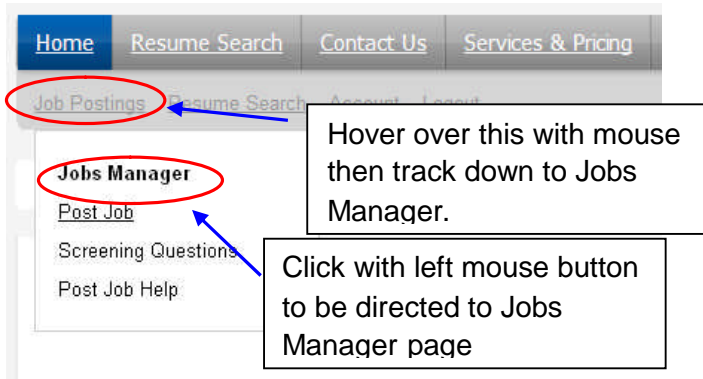


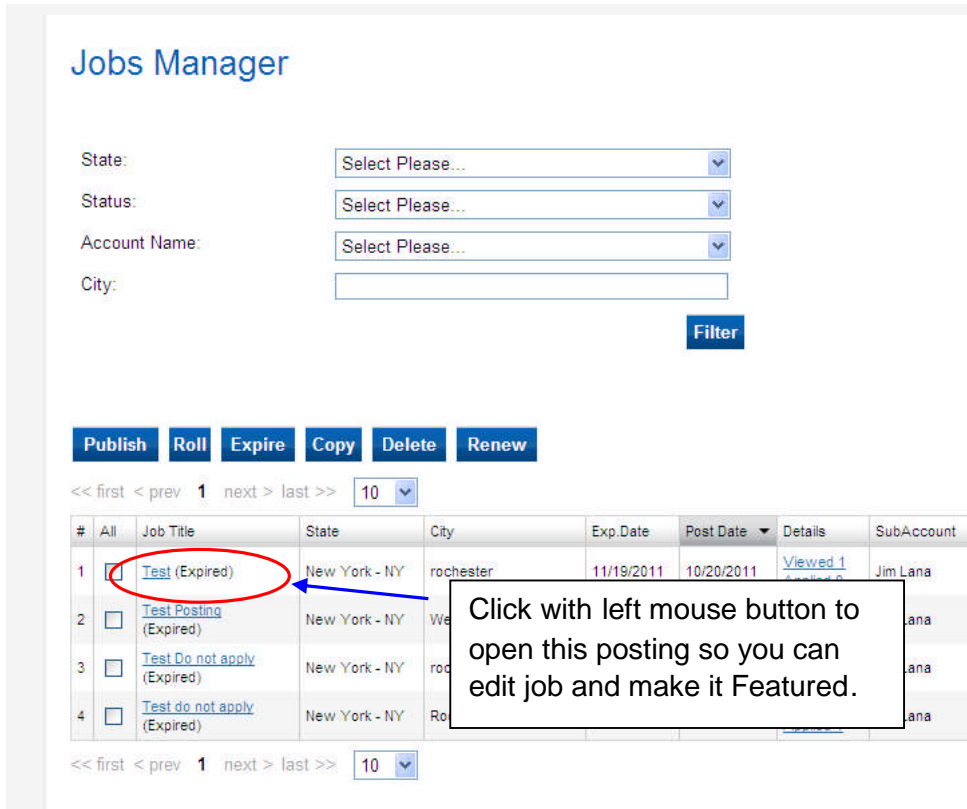
# Featured Job

## Making your Job a Featured Job

Once you have signed in as an Employer, if you are not on the “**Jobs Manager**” page. Hover over “**Job Postings**” and then track down to the “**Jobs Manager**” and click with left mouse button to go to the “**Jobs Manager**” page.



To make one of your jobs a “**Featured Job**” just click on one the jobs in your list.



When you come to this screen and the “**Featured Jobs**” is grayed out you will need to purchase that option by clicking on “**Purchase a Featured Job option**” and following the instructions to make the purchase.

**NOTE:** This is the same screen you will see if you are making a new job posting, except you will have to fill in all the mandatory information on the posting before you save it.

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## Post Job

Featured Job

[Purchase a Featured Job option](#)

Job Category: \*

Accounting

To list your posting in the “**Featured Jobs**” area you must select the option below. If you have not purchased Featured Jobs you can use the link provided.

**Note:** this will redirect you to our “**Purchase products**” page.

Job Title: \*

Test

Click here to purchase the Featured Job option and follow instructions

If you have already purchased the “**Featured Job**” option, you will see “**(# available)**”, then all you need to do is place a check mark in the check box to the right of “**Featured Job**”, make sure all the data is filled in for the posting and click on the “**Save**” at the bottom of the page.

## Post Job

Click Here

Featured Job  ( 1 available )

Job Category: \* Accounting

To list your posting in the “**Featured Jobs**” area you must select the option you have not purchased Featured Jobs you can use the link provided.  
**Note:** this will redirect you to our “**Purchase products**” page.

Job Title: \* Test

In this example we have one Featured Job available.

### Bottom of page

Send application  Send apply via email  
**Note:** If you choose to Redirect to web page screening questions and resume will be bypassed.:  Redirect to web page

Exp.Date: 11/19/2011 (MM/dd/yyyy)

Post Date: \* 10/20/2011 (MM/dd/yyyy)

Begin Date:

End Date:

Screening Question: Select Please...

Receive a No-Pass posting application

Send notification to both pass and No Pass candidates automatically

Click with left mouse button to save this posting.

Your posting will be placed in the “**Featured Job**” area on a rotating basis. Your posting will now get front page exposure.

The screenshot shows the FleetJobs.com homepage. At the top, there is a navigation bar with links for Home, Resume Search, Contact Us, Services & Pricing, Why FleetJobs?, and Maintenance Surveys. Below this is a search bar with a 'Sign in' button and links for 'Create account' and 'Forgot password?'. The main content area is divided into three columns. The left column is titled 'Find a New Job Now!' and contains a search form with fields for 'Enter keywords (e.g. Local Driver)' and 'Enter state (e.g. Alabama)', a 'Search' button, and an 'Advanced search' link. The middle column is titled 'Featured jobs' and lists several job openings: 'Line Haul Driver - California - CA', 'Test - New York - NY' (circled in red), 'Diesel Mechanic - Pennsylvania - PA', 'Senior Global Vehicle Technician - DOT/CDL - Ohio - OH', 'Diesel Technician - Wyoming - WY', 'Truck/Trailer Technician with DOT/CDL - New Jersey - NJ', 'Fleet Maintenance Manager - New Jersey - NJ', and 'Finance/Procurement Clerk - Virginia - VA'. The right column is titled 'Featured employers' and displays logos for ESTES, PBG, WM WASTE MANAGEMENT, and TransTechs. A text box with a blue arrow pointing to the 'Test - New York - NY' listing contains the text: 'Your posting will be placed in this “Featured jobs” area on rotating basis'.