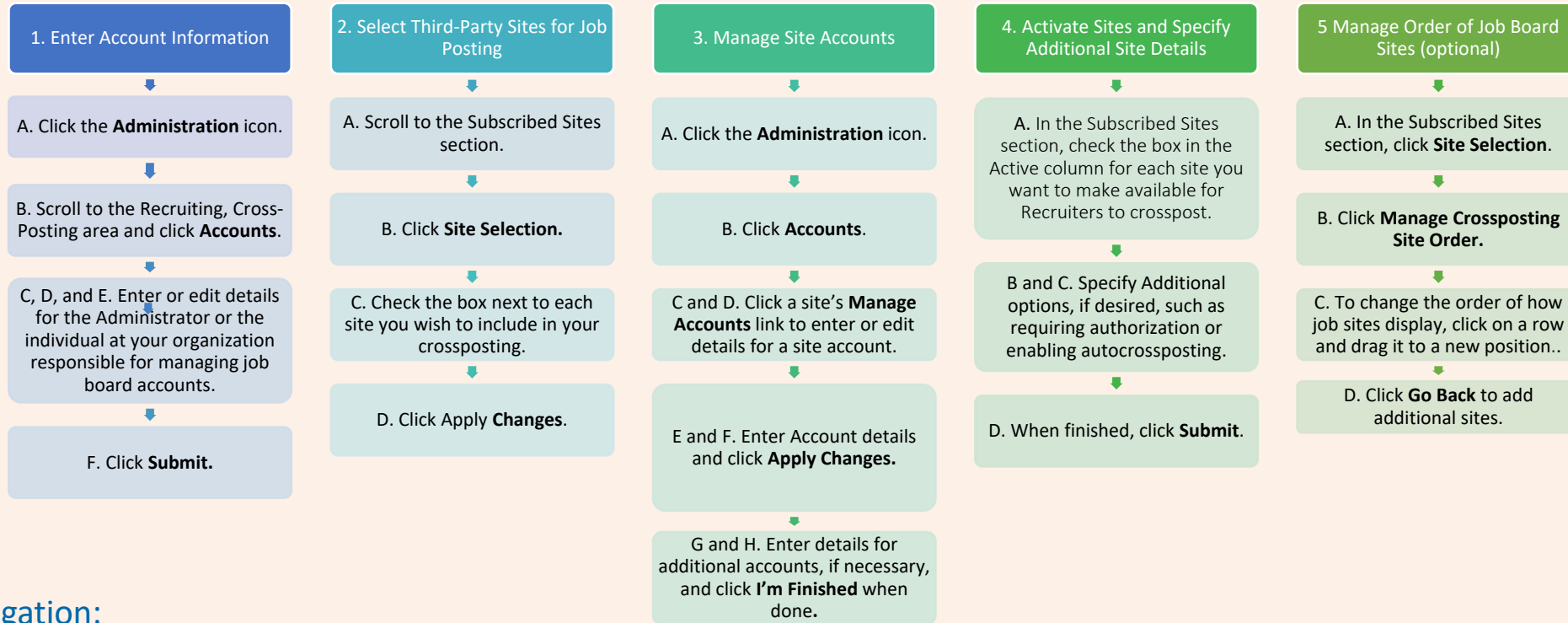


Crossposting Set Up

The high-level steps required to set up Crossposting are shown here. Each step includes sub-steps.



Navigation:

- Use the **Page Down** key to proceed through the quick steps.
- Use the **Page Up** key to return to a prior slide.

A

Click the **Administration** icon.

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees

Search...



Main Dashboard

Get More Widgets

Alerts

- New Tuition Assistance Requests (13)
- Score this Appraisal - Appraisal (Project Metrics Test) Reine Admin

Show All

Continuous Feedback

EMPLOYEE	MOST RECENT MEETING	NEXT MEETING	ACTION
Kathryn Admin	12 Apr 2018	12 May 2018	+
		None	+



Employees

Search...



Administration

Recruiting

Configuration

[Application Restriction Rules](#)
[Diversity Data Collection](#)
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Cross-Posting

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Employee Referral Program

[Approve Earned Awards](#)
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[Manage Referral Awards](#)
[Approve Award Plans](#)
[Manage Award Plans by Requisition](#)

Résumés

[Résumé Deletions](#)

B

Scroll to the Recruiting,
Cross-Posting area and click
Accounts.

Performance

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[Career Path Templates](#)
[Potential Rating Tips](#)

Succession Planning

[Manage Succession Plans](#)
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[Approval Chains](#)
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[Scales](#)
[Skills](#)
[Users](#)
[View Off-Boarded Users](#)

Kathryn Admin

CONTACT PHONE

972-783-3000

CONTACT EMAIL

kenilshah+kclark_adm@hrsmart.com

CONTACT ADDRESS

2929 N. Central Expressway

CONTACT CITY

Richardson

CONTACT STATE

TX

CONTACT ZIP

75080

CONTACT COUNTRY

US

☐ Allow crossposting recruiters to edit contact information

ERROR EMAIL

kenilshah+admin@hrsmart.com

SITE MODE

Live Mode

The employee information saved here in the Company Information section is either the Administrator or the individual at your organization responsible for managing job board accounts. Edit information as necessary. The following fields in Steps C, D, and E are of particular interest to setting up Crossposting.

C

Click this option to allow recruiters to change contact information when crossposting, or leave it unchecked to use default information set by the Site Administrator. In this case the contact information will not display.

D

Enter the e-mail address where error messages should be sent. To enter multiple addresses, separate each by a comma.

E

Set the **Site Mode** to **Live Mode**.

Subscribed Sites

1. Enter Account Information> Step C, D, and E

Site Selection

CONTACT ADDRESS
2929 N. Central Expressway

CONTACT CITY
Richardson

CONTACT STATE
TX

CONTACT ZIP
75080

CONTACT COUNTRY
US

☐ Allow crossposting recruiters to edit contact information

ERROR EMAIL
admin@admin.com, kathrynadmin@admin.com

SITE MODE
Live Mode ▼

Subscribed Sites

Site Selection

PostingManager has not been configured or no active sites are defined

✓ Submit

F

Click **Submit** to save changes.

Crossposting Management

Changes saved successfully!

Company Information

CONTACT NAME

Test User Docenhancement

CONTACT PHONE

972-783-3000

CONTACT EMAIL

kenilshah+kclark_adm@hrsmart.com

CONTACT ADDRESS

2929 N. Central Expressway

CONTACT CITY

Richardson

CONTACT STATE

TX

CONTACT ZIP

75080

CONTACT COUNTRY

US

☐ Allow crossposting recruiters to edit contact information

ERROR EMAIL

A

Scroll down to the Subscribed Sites section.

CONTACT ADDRESS

2929 N. Central Expressway

CONTACT CITY

Richardson

CONTACT STATE

TX

CONTACT ZIP

75080

CONTACT COUNTRY

US

☐ Allow crossposting recruiters to edit contact information

ERROR EMAIL

admin@admin.com, kathrynadmin@admin.com

Subscribed Sites

PostingManager has not been configured or no active sites are defined

✓ Submit



Site Selection

B

Click **Site Selection**.

v16.0.1
Last sync:



Employees  Search... 



Administration / Recruiting / Cross-Posting / Site Selection





Crossposting Management

Subscribed Sites

Manage Crossposting Site Order

Job boards available for selection are listed on the Subscribed Sites screen. This screen displays sites alphabetically and includes information such as the site name, indication of whether or not the site is free, whether posts display in real time, if the site is a job board or the distributor, the URL, and a short description. This screen also provides a filter to use to search for sites by name or description, or refine the results displayed by site type such as Free or Pay.

 Filter

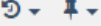
SITE NAME	FREE	REALTIME	DISTRIBUTOR	URL	DESCRIPTION
<input type="checkbox"/> Absolutely Health Care				http://www.healthjobsusa.com/	The Largest Niche Job Board for USA Health Care and Medical Jobs. Specialized USA health care job posting site with over 750 clients, and over 30,000 posted jobs. Receiving over 2.5 million hits per week. They offer an inexpensive subscription site that allows unlimited job postings that appear on 175+ sites, and unlimited resume database access.
<input type="checkbox"/> AGCareers.com				http://agcareers.com	AgCareers.com vision is to be the leading supplier of Human Resource Services to the Agriculture, Food, Natural Resources, and Biotechnology industry.
<input type="checkbox"/> AHACareerCenter.org				http://ahacareercenter.org	AHA's Career Center is the site for hospitals and healthcare employers seeking highly qualified applicants (from entry level to CEO), as well as job seekers looking to land the right job within healthcare. The American Hospital Association's AHACareerCenter.org is part of the National Healthcare Career Network, the fastest-growing health care association job network available.
<input type="checkbox"/> Americas Job Exchange				http://americasjobexchange.com/	America's Job Exchange is a national labor exchange that will be based on the code that NaviSite has developed over the last ten plus years to operate America's Job Bank. As the company that developed and supported the AJB program since 1995 NaviSite is uniquely qualified to continue to provide a site which offers the functionality of America's Job bank but with an updated look and feel.

Tip: You can hover over any Site Name and click the link to view additional details about the site, including contact information.



Employees

Search...



Administration / Recruiting / Cross-Posting / Site Selection

Crossposting Management

Subscribed Sites

Manage Crossposting Site Order

 Filter

SITE NAME

FREE

REALTIME

DISTRIBUTOR

URL

DESCRIPTION

☐ Absolutely Health Care



<http://www.healthjobsusa.com/>

The Largest Niche Job Board for USA Health Care and Medical Jobs. Specialized USA health care job posting site with over 750 clients, and over 30,000 posted jobs. Receiving over 2.5 million hits per week. They offer an inexpensive subscription site that allows unlimited job postings that appear on 175+ sites, and unlimited resume database access.

☐ AGCareers.com



<http://agcareers.com>

AGCareers.com vision is to be the leading supplier of Human Resource Services to the Agriculture, Food, Natural Resources, and Biotechnology industry.

☐ AHACareerCenter.org



<http://ahacareercenter.org>

AHA's Career Center is the site for hospitals and healthcare employers seeking highly qualified applicants (from entry level to CEO), as well as job seekers looking to land the right job within healthcare.

The American Hospital Association's AHACareerCenter.org is part of the National Healthcare Career Network, the fastest-growing health care association job network available.

☐ America's Job Exchange


<http://www.americasjobexchange.com/>

America's Job Exchange is a national labor exchange that will be based on the code that NaviSite has developed over the last ten plus years to operate America's Job Bank. As the company that developed and supported the AJB program since 1995 NaviSite is uniquely qualified to continue to provide a site which offers the functionality of America's Job bank but with an updated look and feel.

C
Check the box next to each site you wish to include in your crossposting.

D

When finished, click **Apply Changes**.

 Apply Changes

2. Select third-party sites for job posting> Steps C and D

Employees ▾ Search... 🔍

A

Click the **Administration** icon.

Crossposting Site Order

Changes saved successfully!

Click and drag in the list below to set the order in which crossposting sites will appear. Changes will be saved as you go.

LinkedIn
Monster
AHACareerCenter.org
Americas Job Exchange

◀ Go back

v16.1.0
Last sync:



Employees

Search...



Administration

Recruiting

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[Application Restriction Rules](#)
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[Job Profiles](#)
[Location Groups](#)
[Locations](#)
[Organizational Structure](#)
[Scales](#)
[Skills](#)
[Users](#)
[View Off-Boarded Users](#)

B

Scroll to the Recruiting,
Cross-Posting area and click
Accounts.

2929 N. Central Expressway

CONTACT CITY
Richardson

CONTACT STATE
TX

CONTACT ZIP
75080

CONTACT COUNTRY
US

☐ Allow crossposting recruiters to edit contact information

ERROR EMAIL
kenilshah+admin@hrsmart.com

C

Scroll to the Subscribed Sites section at the bottom of the Crossposting Management screen.

D

Click a site's **Manage Accounts** link to enter or edit details for that site. We'll enter details for the AHACareerCenter.org site.

Subscribed Sites

NAME	ACTIVE	AUTH REQUIRED	AUTOCROSSPOST ?	ACCOUNT(S)
AHACareerCenter.org	<input type="checkbox"/>	<input type="checkbox"/>	N/A	Manage 0 Accounts
Americas Job Exchange	<input type="checkbox"/>	<input type="checkbox"/>	Enable	Manage 0 Accounts
LinkedIn	<input type="checkbox"/>	<input type="checkbox"/>	N/A	Manage 0 Accounts
Monster	<input type="checkbox"/>	<input type="checkbox"/>	N/A	Manage 0 Accounts

✓ Submit

Crossposting Account Management

AHACareerCenter.org

AHA's Career Center is the site for hospitals and healthcare employers seeking highly qualified applicants (from entry level to CEO), as well as job seekers looking to land the right job within healthcare.

The American Hospital Association's AHACareerCenter.org is part of the National Healthcare Career Network, the fastest-growing health care association job network available.

Add a new account

NEW NAME

NEW USERNAME

NEW PASSWORD

NEW PREFERRED LANGUAGE

E

Enter account details, including the account name, the username and password issued by the job board, and the preferred language.

✓ Apply Changes

I'm Finished

F

Click **Apply Changes**.

2929 N. Central Expressway

CONTACT CITY

Richardson

CONTACT STATE

TX

CONTACT ZIP

75080

CONTACT COUNTRY

US

☐ Allow crossposting recruiters to edit contact information

ERROR EMAIL

kenilshah+admin@hrsmart.com

A

In the Subscribed Sites section, click **Site Selection**.

Site Selection

Subscribed Sites

NAME	ACTIVE	AUTH REQUIRED	AUTCROSSPOST ?	ACCOUNT(S)
AHACareerCenter.org	<input type="checkbox"/>	<input type="checkbox"/>	N/A	Manage 0 Accounts
Americas Job Exchange	<input type="checkbox"/>	<input type="checkbox"/>	Enable	Manage 0 Accounts
LinkedIn	<input type="checkbox"/>	<input type="checkbox"/>	N/A	Manage 0 Accounts
Monster	<input type="checkbox"/>	<input type="checkbox"/>	N/A	Manage 0 Accounts

✓ Submit



Employees



Administration / Recruiting / Cross-Posting / Site Selection

Crossposting Management

Subscribed Sites

Manage Crossposting Site Order

Changes saved successfully! Click here to setup accounts and activate job boards



SITE NAME	FREE	REALTIME	DISTRIBUTOR	URL	DESCRIPTION
<input type="checkbox"/> Absolutely Health Care				http://www.healthjobsusa.com/	The Largest Niche Job Board for USA Health Care and Medical Jobs. Specialized USA health care job posting site with over 750 clients, and over 30,000 posted jobs. Receiving over 2.5 million hits per week. They offer an inexpensive subscription site that allows unlimited job postings that appear on 175+ sites, and unlimited resume database access.
<input type="checkbox"/> AGCareers.com				http://agcareers.com	AGCareers.com vision is to be the leading supplier of Human Resource Services to the Agriculture, Food, Natural Resources, and Biotechnology industry.
<input checked="" type="checkbox"/> AHACareerCenter.org				http://ahacareercenter.org	AHA's Career Center is the site for hospitals and healthcare employers seeking highly qualified applicants (from entry level to CEO), as well as job seekers looking to land the right job within healthcare. The American Hospital Association's AHACareerCenter.org is part of the National Healthcare Career Network, the fastest-growing health care association job network available.
<input type="checkbox"/> Americas Job Exchange				http://www.americasjobexchange.com/	America's Job Exchange is a national labor exchange that will be based on the code that NaviSite has developed over the last ten plus years to operate America's Job Bank. As the company that developed and supported the AJB program since 1995 NaviSite is uniquely positioned to provide a national labor exchange with an updated look and feel.

B

Click **Manage Crossposting Site Order**.

5. Manage order of Job Board Sites (Optional) > Step B

Apply Changes

Deltak Talent Management

Application Development Testing CompanyEnglish

EmployeesSearch...

Use this screen to set the order that Recruiters and Hiring Managers will see the sites when posting.

Click and drag in the list below to set the order in which crossposting sites will appear. Changes will be saved as you go.

Monster

AHACareerCenter.org

Americas Job Exchange

LinkedIn

To change the order, click on a row and drag it to a new position.

Go back

D

Click **Go back** to add additional sites.

Crossposting Site Order

Click and drag in the list below to set the order in which crossposting sites will appear. Changes will be saved as you go.

Monster
AHACareerCenter.org
Americas Job Exchange
LinkedIn

This concludes the
Crossposting Setup quick steps.