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 A](image1.png)

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

![Option B](image2.png)
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)

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.

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### A. Example of the Job Listings Module

<table>
<thead>
<tr>
<th>Role</th>
<th>Location</th>
<th>Category</th>
<th>Apply Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Director</td>
<td>Los Angeles, CA</td>
<td>Customer Service/Sales</td>
<td><a href="#">Apply Now</a></td>
</tr>
<tr>
<td>Marketing Director/Direct Sales</td>
<td>San Francisco, CA</td>
<td>Marketing</td>
<td><a href="#">Apply Now</a></td>
</tr>
<tr>
<td>Sales &amp; Service Representative</td>
<td>Los Angeles, CA</td>
<td>Customer Service/Sales</td>
<td><a href="#">Apply Now</a></td>
</tr>
<tr>
<td>Outside Sales Estimator</td>
<td>San Francisco, CA</td>
<td>Accounting &amp; Finance</td>
<td><a href="#">Apply Now</a></td>
</tr>
<tr>
<td>Director of Marketing</td>
<td>Los Angeles, CA</td>
<td>Marketing</td>
<td><a href="#">Apply Now</a></td>
</tr>
</tbody>
</table>
B. Example of the Simple Job Search Module

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
B. Example of the Simple Job Search Module
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”.

![Image of Job Listings & Search Modules](Times Post Tribune)

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Job Listings Module</td>
<td>Show all available job listings on your site. Recommended if your company has less than 30 open positions. (See Example)</td>
</tr>
<tr>
<td>Simple Job Search Module</td>
<td>Provides a simple job search module. (See Example)</td>
</tr>
<tr>
<td>Advanced Job Search Module</td>
<td>Provides a job search module with clickable job categories, types, and locations. (See Example)</td>
</tr>
</tbody>
</table>
Edit the module and click the “Update Module Code” button.
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”.

### 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.

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

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”