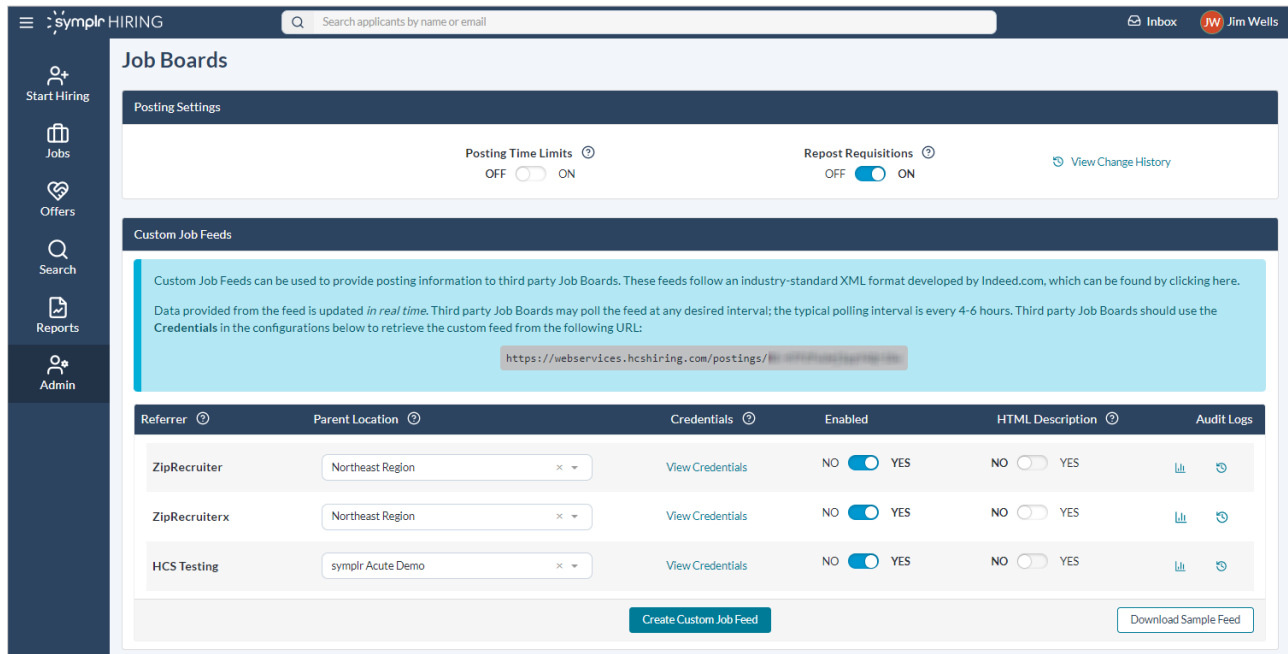


# Managing Job Boards

symplr Hiring’s *Job Boards* page has received some exciting new upgrades. It now features the ability for you to create and manage your own customized job feeds, making it easier fine-tune which jobs are sent from your organization to different job board web sites. Additionally, some new auditing tools have been added to help you confirm your jobs are posting where they’re needed.



## What is it?

The *Job Boards* page displays the logos for those jobs boards that are automatically integrated with the Hiring System, including Indeed, Glassdoor, National Labor Exchange, and more. The **Create Custom Job Feed** feature is also found on this page, allowing you to configure additional third-party job boards not listed (e.g. nurse.com, LinkedIn, talent.com) using your custom job feed credentials.

By using these custom feeds in conjunction with existing location-based posting filters, you’re given greater control over which specific facilities are posting to each of the various job sites.

Since our technology adheres to an industry-standard web publishing format, you can rest assured your requisitions are displayed on these job boards as soon as they conduct their next automatic refresh.

### New Custom Job Feed ✕

**Referrer** ⓘ

**Parent Location** ⓘ

**Username** ⓘ Generate

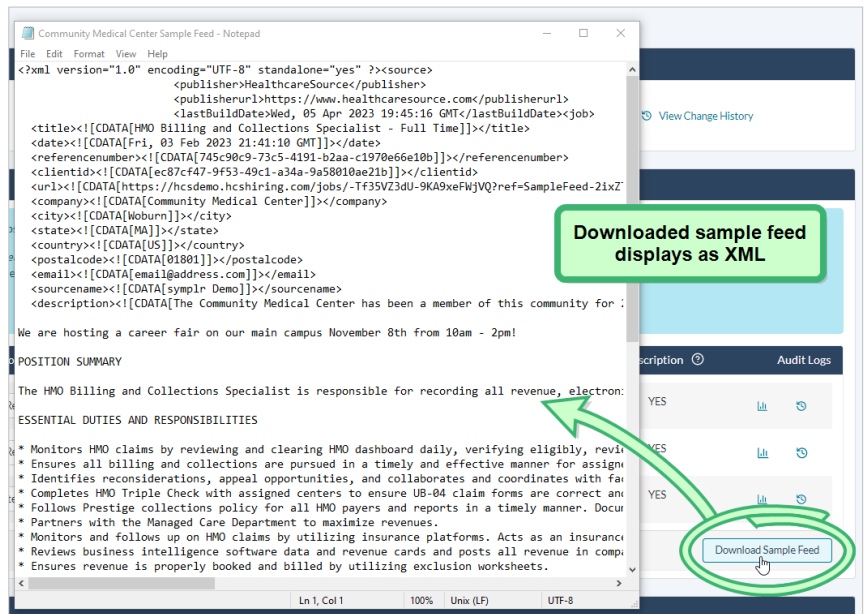
**Password** ⓘ Generate

**HTML Description** ⓘ

NO  YES

Create Feed
Cancel

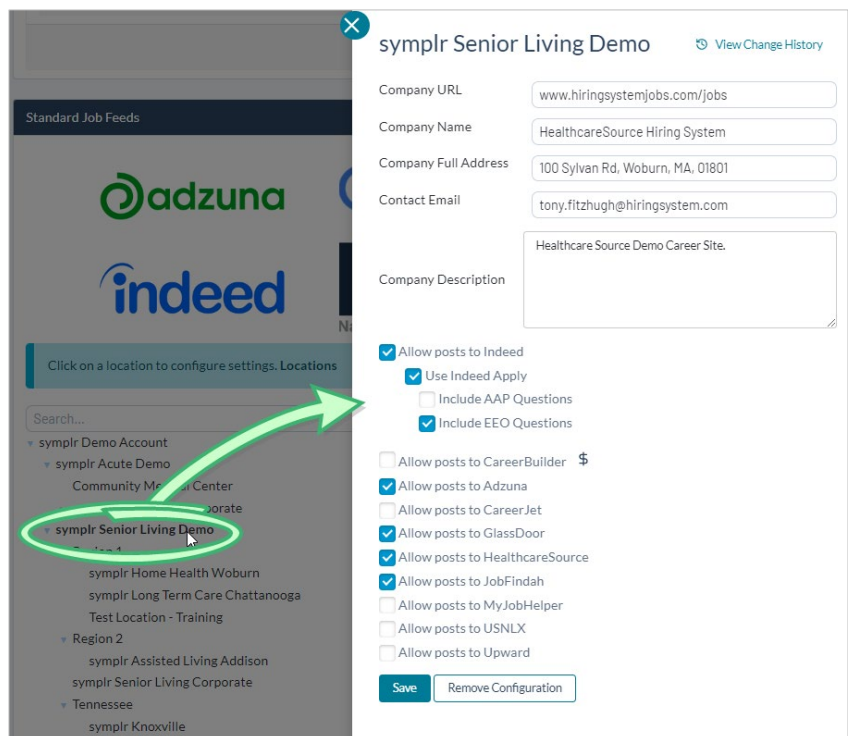
Another new addition is the **Download Sample Feed** button. Selecting this button lets you download a sample of the data being sent to job sites from the selected parent location (as an .XML text file). This can be especially useful when you need to verify if your new job postings are actually being routed by symplr Hiring the way you intended. Those looking for a particular job in this data can quickly locate it using the **Find** command with the **CTRL-F** key combination.



## How do I use it?

Selecting **Create Custom Job Feed** displays the *New Custom Job Feed* popup window. Enter the required details and choose a **Parent Location**. Selecting **Create Feed** makes your new feed ready for export.

Selecting a location from your facilities list (now at the bottom of the page) displays its configuration details. Here, you can choose the individual job sites to import and publish that organization or facility's jobs. By selectively using these filters, you could post the jobs of certain locations to a specific collection of sites, while pushing the jobs from other locations to different sites.



Individual custom feeds can be enabled or disabled by a single click using the **Enabled** toggle. The new **Audit Logs** let you view the **Access History**, telling you the last times a feed was pulled by a site, while the **Change Log** keeps tabs on any alterations made to your feed.

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A new *Posting Settings* section at the top of this page contains the **Posting Time Limits** and **Repost Requisitions** toggle switches, relocated from their previous home on the *Features* page. Selecting **Change History** displays a list of users who made any changes to these settings.

## The Fine Print

Nothing to worry about, just a few more details about this feature to keep in mind.

- This feature has already been enabled for all symplr Hiring clients, at no additional cost.
- Your organization's account must be configured on any job sites you want to publish jobs.
- Any unconfigured locations inherit their job posting settings from their next highest tier.
- If you have any additional questions, please give us a call at (866) 323-3030 or email [talentsupport@symplr.com](mailto:talentsupport@symplr.com) for assistance.