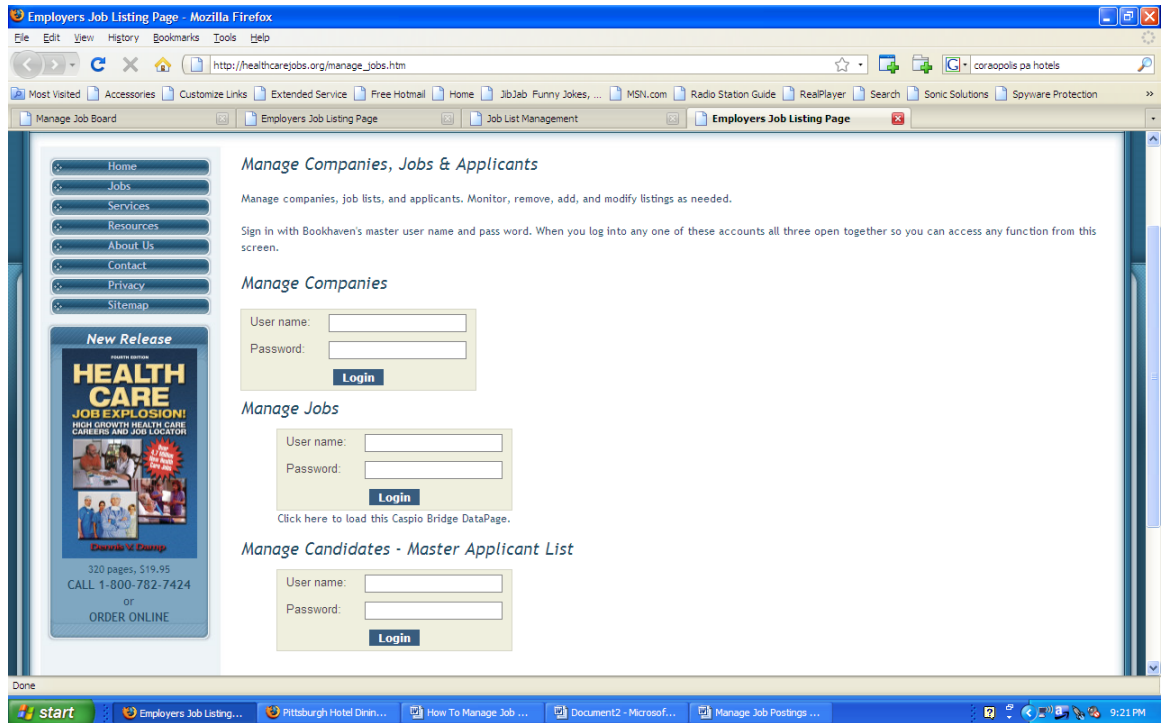


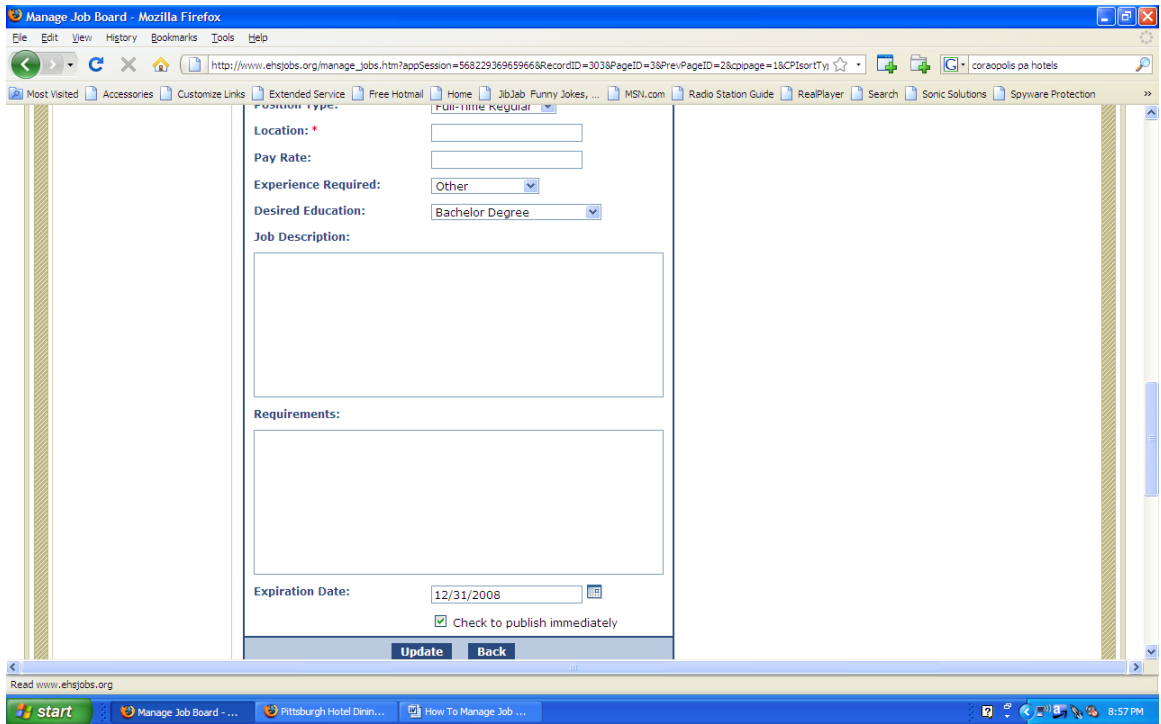
How To Manage Job Postings on <http://healthcarejobs.org>:
Print this guidance for future reference

Use these instructions to manage companies, job postings, and applicants. Monitor, remove, add, and modify listings as needed for the Health Care Job Listing Service.

1. Health Care Jobs: Go to the web address http://healthcarejobs.org/manage_jobs.htm
2. Enter your specific User Name & Password in either the Manage Companies, Manage Jobs, Or Manage Candidates Boxes (See Below)



3. Once you have signed in you can now change your companies information, edit / delete your previously posted jobs, or manage your applicants (candidates)
4. **To Delete a Job** - Just click the delete button at the far right of the job you want to delete. Toward the middle of the page you will see the jobs you have posted listed by job id. Once you discover the job you would like to delete just click the delete button to the far right of the job id.
5. **To Edit a Job** – Click on a Job ID that you would like to edit, scroll down the page until you see the job description, Make any changes that you deem necessary, and make sure the box is checked that says: **Check To Publish Immediately**. Then click the **UPDATE** button. See an example of the box below. If you anticipate hiring in this area in the future you can simply remove the Publish Immediately check mark for and this posting and it will not show up on the active list of job vacancies. If down the road you want to advertise this position again simply edit the content and check **Publish Immediately** to reactivate the listing.



- Manage Applicants** – Find and sort candidates that have posted for your particular job postings. Search by Job ID, position, location, name etc. **See the Box below.** You can find this area toward the bottom of the page once you have entered the manage jobs page.

