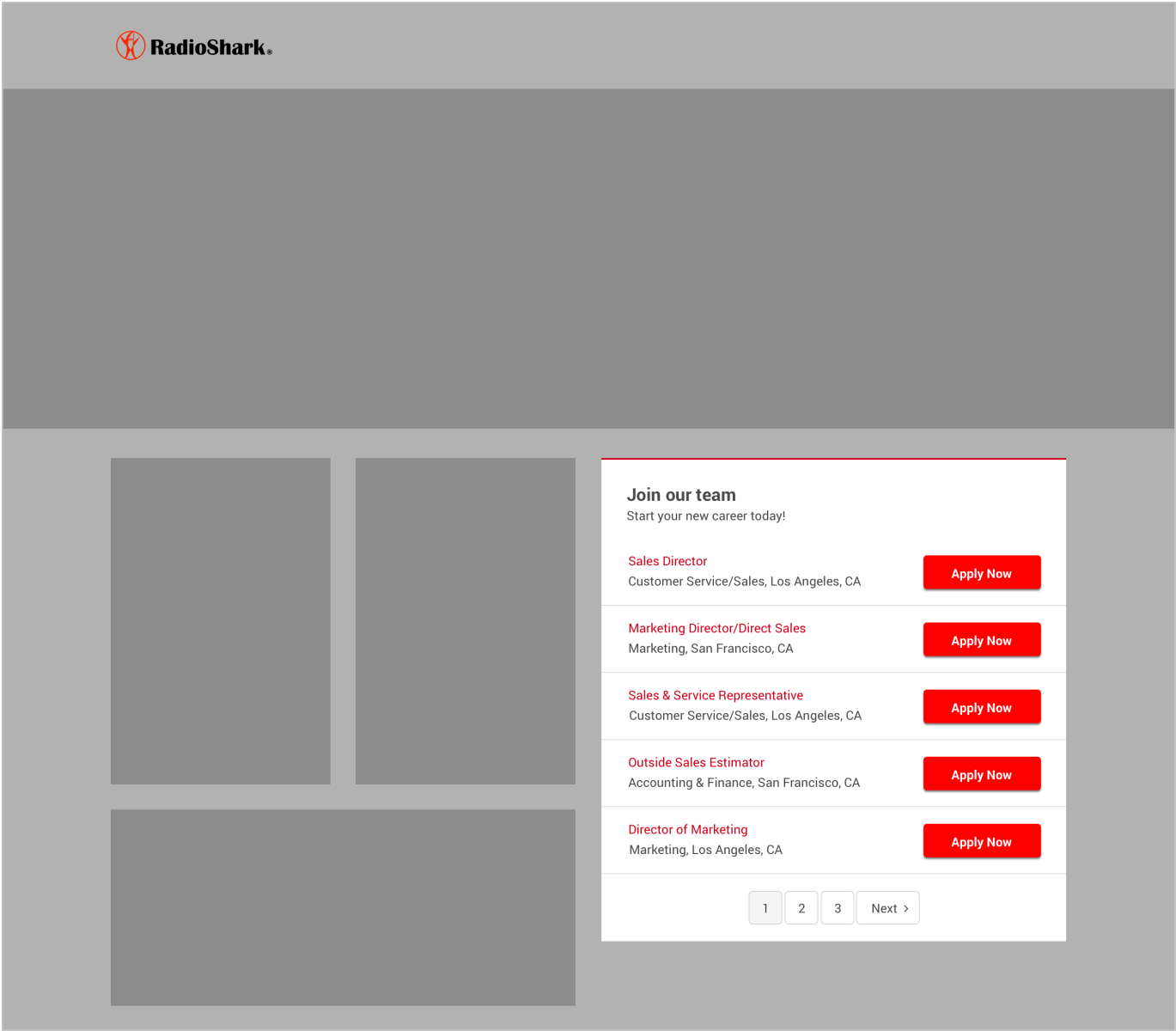
Part-time (25)

Not Specified (25)

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.



A. Example of the Job Listings Module

Join our team

Start your new career today!

Search

B. Example of the Simple Job Search Module

Join our team

Start your new career today!

Jobs by location

Los Angeles, CA (125)
San Francisco, CA (100)
New York, NY (75)
Chicago, IL (50)

Jobs by category

Information Technology (25)
Marketing (30)
People Operations (35)
Technology (40)
Transportation (75)
Writing / Editing (35)
Other (225)

Jobs by type

Full-time (275)
Contract (25)
Part-time (25)
Not Specified (25)

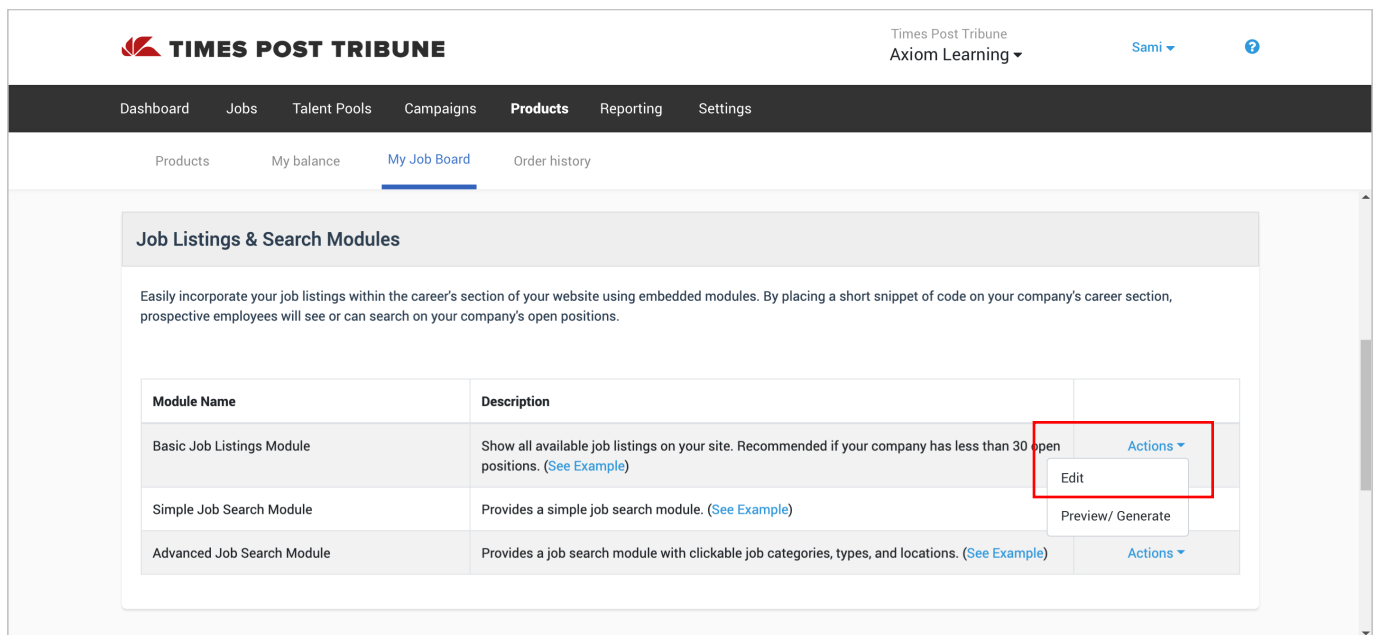
C. Example of the Advanced Job Search Module

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 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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Products My balance **My Job Board** Order history

Job Listings & Search Modules

Easily incorporate your job listings within the career's section of your website using embedded modules. By placing a short snippet of code on your company's career section, prospective employees will see or can search on your company's open positions.

Module Name	Description	
Basic Job Listings Module	Show all available job listings on your site. Recommended if your company has less than 30 open positions. (See Example)	Actions ▾ Edit Preview/Generate
Simple Job Search Module	Provides a simple job search module. (See Example)	
Advanced Job Search Module	Provides a job search module with clickable job categories, types, and locations. (See Example)	Actions ▾

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

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Edit Module

Easily incorporate your job listings within the career's section of your website using embedded modules. By placing a short snippet of code on your company's career section, prospective employees will see or can search on your company's open positions. There are three modules available for your use.

Option 1: Basic Job Listings Module - Show all available job listings on your site. Recommended if your company has less than 30 open positions. [\(See Example\)](#)

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, types, 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 specified, job postings will rotate in a carousel.)

5

Primary Color* (Button and clickable text Hex color.)

#2780B9

Secondary Color* (Non-clickable text Hex color.)

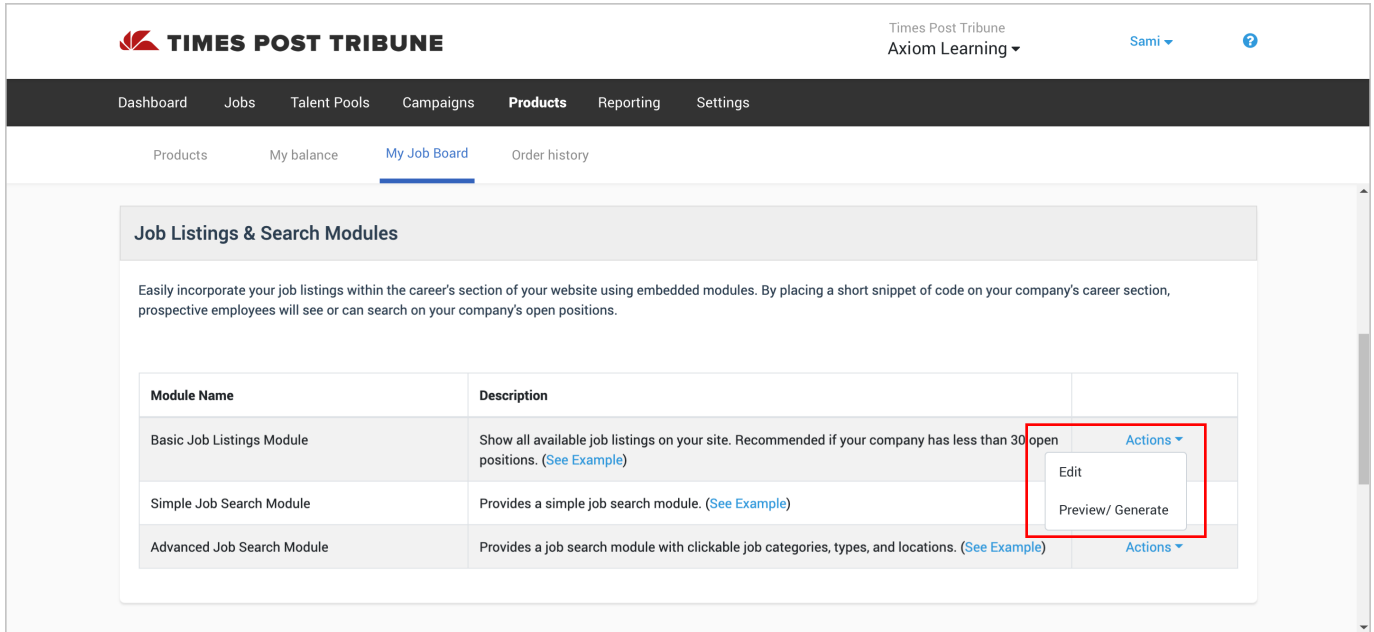
#414141

Update Module Code

Cancel

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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Simple Job Search Module	Provides a simple job search module. (See Example)	
Advanced Job Search Module	Provides a job search module with clickable job categories, types, and locations. (See Example)	Actions

Edit

Preview/Generate

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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Preview Module

Embed Code: Include this script on your web page where you want the job listing module to appear.

```
<script src="https://widgets.recruitology.com/scripts/cq00shBX7HVbkdWHunN3Ejy6SIfg35.js"></script>
```

Preview

Join Our Winning Team!
Start Your New Career Today!

Role	Location	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, CA	Education	Apply Now

EditDone

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.

Then, click, "Contact Product Support"