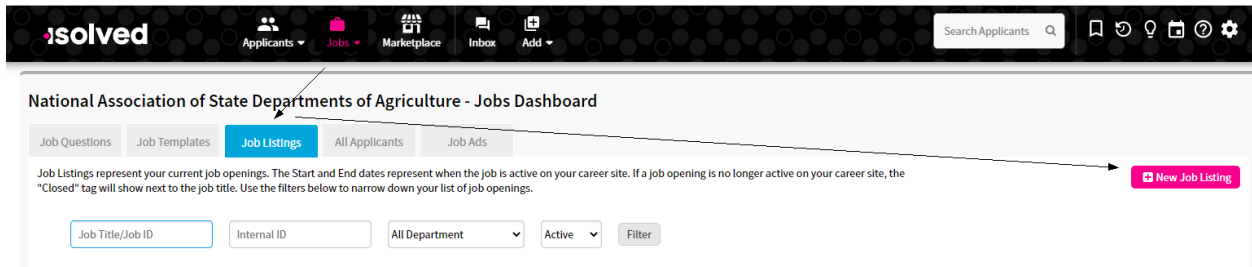


# iHire hints – How to create a Job Listing

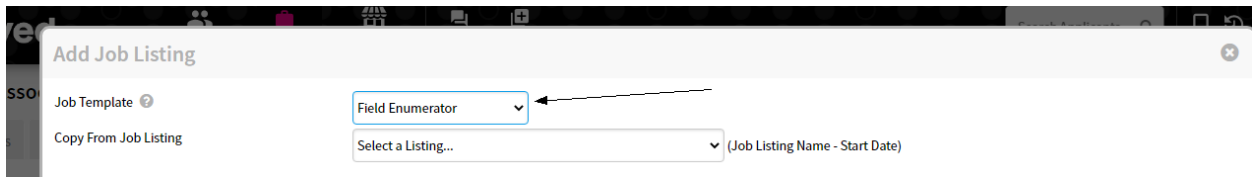
Start by logging in at the Sign in page <https://admin.isolvedhire.com/> with the user name (eMail) and password you set up after getting invite eMail from isolved Hire. (currently in the works is to get the iHire link within iSolved so you don't have to use a separate login for iHire – stay tuned)

## Create a Job Listing

Click on the **Jobs** Icon in the header bar then click on the **Job Listings** Tab then click on **New Job Listing** button:



Select a job template: **Field Enumerator**



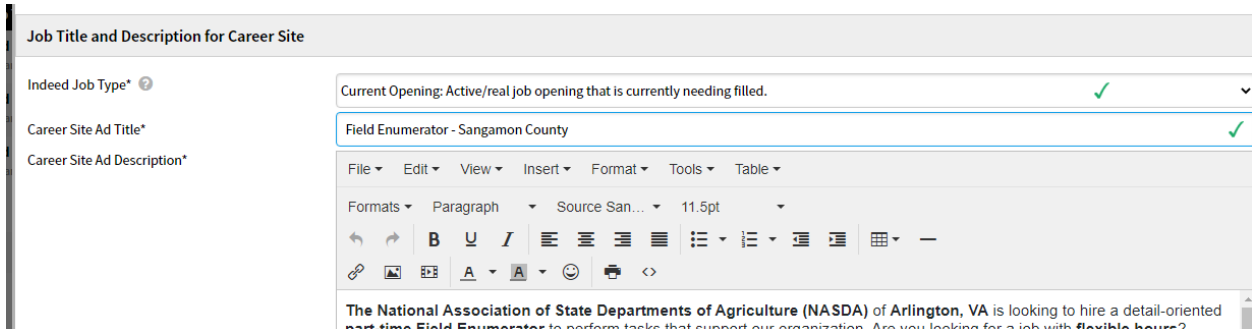
Then a form will show up that you will need to complete. Items that are marked with an asterisk (\*) are required to be completed.

Some fields may come up differently by default than what you desire.....

### Job Title and Description for Career Site section

Indeed Job Type – select **Current Opening: Active/real job opening that is currently needing filled.**

Career Site Ad Title- will default to **Field Enumerator** but to be more specific add a description afterwards like your last name or the location you are searching for applicants in like **Field Enumerator – Sangamon County**



## Job Listing Classification and Information section

Start date/End Date. You may want to leave End date blank in which case you will click the **Until Filled** box which will clear out the end date. You can always adjust the start and end dates manually to reflect your needs. You do not have to accept the default start and end dates that appear. To close a job simply Edit the job listing and set the end date to a date prior to today's date. Then tap on Save and Close.

For Pay Rate enter **\$15** and Pay Type select **Hourly** (to reflect enumerator trial level)

Under benefits enter **Mileage reimbursement** (to show they will be paid for their travel)

Employment Type select **Part Time** For Department select **Illinois**

For Indeed Remote Type select **Work from home flexibility**.

You may want to receive notifications when someone has expressed an interest in your job if so for the option titled New Applicant Notification you will want to **tap on the drop down and select your name**.

The screenshot shows a form titled "Job Listing Classification and Information" with the following fields and values:

- Start Date\***: 28 Apr 2022. **End Date**: [blank]. **Until Filled**:
- Pay Rate**: \$15. **Pay Type**: Hourly
- or Pay Range**: Min [blank] Max [blank]
- Benefits**: Mileage reimbursement
- Employment Type\***: Part Time. **Department\***: Illinois
- Indeed Remote Type**: Work from home flexibility
- Classification**: [blank]
- New Applicant Notification**: Harvey Roemer. **Only Send Email if Met BQ**:
- Interviewers**: Select Here
- Job Closing Notification**: Harvey Roemer
- Paid Ad Closing Notification**: Harvey Roemer
- Job Questions Group**: NASDA Field Enumerator. **View Job Questions**: [button]
- External Application Setup\***: Field Enumerator Application
- EEO Job Category**: Administrative Support Workers

**Job Listing Location** section tap on the drop down and see what is already there and then select one or create a new job location by tapping on the Add New option under the box in the Job Listing Location section.

The screenshot shows a form titled "Job Listing Location" with the following field and value:

- Job Location\***: Sangamon County - Sangamon County, IL, USA. **Add New**: [button]

**Job Ad Location** section For Job Board City choose a large city in the area you are looking for applicants in or near, the State should default to Illinois, and enter a corresponding zip code in the Job Board Zip/Postal box.

Job Ad Location

Job Board City\*  ✓

Job Board State  ▼

Job Board Zip/Postal\*  ✓

### Save a Job Listing

Click on Save & Proceed to Job Advertising to move to the next step where you will decide which job boards and social media to advertise your listing. Or cancel to exit without saving.

The Job Boards Push tab on the next screen that appears is where you can see where your job will be posted and we will only be using the Automated Boards – Free so there is actually nothing to do on this screen. Just tap close in the lower right hand corner and you are done. Now it's time to wait for all the responses to come in from your job posting. 😊

Advertise Field Enumerator - Sangamon County on Job Boards & Social Media ✕

Social Marketing Job Ad Job Board Settings **Job Board Push** Job Push History


**Job Boards - Direct Charge**

If you don't see a job board listed here that you'd like us to post to go to the Job tab, Job Board Favorites, and +New Job Board Favorite button to add more job boards to your list of favorites.

<input type="checkbox"/>	Dice - Client Account	30 days	\$495.00
<input type="checkbox"/>	Diversity Connect 60 days	60 days	\$149.00
<input type="checkbox"/>	Employ Diversity 45 days	45 days	\$75.00
<input type="checkbox"/>	Zip Recruiter Daily	Custom	Custom

Select All - Select None

Total Cost: \$0

**Indeed Sponsored** ? 

If you haven't sponsored on Indeed recently or it has been a while since you've been here, [click here to watch this quick video](#).

<input type="checkbox"/>	Indeed Sponsored Job Ad	Custom	(Direct pay through Indeed)
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or

Integrating with indeed optimizes the hiring process, improves the job seeker experience, and helps employers find their right hires, faster.

**Automated Boards - Free**

<input checked="" type="checkbox"/>	Indeed (including Glassdoor)
<input checked="" type="checkbox"/>	Adzuna