

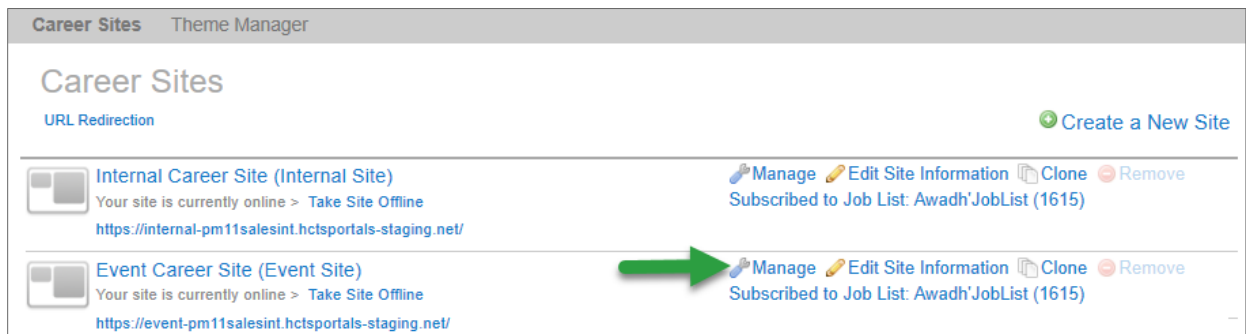
Blogs

symlr Talent Sourcing provides the ability to include a blog along with career sites so you can post informative articles as needed. Blog posts can contain any content and have some limited HTML formatting.

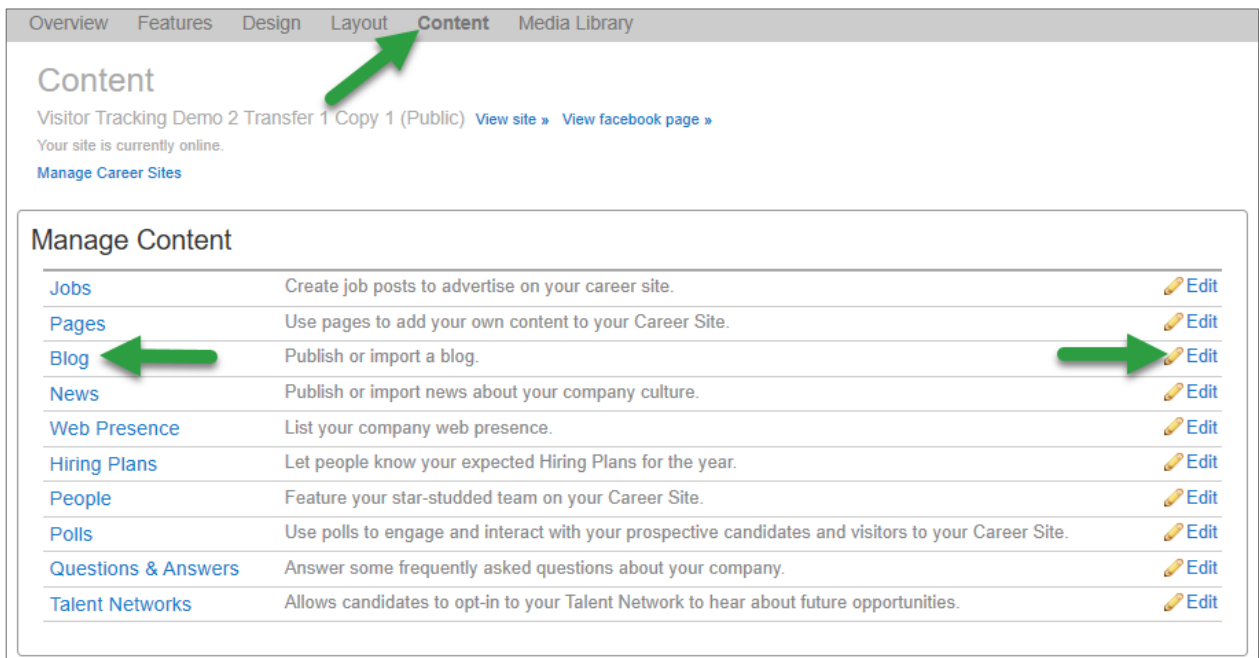
Accessing Blogs

Blogs are accessed from the **Manage Blog Posts** page in Talent Sourcing.

1. From the **Career Site** page, locate the desired career site in the list and click **Manage**.



2. Select the **Content** tab at the top of the page. A list of available content for the career site is displayed.
3. Click either **Blog** or the **Edit** link for the blog from the list. This opens the *Manage Blog Posts* page.



Creating Blog Posts

Blog posts can be created at any time. There is no limit to the number of blog posts a site can have.

Blog posts are created from the **Manage Blog Posts** page.

Clicking the **Create a Blog** button opens a blank *Create a Blog Post* form.

The **Title** and **Content** fields are the only required fields.

Completing these fields and clicking the **Create** button saves the blog post.

Blog posts remain in a Draft status until published. Keeping blog posts in a Draft status allows you to edit them without posting publicly. Changing the status to Published posts the new blog post on the site. This should only be done once you're certain you're ready to push it live. However, posts can be moved back to Draft at any time after they're published.

A WYSIWYG (what you see is what you get) editor is available for formatting the **Content** of the blog post. Selecting the **Source** button allows you to drop custom source code into the **Content** field.

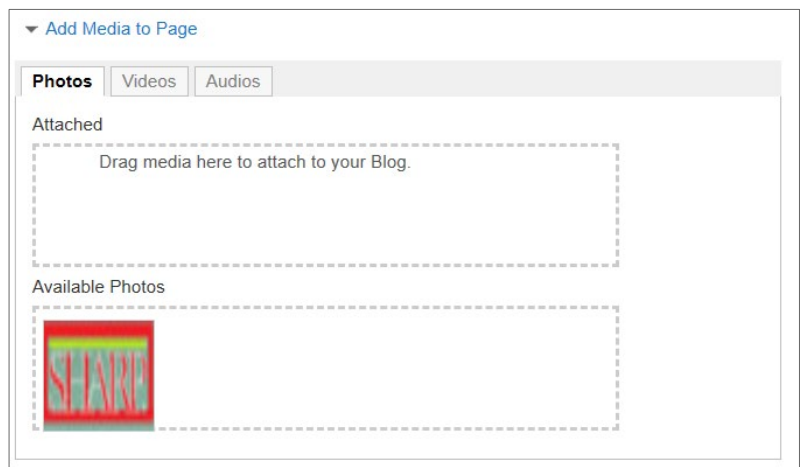
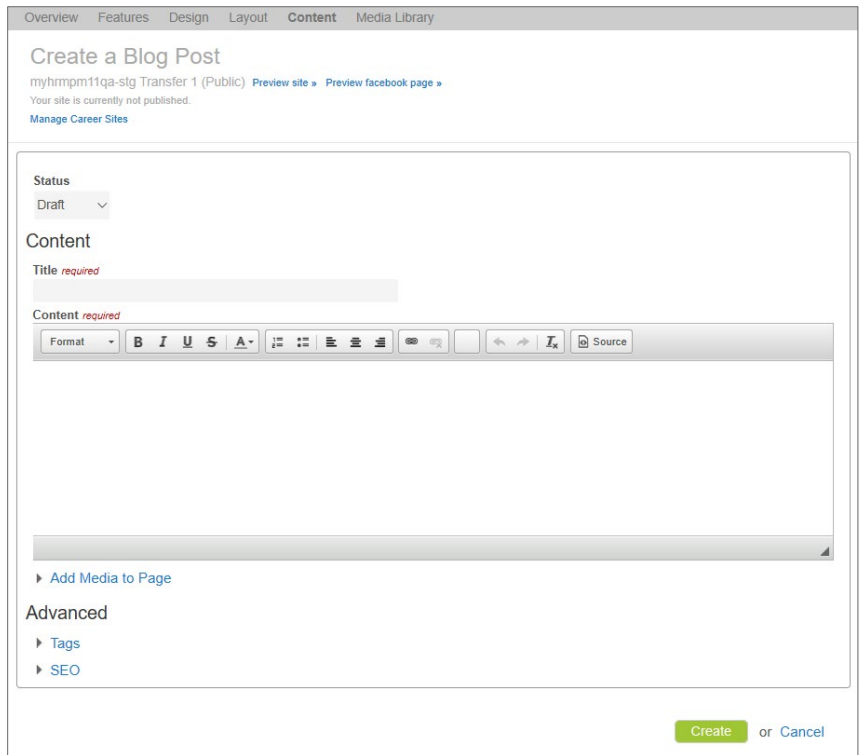
Note: *It is recommended that users have prior knowledge of HTML and CSS before directly editing source code.*

Add Media to Page

Certain media can be added to blog posts. The **Add Media to Page** option provides an area to upload and select **Photos, Videos,** and/or **Audios** for inclusion in the post.

New media can be added by dragging desired files into the top dotted box that displays on each tab.

Dragging an image from the **Available Photos** area to the **Content** area adds that image to your blog post.



Tags

Tags are used to assign categories to blog posts and are used within the larger template to pull the blog content onto the correct page(s). There is no limit to the number of tags you can add to a post. However, they must be comma separated.

Advanced

- Tags
 - Tags
 - nursing, our-stories
 - Use commas to delimit tags

In the above example, the *nursing* tag tells the system that this post should show up under the **Nursing** category on the *Blog* page, while the *our-stories* tag tells the system that it belongs on the *Blog* page.

Categories can be mapped to any of the custom fields within Recruitment Marketing, including **Job Category, Department, Facility**, etc., as long as they're configured for that field in the template. These are only necessary if your blog is set up to be sortable by category.

Your blog page can be named whatever you'd like; however, you must use *our-stories* as a tag for posts to show up on the configured *Blog* page.

Note: *It is recommended that only users with proper Tag training manage tags for blog posts.*

SEO

The **SEO** area (search engine optimization) is used if you'd like to add extra SEO content to your post, including meta keywords, SEO title, and meta description.

Advanced

- Tags
- SEO

Conditional on design template implementation.
Your design must include the default implementation for title, meta_description and meta_keywords in order to accept these settings. {% career_site_required_title %}, {% meta_description %}, {% meta_keywords %}

Main Keyword

Limited to 100 characters. If left empty the default keywords will be used.

SEO Title

Limited to 70 characters. If left empty the default title will be used.

Meta Description

Limited to 160 characters. If left empty the default description will be used.

The Fine Print

Nothing to worry about here, just a few items to keep in mind when working with blogs.

- Your Career Site must already be setup with the **Blog** feature.
- In order to access the blog editing feature in Talent Sourcing, you must have the **Career Site Content Editor** permission. If you are unsure whether you have this permission, please contact your local system administrator.