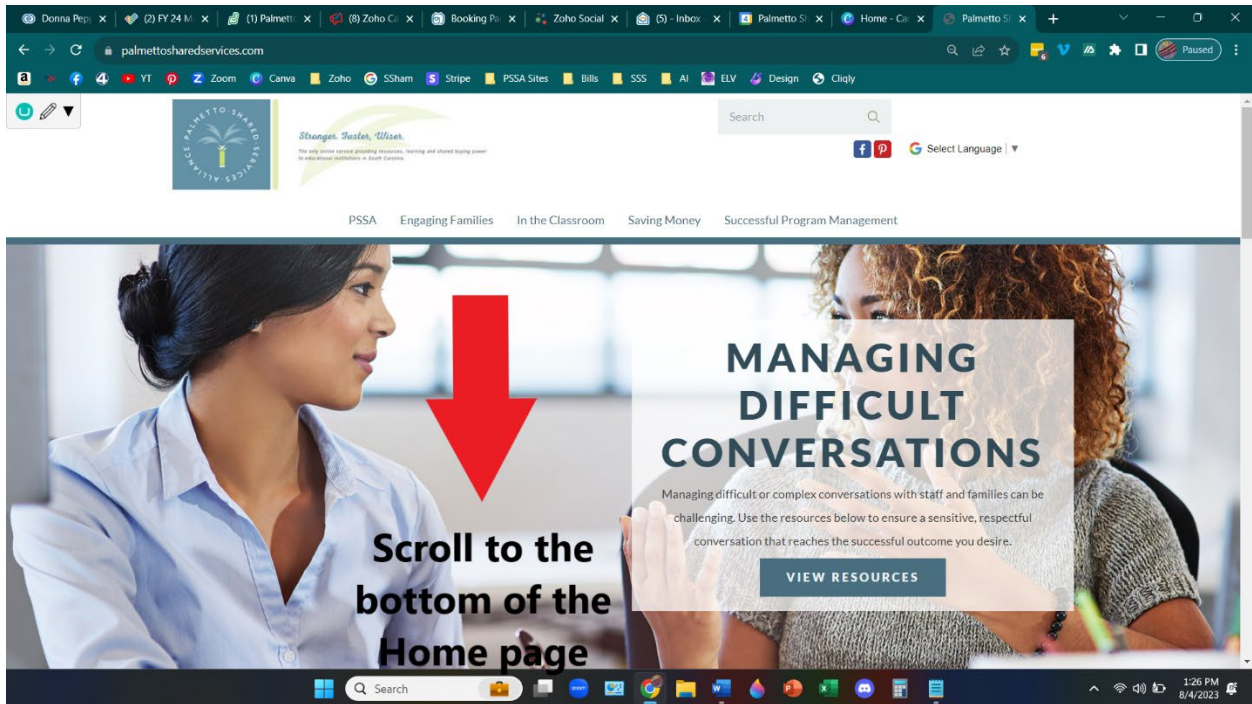


Acquire For Hire Instructions

1. Log in to www.palmettosharedservices.com



2. Scroll down to the bottom of the Home Page and this is what you will now see:

Early Childhood Jobs SC	Click "Early Childhood Jobs SC"
PRESCHOOL TEACHER!! - West Ashley + North Charleston locations!	The Oaks Children's Academy, North Charleston
Early Childhood - Teacher	Growing Minds Learning Center
Part-Time Teacher/Floater-Closing Shift	Crescent Child Development Center
YOUNG 3's TEACHER	Crescent Child Development Center
Early Childhood - Teacher	It takes a Village Daycare
Infant to Preschool (6 weeks to 4) Caregiver	Small Beginnings Childcare Center
Preschool Teacher	Londonderry School, LLC
Palmetto Childcare Connect Director	Palmetto Shared Services Alliance
NOW HIRING Preschool teachers! COMPETITIVE PAY! BENEFITS! SMALLER CLASS RATIOS!	Good Shepherd School
Full and Part Time Teacher Employment	Foothills Early Learning Center

3. This is the screen you will see:

HOME / SUCCESSFUL PROGRAM MANAGEMENT / BECOMING AN HR EXPERT / EARLY CHILDHOOD JOBS SC

IN THIS SECTION

- Becoming an HR Expert
- Early Childhood Jobs SC
- Becoming An Employer of Choice
- Compensation & Benefits >
- Discipline & Termination
- Employment Forms Tools & Postings >
- Employee Handbook
- Employee Orientation Toolkit >
- Goals
- HR Hotline
- Interview Guides
- Job Ads
- Job Descriptions
- More HR Forms, Policies & Templates
- Organization Charts
- Payroll Practices
- Performance Appraisals
- Workplace Culture >
- Workplace Safety

EARLY CHILDHOOD JOBS SC

Early Childhood Jobs SC

Powered by Acquire4Hire, Early Childhood Jobs SC is an all-in-one tool for both job seekers and for employers looking to hire talented ECE staff. Your job posts are instantly distributed to the most popular national job posting sites giving your job post widespread visibility at no cost!

BENEFITS OF USING ECE JOBS SC:

- FREE TO POST:** Unlike most job boards, posting jobs is FREE for members!
- 8 JOB BOARDS IN 1:** Each job post automatically appears across 8 other job sites including Indeed.com, LinkedIn, Jora, Job Rapido, Adzuna, Career Jet, Oodle, and Juju!
- SHOW UP IN GOOGLE RESULTS:** Your job post automatically shows up in Google search results! This is one of the easiest way for job seekers to find information about your opportunity.
- JOB DESCRIPTION TEMPLATES:** The platform provides ready-to-use job description templates specifically created for South Carolina child care professionals (directors, assistant and lead teachers, caregivers, contractors, admin and support staff)!
- ONLINE APPLICATIONS:** Job posters have the option of managing the entire application and hiring process within the online platform! No more paperwork or keeping track of emails from applicants.

FOR EMPLOYERS

1. Register to post jobs
2. Create a job post using a set of prewritten job descriptions.
3. Distribute with one click to the most popular job sites across the web.
4. Manage your hiring process using custom workflows and templates.
5. And, finally, hire that talent!

IMPORTANT TO NOTE: Acquire4Hire partners with leading job posting websites in the industry to provide you with the highest exposure of your job posts. To ensure that we maintain a positive relationship with these companies, your job posts cannot include links that direct applicants to apply outside of the Acquire4Hire system because doing so could result in some of these large job websites banning us from posting jobs.

For more information on best practices, please refer to the FAQ above.

[REGISTER](#)

[MANAGE ACCOUNT](#)

FOR JOB SEEKERS

[VIEW JOBS](#)

Don't forget to check out the Job Ads and Descriptions!

4. Click on “Register” the first time you are accessing the job board. If you tell your computer to save the log in information, you will only have to click “Manage Account” in the future to log in.
5. Fill out demographic information and be sure to save or write down your log in info!

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JOB BOARD

Employer Registration

REGISTER TO POST JOBS.

Organization Name *

Name *

First Name Last Name

Address *

Address Line 1

Address Line 2

City State ZIP Code

Phone *

Email *

Comments

Consent for Storing Data *

Yes I give my permission to store and process my data
The data entered in this form will be stored in a secure database.

Submit Form

6. A page will pop up that says they will email you your credentials shortly. The email will be from Acquire4Hire Admin. If you do not receive the email, please check your spam folder and add Acquire4Hire to your safe senders list. This email will give you the option to go straight to the job posting website or you can watch a quick video with further instructions! Once you have that email, click the URL to go to the log in page.
7. Agree to the terms of use.

8. The main screen is your dashboard.

The screenshot shows the 'acquire4hire' dashboard for 'PSSA Childcare'. The user is logged in as 'Shelley Summer'. The location is set to 'Greer, SC'. The dashboard displays a table of jobs with the following data:

Posted	ID	Title	Location	Status	Actions	Views	Submitted	Incoming	Candidates
<input type="checkbox"/>	51064	Lead Infant Teacher	Greer, SC	Draft 7-18-2022		0	0	0	0
<input type="checkbox"/>	51068	Early Childhood - Food Service Coordinator	Greer, SC	Draft 7-18-2022		0	0	0	0

The dashboard also includes a sidebar with navigation options: Jobs, Incoming, Candidates, Hires, All Applicants, Workflows, Users, Locations, Settings, and Calendar (BETA). A 'Feedback' button is located at the bottom left.

9. Click on “Create New Job” to get started.

10. Fill in all of the job requirements. You can write your own job description or you can use a pre-written job description from www.palmettoshareservices.com under the HR tab.

11. Once completed, Click “Save Draft.”

12. Your job will be listed and from that page you can post it.

13. The next time you log on, you will be able to see who has applied. You can weed out Candidates and so much more.

As always, please email Shelley at shelley@palmettoservices.org with any questions!