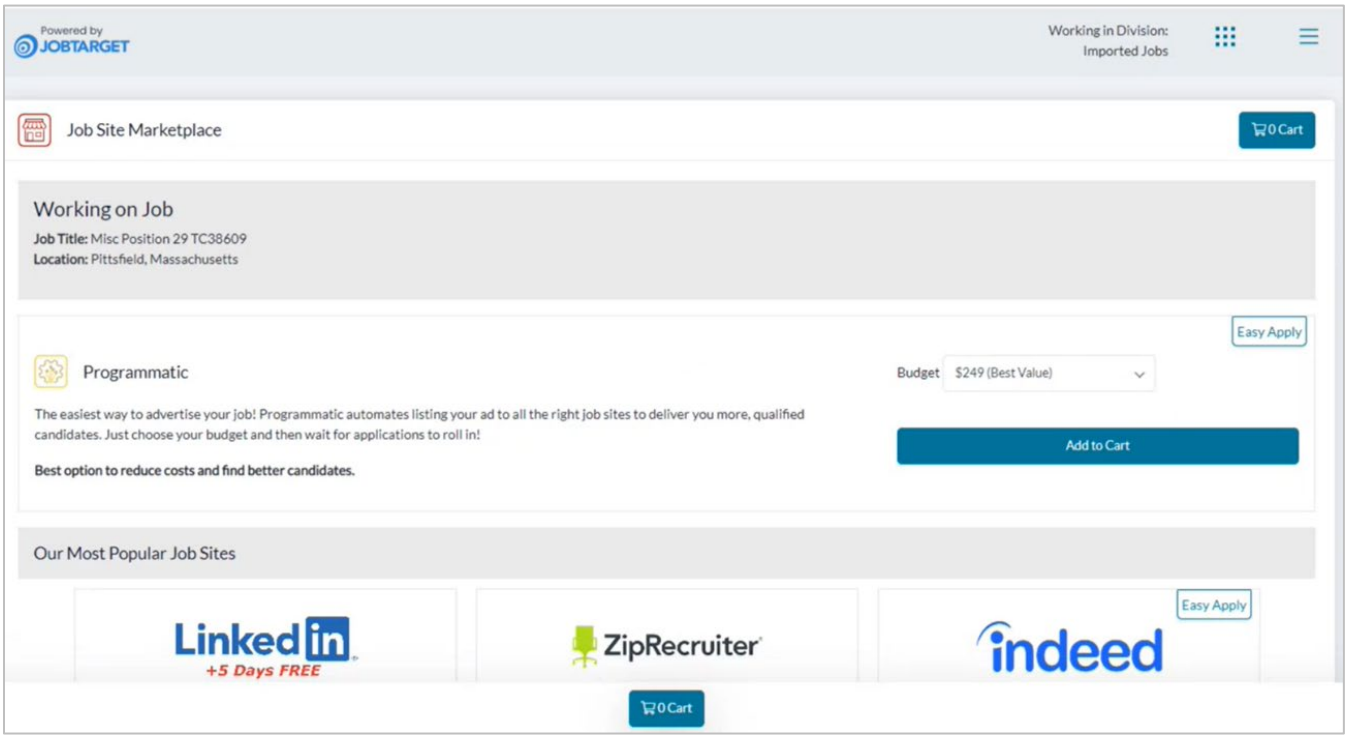
Enhanced Job Distribution

Today there are over 25,000 job board web sites where candidates are looking for work. Many of these sites are focused on specific roles, expertise, and applicant demographics. But when there are so many specialized job boards, how can one recruiter possibly know of them all?

Thankfully, symplr Recruiting's Enhanced Job Distribution, powered by JobTarget, makes it easier than ever to find the best job boards for your requisitions. By using JobTarget's built-in search and publication tools, you can ensure your jobs are posted in all the right places (and getting noticed by all the right people).

What is it?

Enhanced Job Distribution enables Recruiters to publish job postings to almost any job board across the internet, near-simultaneously, directly from symplr Recruiting. There's no tedious re-posting, and no need for managing separate logins for each job site. Just create and activate your requisition, choose the sites where you want to publish, then checkout.



After posting a job to a participating site, its activity is tracked in symplr Recruiting. You can view the number of applicants coming through, see any requisition status updates, and even edit or cancel the posting, all from within the *Requisition Details* page.

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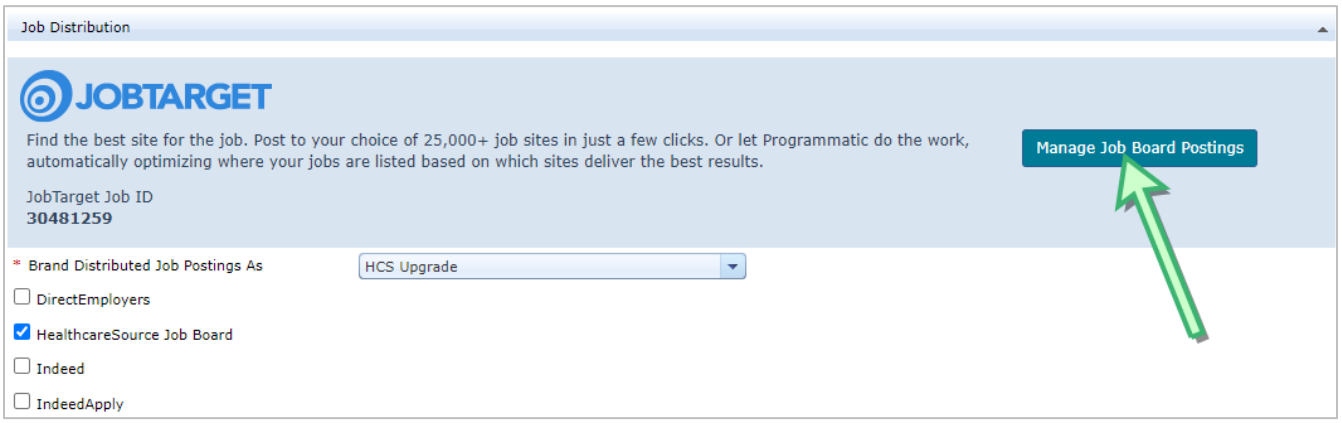
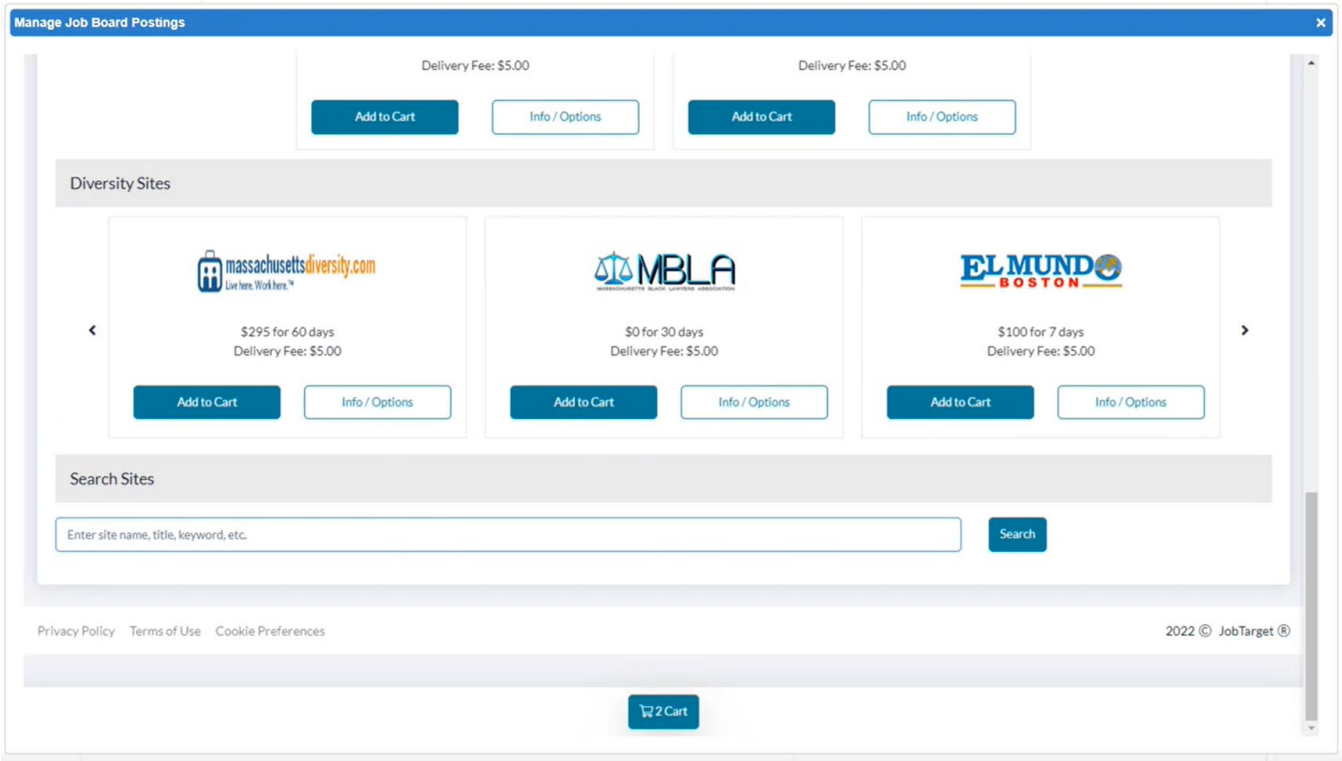
How do I use it?

Users with permissions to distribute jobs can access this feature from the *Requisition Details* page after creating a new requisition. Select the **Job Postings** tab in the *Requisition Information* section, then scroll down to the *Job Distribution* area, where you'll see the JobTarget space.



Selecting **Manage Job Board Postings** displays a pop-up window offering several different job distribution options powered by JobTarget. Various job boards display here, split up into categories including most popular, diversity sites, free sites, and more.

Each site displays with a standard advertising rate and duration. Additional posting terms can be chosen by selecting the **Info/Options** button. To publish across multiple sites, select each using the **Add to Cart** button, then complete the checkout process. If any third-party sites require additional details, you will be prompted to add them here.



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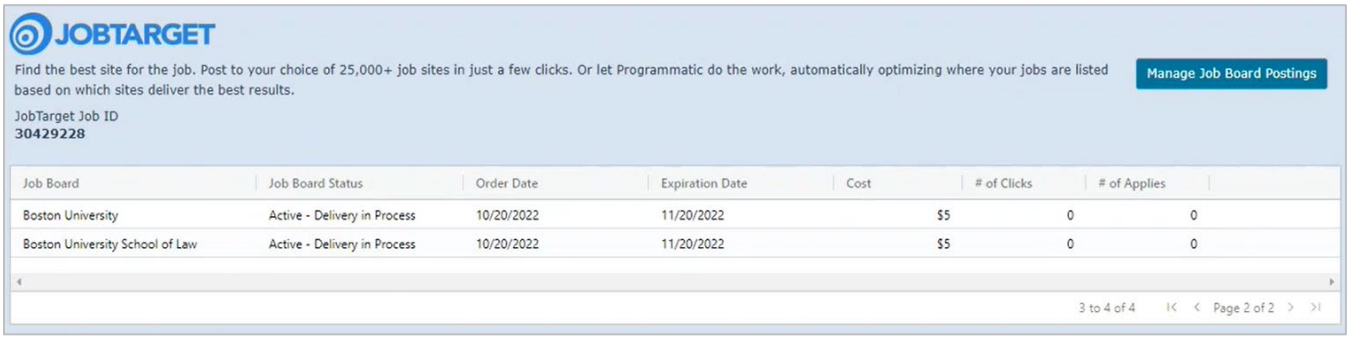
Scrolling further down reveals the **Search** bar, allowing you to make your own queries from all 25,000+ sites that JobTarget can post to. Searching is a quick and effective way to discover job sites focused on specialized roles or demographics that you might not have known about before.

No time to search for job sites? Using **Programmatic Posting** automates your advertising by posting to the best sites JobTarget can find, based on the content of your requisition and their proprietary search algorithms.



After publication, jobs posted on JobTarget sites can be managed from the *Job Distribution* area in symplr Recruiting. Details shown here include post status, expiration dates, and engagement metrics like click-throughs and applications received.

The Fine Print

Nothing major, just some additional details to be aware of when using Enhanced Job Distribution.

- A requisition must be set to the **Active – Posted** status for the JobTarget section to display on the *Requisition Details* page. Additionally, any hidden or internal-only jobs cannot be posted through JobTarget.
- Enhanced Job Distribution automatically sends any eligible existing job postings to the Organic Sites Bundle, a set of free job boards provided by JobTarget (*LinkedIn Organic*, *ZipRecruiter Organic*, *Monster Organic*, *Talent.com*, *MyJobHelper*, *Adzuna*, *Jora*, and *Jooble*).
- If the requisition status in symplr Recruiting changes to anything besides **Active – Posted**, it is considered a closed job and any active postings on external sites are removed. This also occurs if changing an **Active** posting to **Hidden** or **Internal Only** status.
- The job owner is the user who receives any expiration notices about jobs. In other words, these notices are sent to the user who posted the job to these sites, not necessarily the person who created the requisition in symplr Recruiting.
- Since there cannot be any duplicate active postings to the same site, JobTarget postings can be recreated and reposted the day after expiration.

Please contact talentsupport@symplr.com for more information.

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