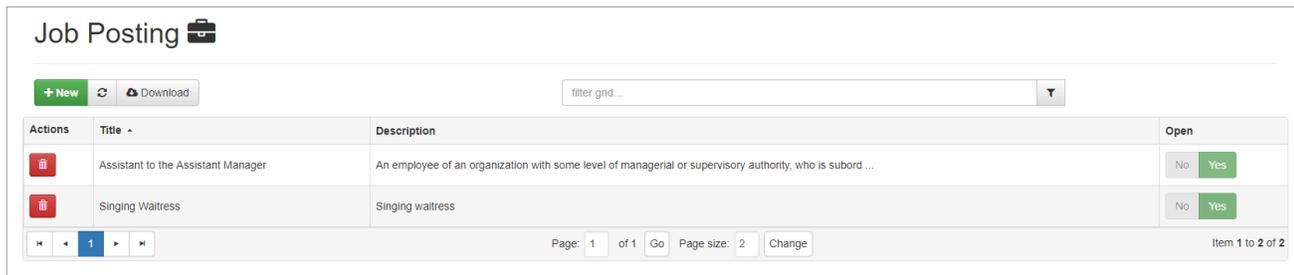


## Creating a Job Posting in Advanced HR 2.0

Now that you have set up your Applicant Tracking infrastructure, you can create a job posting using the Job Posting menu item and screen. You can add a position title and description. This ties the job posting to a specific Application Version previously created. When a job posting is created, the system automatically creates the **Job Posting Key**. This is the URL that you can place on job boards in order to direct applicants to the application in Advanced HR 2.0. This is also where you can control the status of a posting by toggling the status to **No** or **Yes**. And finally, an optional step is to assign an internal recruiter.

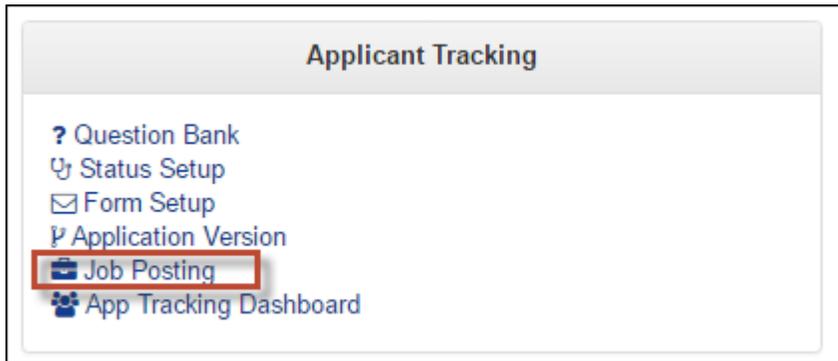


Actions	Title	Description	Open
	Assistant to the Assistant Manager	An employee of an organization with some level of managerial or supervisory authority, who is subord ...	<input type="button" value="No"/> <input type="button" value="Yes"/>
	Singing Waitress	Singing waitress	<input type="button" value="No"/> <input type="button" value="Yes"/>

The **Job Posting** dashboard will show all the active job postings for the company. To view the posting's details, simply click on the Job Posting to view it.

To create a new job posting:

1. Go to **HR Admin – Applicant Tracking – Job Posting**.



The system displays the **Job Posting Dashboard**. If no company has been selected, you will see a list of all the job postings for all the companies that are assigned to you. If you have selected a company, you'll only see the job postings for that company.

Actions	Title	Description	Open
	Programmer Analyst	At iSystems Demo, our Software Engineer will analyze, design, develop, configure, test and debug enh ...	No Yes
	Security Guard - Beverly Hills	We are looking for a competent Security Officer to undertake the surveillance of our premises and pr ...	No Yes

Page: 1 of 1 Go Page size: 2 Change Item 1 to 2 of 2

2. To view or edit the Job Posting (including closing it), click on the posting to open it.

### Job Posting: Training Specialist

**Company**

Company: Shelburne Farms 03 (SF03)

**Status**

Open Job Posting: No Yes

**Links To**

Position: Trainer - Trainer

Worker Comp Code: Please Choose (represents BLANK)

Division: Please Choose (represents BLANK)

Branch: Please Choose (represents BLANK)

Department: Please Choose (represents BLANK)

**Job Post**

Title: Training Specialist ✓

**Description**

Training and development specialists develop training programs that may take place in a classroom or online. Training and development specialists help plan, conduct, and administer programs that train employees and improve their skills and knowledge.

**Application Version**

Training Specialist - Training and development specialists dev ...

**Job Posting Key** Create / Change Key

4062d607-20a5-4272-9d95-4edd1f9679c6

**Job Posting Link**

<https://isystems.evolutionadvancedhr.com/JobApplication.aspx?jobpostingkey=4062d607-20a5-4272-9d95-4edd1f9679c6>

**Recruiters**

Select existing recruiter (user) (type to search)

type to search

3. Select your company (depending on the company you select, the **Links To** pane will expand show the DBDT default selections for the company).

**Note:** In the **Links To** section you can link your job to specific positions, workers comp codes, and company configurations (in this example we have Job, Activity, and Material; however, your company will display whatever you have setup in your payroll database such as Division, Location, and Department.).

4. The **Job Post** section allows you to add a position title and description that the applicant will have visibility of when applying for a job. Note the advanced HTML editor ribbon row at the top of the **Description** section; use the editor ribbon buttons to help format the job description.

**Description**

Customer Service is important.

5. The **Application Version** step ties your Job Posting to a specific Application Version previously created. Note that the Job Posting Key is automatically created when you set up a Job Posting. This is the URL that you can put onto job boards to direct applicants to the application in Advanced HR 2.0.

6. The last optional step is to assign an internal **Recruiter**. The Recruiter must be an existing user in Advanced HR

2.0. Once linked, the Recruiter will receive notification of all activity with that specific Job Posting.

**Recruiters**

Select existing recruiter (user) (type to search)

**Link Recruiter**

**Linked Recruiters (Users)**

Username (email)	Contact	Status
jefferson123@sharklasers.com	Jefferson Marks	

**Note:** You can have multiple Recruiters assigned to one Job Posting.