

Welcome to  
**NukeWorker.com's Employer Services**  
Job Management Tutorial



In this module, you will learn how to manage jobs using your Employer Services account.

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Figure 1: Manage Jobs Screen

Manage Jobs

**NukeWorker.com has posted 2 Jobs.**  
 You can post Unlimited jobs, and you can search our resume database Unlimited times.

**Search My Jobs:**  
 Keywords:

<input type="checkbox"/>	Post Date	Type	Job Title	Ref. #	Location	Closing Date	Action
<input type="checkbox"/>	11/20/2007		<a href="#">Test Please Ignore</a>		US-Region II (South East)	02/18/2008 +89d	   
		Job Status: Active		Candidates: Total (1)		New (0)	
<input type="checkbox"/>	11/20/2007		<a href="#">NukeWorker Training</a>		Telecommute - Other	02/18/2008 +89d	   
		Job Status: Active		Candidates: Total (6)		New (4)	

Check All / Uncheck All

Archived Jobs (4)

When you first log in to your account, you should be presented with a screen similar to the image in figure 1 above. If not, click on one of the "Manage Jobs" links in the navigation menu.

### 1. Account Summary

At the top of the page, is a summary of your account. In figure 1 above, NukeWorker has posted 2 jobs, and can post an unlimited number of jobs, and can view an unlimited number of resumes.


### 2. Search your jobs

Enter keyword(s) into the search box to find one of your job postings. It will find active, inactive and even archived jobs.

### 3. Post Date

This is the date the job was posted. The job postings are sort-able by post date either ascending or descending by clicking on the column titled "Post Date".

### 4. Type

This is the type of job. All jobs are currently Featured jobs, denoted by the  image. The job postings are sort-able by Type either ascending or descending by clicking on the column titled "Type".

### 5. Job Title

This is the title of the job posted. The job postings are sort-able by title either ascending or descending by clicking on the column titled "Title". You can click on the Title of the job to view it.

## 6. Reference Number

This is the reference number of the job posted; it's an optional field when you post a job. The job postings are sort-able by reference number either ascending or descending by clicking on the column titled "Ref #".

## 7. Location

This is the location of the job posted. The job postings are sort-able by location either ascending or descending by clicking on the column titled "Location".


## 8. Job Closing Date

This is the closing date of the job posted. The job postings are sort-able by closing date either ascending or descending by clicking on the column titled "Closing Date". Below the close date is how many days left before the job closes. When you post jobs, you can pick a shorter posting duration than the default duration.


## 9. Action

Below is a list of actions that may be performed on each job.


### 9.1. Edit Job

Click on the  icon to edit a job you have posted. Any job may be edited after posting, however, the system may charge you a job posting credit, as it assumes you are changing the job to a different job posting. If you need to make a change to your job posting, and need a credit to do so, click on the 'contact us' link to talk to a customer service representative.


### 9.2. Archive Job

Click on the  icon to archive a job at any time, whether it is active or inactive. When you archive a job, it is removed from the main job management page and placed in your job archive. You can retrieve them from the archive at any time. Archived jobs retain their statistics and applicants when they are un-archived.

### 9.3. Duplicate Job

The "duplicate job"  command opens the job posting form, pre-filled with the information from the duplicated job. You can then alter the new job posting to fit your needs and post it.

### 9.4. Resume Match

Click on the  icon to perform a resume search; matching resumes form our database to your job posting.

## 10. Status

### 10.1. Active

The "Active" status denotes your job is active in our system, and visible to all job seekers.

### 10.2. Inactive

The "Inactive" status denotes your job is not active in our system, and not visible to any job seekers. You may wish to temporarily suspend a job, but not move it to the archive.

## **11. Applicants**

This is the location where you will find all of the applications to your job posting, sorted by each job posting.

### **11.1. Total Applicants**

Follow the "Total Applicants" link to see every application to your job.

### **11.2. New Applicants**

Follow the "New Applicants" link to see new applications to your job.

## **12. Archived Jobs**

Click on the "Archived Jobs" link to view the jobs your company has archived. On the archived jobs page, you can un-archive jobs, and delete jobs that are no longer needed.

## **13. Add Job**

This one is fairly straight forward. Click on the "Add Job" button to post a new job.

## **14. With Select Jobs**

This option allows you to perform one of the operations listed below on multiple selections, by using the check boxes in front of the job listings.

### **14.1. Renew**

The Renew option lets you repost a job that is about to close, or has closed. This is a handy trick to keep all of your jobs displaying in the most recently posted jobs list on the home page. Please do not abuse this option. Renewing jobs more than once a week is discouraged.

### **14.2. Activate**

This option allows you to set inactive jobs to active.

### **14.3. Deactivate**

This option lets you set active jobs to inactive (hide them from job seekers).

### **14.4. Archive Jobs**

When you choose to archive jobs, you will get a warning message stating "Are you sure you want to delete the job(s). You are sure; the jobs will be "deleted" from the job management page, and placed in the job archive. Any job "deleted" on the job management page is archived for later use. They can be retrieved from the archive at a later time if needed.

## **Thank you**

Thank you for viewing the Employer Services Job Management Tutorial. To learn about other portions of the NukeWorker.com job board, check out the other tutorials listed on the Login Screen or help section.