

JobTarget

Recruitment Tool Ad Posting Process

Presented by:
Human Resource
Services



Getting your jobs in front of **qualified** candidates
has never been easier



WASHINGTON STATE UNIVERSITY
World Class. Face to Face.

Revised September 2014



About JobTarget One Click

- JobTarget is a platform for distributing recruitment advertising online.
- With the OneClick option, users are able to efficiently and effectively complete online advertising.
- The JobTarget OneClick platform tracks how successful each posting is through real-time media measurement analytics.
- JobTarget uses spider-bot technology to scrape job vacancies from our WSUJobs website and into the JobTarget system for posting.






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Key Features

- Allows users to save time by offering multiple job boards in one convenient location.
- Provides previews of different job boards/websites.
- Enables users to find relevant job boards for specific positions.
 - Example: Accounting
 - Over 200 industry specific job boards are available for this keyword search.

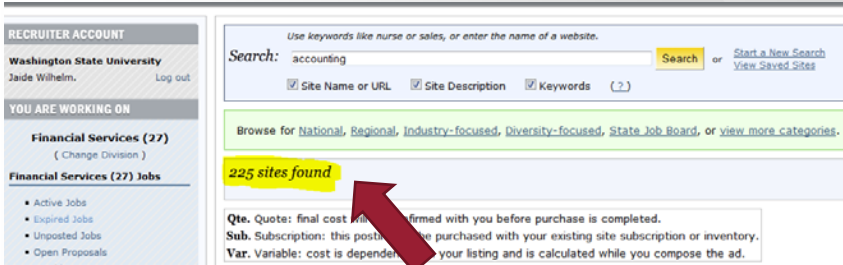


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Find relevant job boards for specific positions

- Example: Accounting



RECRUITER ACCOUNT
Washington State University
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YOU ARE WORKING ON
Financial Services (27)
(Change Division)

Financial Services (27) Jobs

- Active Jobs
- Expired Jobs
- Unposted Jobs
- Open Proposals

Use keywords like nurse or sales, or enter the name of a website.

Search: accounting Search or Start a New Search View Saved Sites

Site Name or URL Site Description Keywords (?)

Browse for National, Regional, Industry-focused, Diversity-focused, State Job Board, or view more categories.

225 sites found

Qte. Quote: final cost must be confirmed with you before purchase is completed.
Sub. Subscription: this position will be purchased with your existing site subscription or inventory.
Var. Variable: cost is dependent on your listing and is calculated while you compose the ad.

Over 200 Industry focused sites available for this sample position

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Login to JobTarget

- Go to the Recruitment Resources Toolkit Page
<http://hrs.wsu.edu/Recruitment+Toolkit>

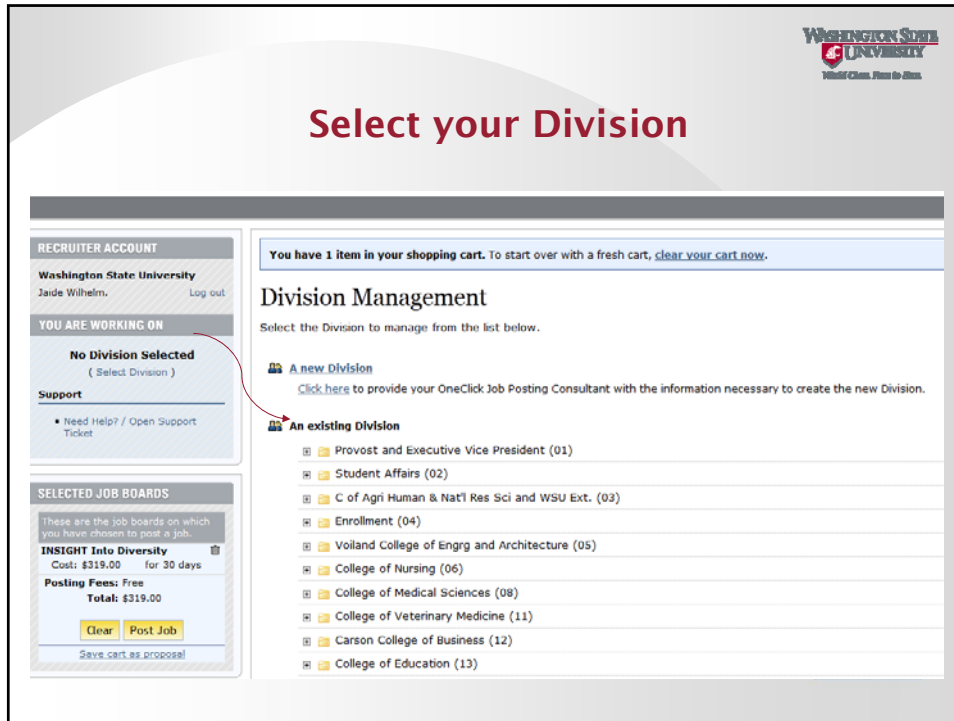
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Login to JobTarget

Login as a *User* with your Email and Password

Human Resource Services



Select your Division

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YOU ARE WORKING ON

No Division Selected
(Select Division)

Support

- Need Help? / Open Support Ticket

SELECTED JOB BOARDS

These are the job boards on which you have chosen to post a job.

INSIGHT Into Diversity
Cost: \$319.00 for 30 days

Posting Fees: Free
Total: \$319.00

Clear Post Job

Save cart as proposal

You have 1 item in your shopping cart. To start over with a fresh cart, [clear your cart now.](#)

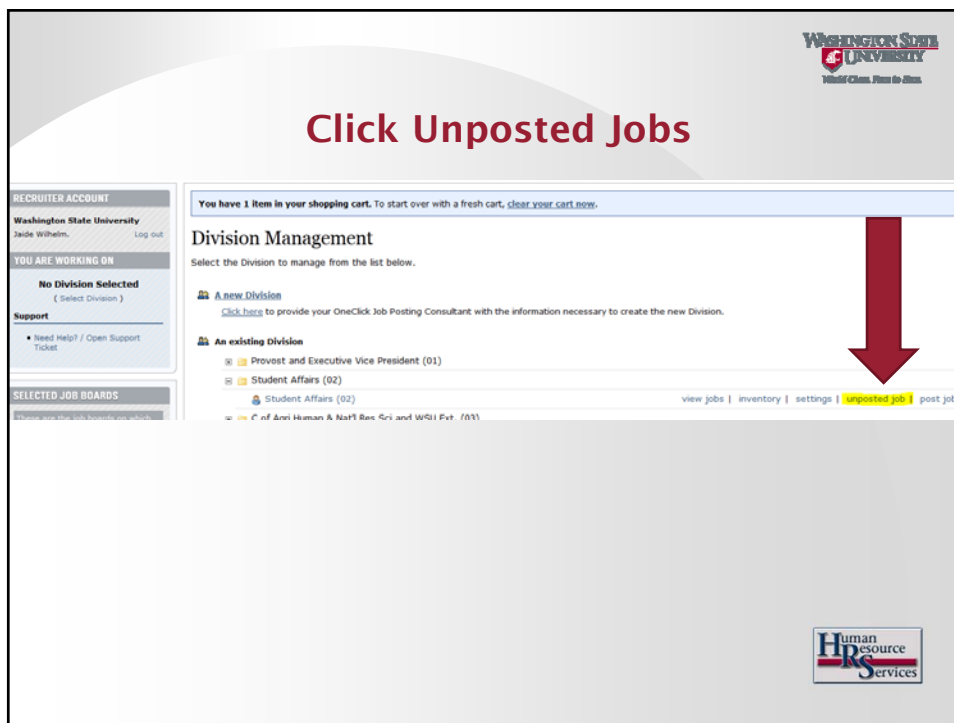
Division Management

Select the Division to manage from the list below.

A new Division
[Click here](#) to provide your OneClick Job Posting Consultant with the information necessary to create the new Division.

An existing Division

- Provost and Executive Vice President (01)
- Student Affairs (02)
- C of Agri Human & Nat'l Res Sci and WSU Ext. (03)
- Enrollment (04)
- Voiland College of Engrg and Architecture (05)
- College of Nursing (06)
- College of Medical Sciences (08)
- College of Veterinary Medicine (11)
- Carson College of Business (12)
- College of Education (13)



Click Unposted Jobs

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YOU ARE WORKING ON

No Division Selected
(Select Division)

Support

- Need Help? / Open Support Ticket

SELECTED JOB BOARDS

These are the job boards on which you have chosen to post a job.

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Cost: \$319.00 for 30 days

Posting Fees: Free
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Division Management

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An existing Division

- Provost and Executive Vice President (01)
- Student Affairs (02)
- Student Affairs (02)
- C of Agri Human & Nat'l Res Sci and WSU Ext. (03)

view jobs | inventory | settings | **unposted job** | post job

Human Resource Services

Select the job you would like to advertise and click "post"

My Jobs
Select the appropriate tab below to access your job postings.

Active | Expired | **Unposted** | Proposals

Begin typing position title or job name to find unposted jobs

Search Unposted Jobs:

Viewing 1 - 3 of 3 jobs

| Created/Imported | Position | Location | Name | | | |
|------------------|--------------------------------------|------------------------------------|--------|----------|----------|--------|
| Aug 20, 2014 | Early Childhood Program Specialist 1 | Pullman, Washington, United States | 67412 | [source] | [delete] | [post] |
| Aug 19, 2014 | Fiscal Specialist 2 | Pullman, Washington, United States | 41296 | [source] | [delete] | [post] |
| Aug 19, 2014 | Director | Pullman, Washington, United States | 120069 | [source] | [delete] | [post] |

Human Resource Services

Find Job Board(s) you wish to post to

Select Job Boards
You are posting the following job:

Director

Position Details
Employee Type: Administrative Professional
University Title: Student Services Coordinator/Advisor 3
Working Title: Director
College Area: Student Affairs
Employment Ext.: (none available)

Division
Your job posting, then OneClick your job advertisement will appear here.

Contract Job Boards
These are the job boards for which Student Affairs (22) has entered membership or has an affiliation.

| Job Board | Type | Expires | Discount | Cost | Posting Fee | Duration | Message |
|--|--------------|------------|----------|--------|-------------|----------|---------|
| INSIGHT Into Diversity Pulse Products | Subscription | 08/14/2015 | 100% | \$0.00 | Free | 30 | |

Search the OneClick™ Network
Search

Quick Searches

- Saved Job Boards
- National Job Boards
- Regional Job Boards
- Industry-Focused Job Boards
- University-Focused Job Boards
- State Job Boards

Personal saved job boards and other Quick Searches

Job Boards the University has contracts with will appear here

Search for Job Boards

Human Resource Services

Select Job Board(s) options

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YOU ARE WORKING ON
Student Affairs (12)
Student Affairs (12) Jobs
Student Affairs (12) Media
Student Affairs (12) Events

Use keywords like nurse or sales, or enter the name of a website.
Search: higher education
Site Name or URL Site Description Keywords

Browse for National, Regional, Industry-focused, Diversity-focused, State Job Board, or view more categories.

367 sites found

American Marketing Association Academic Placement Job Board
Posting Fee: FREE
Geography: US
Diversity: US
Industry: Marketing, Sales, Sales
State Job Board: US

Inside Higher Ed
Posting Fee: FREE
Geography: US
Diversity: US
Industry: Education, Training, Professional
State Job Board: US

View additional posting options

Save to your Saved Job Boards Quick Search

View the job board website

Human Resource Services

Add a Job Board

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JobTarget OneClick Enterprise
Demo Sample User
Log out

YOU ARE WORKING ON
Demco Inc.
Demco Inc. Jobs
Demco Inc. Media
Support

Use keywords like nurse or sales, or enter the name of a website.
Search: Nurse
Site Name or URL Site Description Keywords

Browse for National, Regional, Industry-focused, Diversity-focused, State Job Board, or Career OneStop job boards, or view more categories.

367 sites found

Academy of Medical-Surgical Nurses, a member of the HEALTheCAREERS Network
Posting Fee: FREE
Geography: N/A
Diversity: N/A
Industry: Health Care / Health Services - Surgical
State Job Board: N/A
Career OneStop: N/A

ADVANCE for Healthcare Careers
Posting Fee: \$449
Geography: N/A
Diversity: N/A
Industry: Health Care / Health Services - Surgical
State Job Board: N/A
Career OneStop: N/A

Once you find the Job Board you would like to post to, and have selected the desired product, click the cart icon.

Human Resource Services

Selected Job Board

1 The cart icon will turn GREEN

2 The Job Board will appear under "Selected Job Boards"

3 If you want to delete a Job Board, click the trash can icon

4 If you have no further Job Boards to add, click "Post Job"

The screenshot shows a sidebar on the left titled "SELECTED JOB BOARDS" containing a list of job boards with a trash icon and a "Post Job" button. The main content area shows a job board for "WorkSource Washington" with a green cart icon. A "Post Job" button is visible at the bottom right of the main content area.

Review Posting- Fill in all Required Fields

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YOU ARE WORKING ON

- Student Affairs (02)**
(Change Division)
- Student Affairs (02) Jobs**
 - Active Jobs
 - Expired Jobs
 - Unposted Jobs
 - Open Proposals
 - Tracking URLs
- Student Affairs (02) Media**
 - My Media Contracts / Inventory
 - My Saved / Favorite Media
- Support**
 - Need Help? / Open Support Ticket

SELECTED JOB BOARDS

These are the job boards on which you have chosen to post a job.

WorkSource Washington
Cost: Free for 90 days
Posting Fees: \$2.50
Total: \$2.50

Post a Job

Selected Job Boards & Products

| Job Board | Duration |
|-----------------------|----------|
| WorkSource Washington | 90 days |

* Indicates a required field. Please note that requirements are determined by the job boards you've selected.

Settings

The settings you enter here are only visible to you.

Job Name: * 41296

Anonymous Posting

Include Company Profile (will only appear on participating sites)

Job Basics

Generate a new posting about your job opportunity.

Company Name: * Washington State University

Position Title: * Fiscal Specialist 2

Industry: * Select one

Job Function: * Select one


Job Type: * Select one

Job Description: *

Rich text editor with formatting options (bold, italic, underline, paragraph, font family, font size, bulleted list, numbered list, link, unlink, image, video, table, table border, table width, table height, table border collapse, table border style, table border color, table border width, table border text color, table border background color, table border text background color, table border text background color).

Position Details

Employee Type: CS-Civil Service
University Title: Fiscal Specialist 2
Working Title: Fiscal Specialist 2
College/Area: Student Affairs
Department: Student Involvement and Leadership Development
Position Number: 41296
Hiring Unit: Student Involvement



Review and Preview

Contact Information

This information will appear in your ad. This is how applicants will submit their resumes. Enter in the information you wish for candidates to use to apply for your position.

Contact Person:
 Email Address:
 Phone:
 Ext:
 Fax:
 Apply URL:

Additional Information

One or more of the job boards you have selected have additional data requirements. Please take a moment to fill out the fields below. Please note that each item you enter here will replace the information listed above, and this information will only be visible on that job board.

Inside Higher Ed [show optional fields](#)

Job Basics

General information about your job opportunity.

Job Function: *
 Job Type: *

Contact Information

This information will appear in your ad. This is how applicants will submit their resumes. Enter in the information you wish for candidates to use to apply for your position.


Application Method: *


* Indicates a required field. Please note that requirements are determined by the job boards you've selected.

Please don't add Contact Information;
The URL to the WSU Jobs posting will automatically populate!

Once all required fields are completed, preview your posting.
You will have a chance to continue editing if you have additional changes

Once all edits are made, post the job





Confirm Order- Enter billing and purchasing card information

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Washington State University
Jade Wilhelm [Log out](#)

YOU ARE WORKING ON

Student Affairs (02)
(Change Division)

Student Affairs (02) Jobs

- Active Jobs
- Expired Jobs
- Unposted Jobs
- Open Proposals
- Tracking URLs

Student Affairs (02) Media

- My Media Contracts / Inventory
- My Saved / Favorite Media

Support

- Need Help? / Open Support Ticket

Confirm Order

Please review the order below and confirm that it is correct. Please note the following:
In order to complete your order you must click the "Confirm Order" button below.

You are purchasing the following:

| Job Posting | Cost | PO/ID # |
|---|--------|---------|
| Job Board: WorkSource Washington | \$0.00 | |
| Posting Fee: | \$2.50 | |
| <input type="checkbox"/> Send a note for this site. | | |
| Sub-total: | \$2.50 | |
| Tax: | \$0.00 | |
| Total: | \$2.50 | |

Have a coupon? Enter it here:

Who should receive billing & receipt information?

Send receipts & invoices to me
Jade Wilhelm

Send receipts & invoices to a new contact


DO NOT SUBMIT ORDER IF:

- Prices are incorrect
- The correct inventory does not exist
- Inventory is not used where it should be

If any of these are true, please call us at 860-440-0635.

Pay by Credit Card

Name on Card:
 Card Type:
 Card Number:
 Expiration:



Select who should receive receipt and "Pay by Credit Card"

Who should receive billing & receipt information?

Send receipts & invoices to me
 Jaide Wilhelm

Send receipts & invoices to a new contact

DO NOT SUBMIT ORDER IF:

- Prices are incorrect
- The correct inventory does not exist
- Inventory is not used where it should be

If any of these are true, please call us at **860-440-0635**.

Pay by Credit Card

Name on Card:

Card Type:


Card Number:

Expiration:


CVV2 Code:

Purchase / IO #:

optional



Order Confirmation



Order Confirmation

Thank you for your order. You have been emailed a receipt.

RECRUITER ACCOUNT

Washington State University
 Sabrina McPherson, [Log out](#)

YOU ARE WORKING ON

Student Affairs (02)
 (Change Division)

Student Affairs (02) Jobs


- Active Jobs
- Expired Jobs
- Unposted Jobs
- Open Proposals
- Tracking URLs

Student Affairs (02) Media

- My Media Contracts / Inventory
- My Saved / Favorite Media

Support

- Need Help? / Open Support Ticket



Job will now appear under Active Jobs

YOU ARE WORKING ON

Student Affairs (02)
(Change Division)

Student Affairs (02) Jobs

- Active Jobs
- Expired Jobs
- Unposted Jobs
- Open Proposals
- Tracking URLs

Student Affairs (02) Media

- My Media Contracts / Inventory
- My Saved / Favorite Media

Support

- Need Help? / Open Support Ticket

Active | Expired | Unposted | Proposals

Overview | Candidate Activity

1 Jobs

1 Postings 1.0 per job

N/A Views* N/A per job

0 Clicks 0.0 per job

0 Apps 0.0 per job

0 Interviews 0.0 per job

0 Hires 0.0 per job

Note: Pre-Analytic jobs excluded.
* Not all media allow views to be counted.

Job Openings

Search Active Jobs within the last 2 years:

Total No of active job(s): 1
Viewing 1 - 1 of 1 jobs posted within the last 30 days

| Position | Views | Clicks | Starts | Apps | Interviews | Hires | Start | End |
|--|-------|--------|--------|------|------------|-------|------------|------------|
| Food Service Worker Lead (Job ID: 19760062) | N/A | 0 | 0 | 0 | 0 | 0 | 06/27/2014 | 11/25/2014 |

Belongs to: Student Affairs (02) Posted by: Sabrina McPherson (Washington State University)

Submitted to WorkSource Washington [stop] 08/27/2014 - 11/25/2014 \$0.00

Edit | Stop All | Post this job to more media | Status link | No proofs available

media allow views to be counted.

Total No of active job(s): 1
Viewing 1 - 1 of 1 jobs posted within the last 30 days

Human Resource Services

Post to more sites, Stop All, or Edit posting

View job posting analytics

Active | Expired | Unposted | Proposals

Overview | Candidate Activity

1 Jobs

1 Postings 1.0 per job

N/A Views* N/A per job

5 Clicks 5.0 per job

0 Apps 0.0 per job

0 Interviews 0.0 per job

0 Hires 0.0 per job

Note: Pre-Analytic jobs excluded.
* Not all media allow views to be counted.

Job Openings

Search Active Jobs within the last 2 years:

Total No of active job(s): 1
Viewing 1 - 1 of 1 jobs posted within the last 30 days

| Position | Views | Clicks | Starts | Apps | Interviews | Hires | Start | End |
|--|-------|--------|--------|------|------------|-------|------------|------------|
| Food Service Worker Lead (Job ID: 19760062) | N/A | 5 | 2 | 0 | 0 | 0 | 06/27/2014 | 11/25/2014 |

Belongs to: Student Affairs (02) Posted by: Sabrina McPherson (Washington State University)

Live on WorkSource Washington [stop] [view] 08/27/2014 - 11/25/2014 \$0.00

Edit | Stop All | Post this job to more media | Status link | View proofs

Clicks per job posting

Human Resource Services

Resources
Faculty Recruitment:
hrs.wsu.edu/FRTK+Main

Staff Recruitment:
hrs.wsu.edu/APCSRTK+Main

Contact Information
Human Resource Services
509-335-4521
[hrs.wsu.edu/HRS Information](http://hrs.wsu.edu/HRS%20Information)
[**hrs@wsu.edu**](mailto:hrs@wsu.edu)

