

## Adding a Job

From the Employer Dashboard, click **'View & Post Jobs'** to navigate to the **'Jobs'** page. On the **'Jobs'** page, click **'Add Job'**.

Fill in the job details. *Note: **'Department'** heading is editable. Your job board may have a different heading with other options.*

### Add Job

Use this page to create or edit a job posting. **Click 'Post Job' to make the job active on the job search page.**

[Post Job Guide](#)  
[ + ] Show More

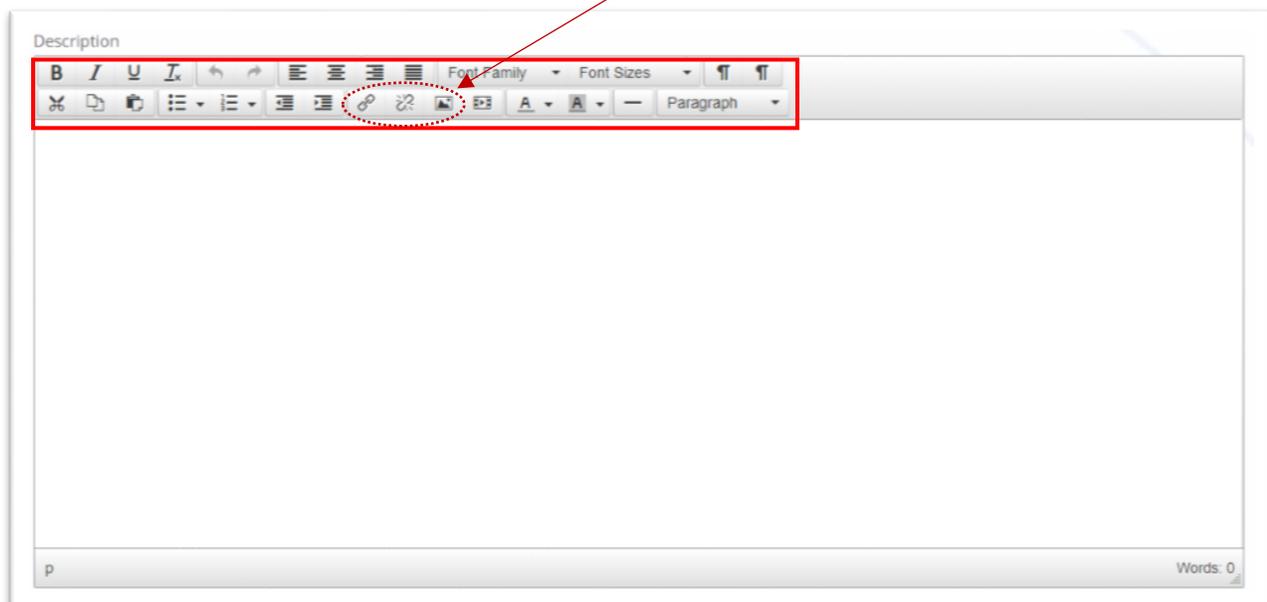
Status  
Draft

Job Title  Requisition Code

Employer Alias  
[ None ] [Edit](#)

Department

Use the tools below to edit the description's text. You can edit the format, font and color. You can also add links and images.



For **'Location'**, choose **'Yes'** if you want it to show on a map. You can use the exact street address, or just the city and state.

**'Compensation'** is optional.

**'Options Automatic Repost'** allows for the opportunity to automatically repost after the closing date. *Note: You must have posting credit available to use this feature.*

For **'Company Visible'**, choosing **'No'** allows you to hide your organization name. The word **'Anonymous'** will replace the name in the post.

**'Assigned To'** allows you to assign the posting to a different user within your organization. This is helpful when multiple users manage postings.

## Location

Show On Map

Yes  No

Address Line 1

328 Maple St

Address Line 2

City

San Diego

State

California ▼

Zip Code

92131

## Compensation

Salary

Salary Period

Do Not Show Salary ▼

## Options

Automatically Repost

Yes  No

Company Visible

Yes  No

Assigned To

Price, Gloria ▼

Choose where you would like applications to be sent, either to an email address or to a URL with your online application.

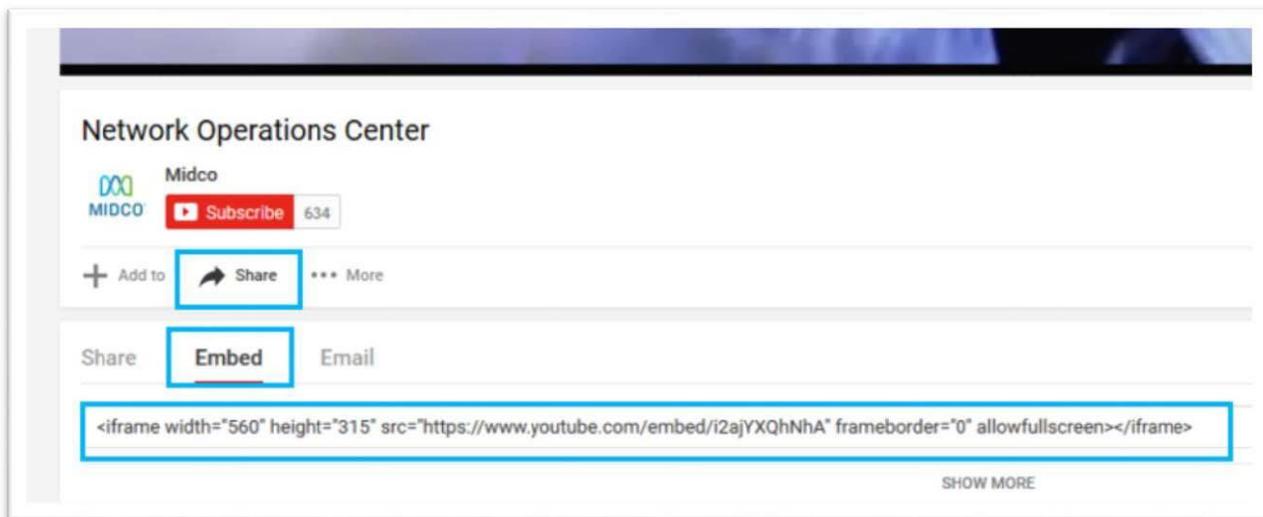
Send Application To Email (one per line) <input type="text" value="gprice@jobboardhq.com"/>	Select	Redirect Applicant To Url <input type="text"/>
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You can embed a YouTube or Vimeo video into your posting. Simply paste in the video embed code.

### Videos

Video Embed Code 1 <input type="text"/>	Video Embed Code 2 <input type="text"/>
Video Embed Code 3 <input type="text"/>	

**YouTube embedded link example:** To retrieve the embedded code from YouTube, click **'Share' > 'Embed'** just below the video in YouTube.



## Screening Questions:

Click **'Add Questions'** to add and edit screening questions.

# Screening Questions

Add Questions

## Edit Question

Create or edit screening questions for your job posting. Screening questions can be used to help flag qualified candidates.

[+] Show More

Question

Click the **'[+] Show More'** to display example questions and instructions:

You can create different kinds of question response types such as a Check Box List, Radio Button List, or a Text Box for an essay type response:

### Example Check Box Question

In what areas do you have experience?

- Anesthesiology  Dermatology  
 Cardiology  Emergency/Trauma

### Example Radio Button Question

Do you have your R.N. certification?

- Yes  No

### Example Text Box Question

Please tell us your preferred working hours.

If you create either a Check Box or Radio Button List, you can define correct and incorrect answers to enable scoring of the applicant.

Question

Control Type

- Check Box  Radio Button  Text Box

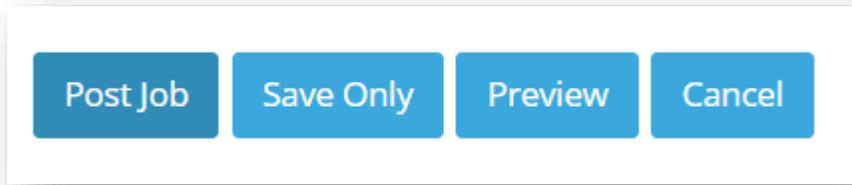
Answer Required

- Yes  No

Save

Cancel

Once you've finished filling in the details, make the appropriate selection.



**Post Job** – Make the posting active on the '**Search for Jobs**' page.

**Save Only** – Save to post later. This does not make the post active.

**Preview** – View the posting to see how it will look when Job Seekers click on the job.

**Cancel** – Deletes the post details and returns you to the '**Jobs**' page.

See the following page for an example of a posting.

# Example Job Posting

## Marketing Director

Idea Mechanics | Detroit, MI

Apply

Employer Profile

Save

Tell A Friend

Return

Posted Date

11/28/2017

Description

Starting out in 2009 in Menlo Park, California, IDEA Mechanics has grown to be a very recognizable brand nationally. We are seeking a Marketing Director that is experienced, highly motivated, and creative. Someone with outstanding social media skills with Facebook and Instagram.

Responsibilities and Requirements:

- 5+ years in digital marketing for consumer brands (ecommerce or subscription business a plus).
- BA/BS degree; marketing emphasis a plus; MBA a plus.
- Development and implementation of the Brand strategy
- Developing the marketing strategy for new and existing products
- Overseeing implementation of the Marketing strategy - including campaigns, events, digital marketing, and PR.
- Working closely with the company's Sales team; enabling them to meet their commercial objectives by providing them with appropriate tools, materials and presentations
- Ability to lead a team, grow a team, and bring out the best in others.
- Guiding the day to day activities of the marketing team.
- Ensuring that the marketing objectives are implemented by the marketing team.
- Work closely with product management team to define marketing materials and programs.
- Manage social media presence and direct programs to improve social media reputation and recognition.
- Developing and delivering marketing and communications strategies for the organization.
- Undertake continuous analysis of competitive environment and consumer trends

Job Type: Full-time

Required education: Bachelor's

Required experience: Marketing: 5 years

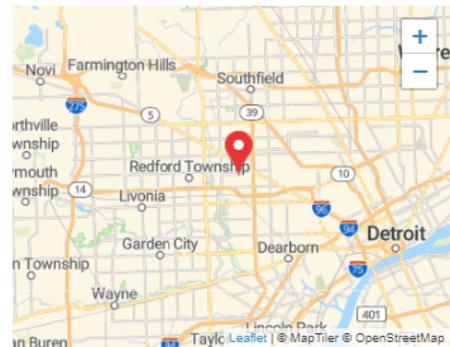
Required language: English

Department

Accounting, Finance



Share this job



Address

Detroit, MI 48223