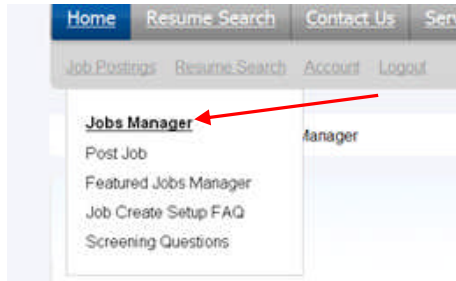


Job Management

To manage your published jobs click on “**Jobs Manager**” link on Employer menu.



Mark checkbox opposite any Job(s) you want to “**Publish**”, “**Roll**”, “**Expire**”, “**Copy**”, “**Delete**” or “**Renew**”. In the “**Details**” column you can see vacancy activity and applied candidates list.

Jobs Manager

State:

Status:

Account Name:

City:

<< first < prev 1 next > last >>

#	All	Job Title	State	City	Exp.Date	Post Date	Details	SubAccount
1	<input type="checkbox"/>	Test (Expired)	New York - NY	rochester	11/19/2011	10/20/2011	Viewed 1 Applied 0	Jim Lana

Publish is used to activate new postings or ones that were saved as “Draft”.

Roll is for making expired postings active again (**NOTE:** make sure that you change the posting date)

Expire **Expire** will make posting inactive on the site, a copy of the posting will remain in your Jobs Manager. You can choose it at a later date and Roll it so it is active on the site again.

Copy **Copy** will make copy of selected posting

Delete **Delete** will permanently remove the posting from the site and from your Jobs Manager.

Renew **Renew** will change the “Post Date” to Today’s date. (NOTE: this will not make an “Expired” Posting active. You will need to “Roll” the posting also)