Welcome to
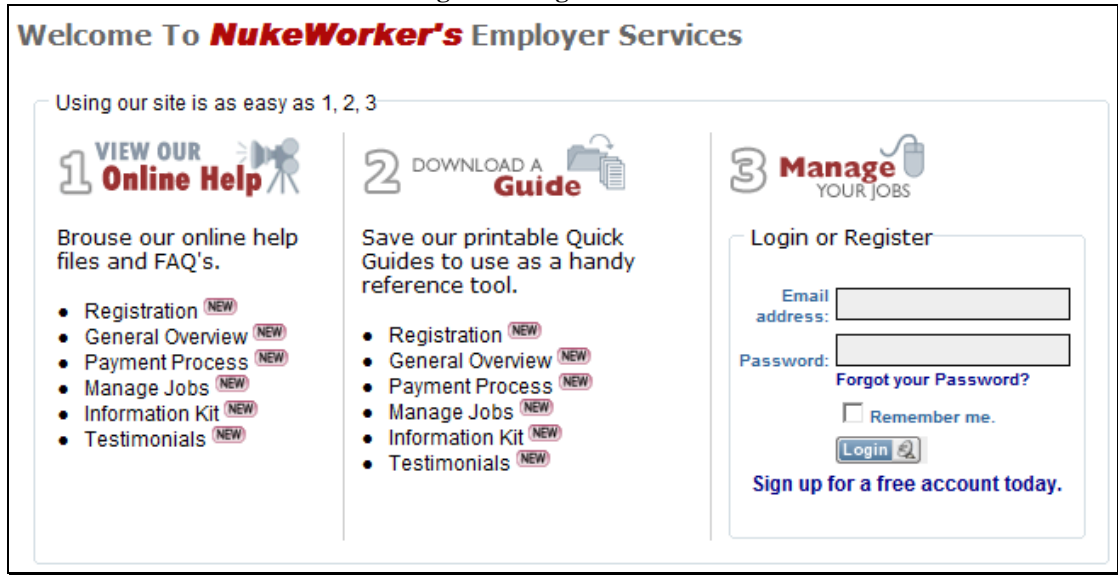# NukeWorker.com's Employer Services
Overview

In this module, you will learn how to navigate your way around your Employer Services account. You will also learn the basic features and functionality available to you on the NukeWorker.com Job Site.

Table of Contents

Figure 1: Login Screen

1. Login

To login, enter the **Email Address** and **Password** for your company's account and click the **Login** button.

2. Employer Services Homepage

NukeWorker's Job Board is designed to help you manage the daily process and workflow associated with recruitment and hiring. All major features and functionality are accessible from the Employer Services Homepage.

3. Navigation

The Figure 2 to the right is the **Employer Menu**. It is available from every employer page on the NukeWorker job board; it is located at the upper left hand side of each page.

4. Home

The "**Job Board Home"** link will bring you back to the Employer Services homepage.

5. Jobs

The **jobs menu** is where you will spend most of your time. From this menu you can buy jobs, manage job postings by posting, copying, archiving, and deleted jobs. You also manage the job applicants from this menu.

5.1. Buy Job Postings

Click on the "**Buy Jobs"** link to review the job posting packages we have available. You can buy just one, a multi-unit package, or you can choose a package that allows unlimited access to our site.

5.2. Post a Job

Click on the "**Post a Job"** link to go directly to the job

Figure 2: Employer Menu

posting form.

5.3. Manage Job Postings

This is the most important and most powerful page in your account. Click on the "**Manage Jobs**" link to view, search and manage all of your job postings. Among the many options you have, you can post new jobs, edit, duplicate, and delete job postings. You can also view the applicants to specific jobs form this screen.

5.4. Archived Jobs

Click on the "**Archived Jobs**" link to view, renew and delete **Archived Jobs**.

5.5. Applicants

The "**Applicants"** link allows you to view and manage all job applications. You can print, email, delete, contact and reject any application.

6.   Résumés

6.1. Buy Résumé Views

Click on the "**Buy Résumés"** link to buy job postings or resume views. We have many plans available. You can buy just one, or a package allowing unlimited access.

6.2. Search Résumés

The "**Search Résumés"** link allows you to search our vast resume database for the best candidate for your job. You can refine your search to razor sharp precision, by choosing any of the following search criteria: persons name (anyone named bob), resume title, the job category, location, keywords, education, experience, wage and per diem range, specific training, security clearance, looking for long term or short term work, and date posted to find the perfect candidate.

6.3. Saved Résumés

Click on the "**Résumé Locker"** link to view any of the résumés you saved during your searches.

7.   Messaging

7.1. Inbox

Click on the "**Inbox"** link to review and manage any messages the job seekers may have sent you.   From this screen, you can delete, mark as read, mark as unread, and add to blocked list.

7.2. Outbox

The "**Outbox"** link allows review every message you have sent the job seekers.

7.3. Job Applications

The "**Job Applications"** screen is the second most important screen in the job board, after the job management screen. From this area, you can view and manage all job applications. You can print, email, delete, contact and reject any application.
The Job applicants screen is the second most important screen in the job board, after the job management screen. From this area, you can view the applications for your

jobs, print them, email them, block the job seeker, send them a message, or delete the application.

7.4. Ignored List

This is a list of the job seekers whom you have chosen to ignore; you can choose to stop ignoring them on this screen, and view their profile.

7.5. Canned-Messages

The Canned-Messages section is a very powerful, yet often overlooked section of the web site. From this area you can setup auto-replies when people apply for a job, or set up other canned messages to send out to the job seekers.

8. My Account

8.1. Edit Profile

Click on the "**My Profile"** link to review and edit your company profile; change your login information, company information, contact information, your Résumé-Mail System preferences, and to upload a company logo.
Tip: If you are getting a lot of unwanted résumé's in your email, turn the **Résumé-Mail** feature off.

8.2. Invoices

Click on the "**Invoices"** link to view any past or present invoices. This is especially handy when paying by check or when you need to submit a PO to get reimbursed.

8.3. MyJobs Code

Click on the "**MyJobs Code"** link to get the code for your own RSS news feed (or pod cast) of the jobs you have available on NukeWorker.com. You can also use the provided JavaScript code on any of the pages in your website to display the jobs you have posted on NukeWorker on your site.

8.4. Delete Account

If the time should ever come that you wish to permanently sever ties with NukeWorker, click on the "**Delete Account"** link to permanently delete your account and all information related to it from our system.

9. Help

9.1. Help/FAQ

Click on the "**Help/FAQ"** link to find answers to any of your questions or to ask for help in the help system.

9.2. Contact Us

Click on the "**Contact us"** link to send us an email, fax, postal letter, or to call us.

10. Logout

Click on the "**Log Out"** link to end your Employer Services session and return to the login screen.

Thank you

Thank you for viewing the Employer Services Orientation. To learn more, check out the other tutorials listed on the Login Screen.