

HealthcareSource Job BoardSM

Frequently Asked Questions

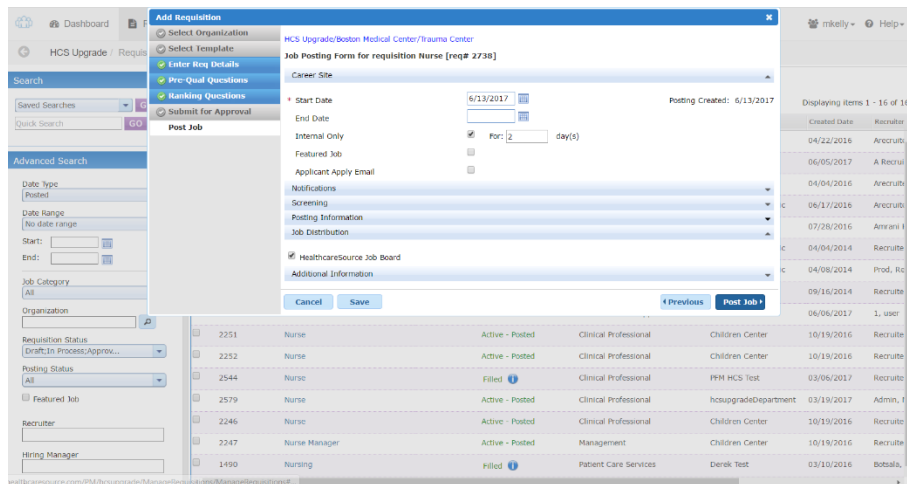
How do I access the HealthcareSource Job Board?

The URL to the HealthcareSource Job Board is: jobboard.healthcaresource.com.

Can I choose which jobs get posted on the HealthcareSource Job Board?

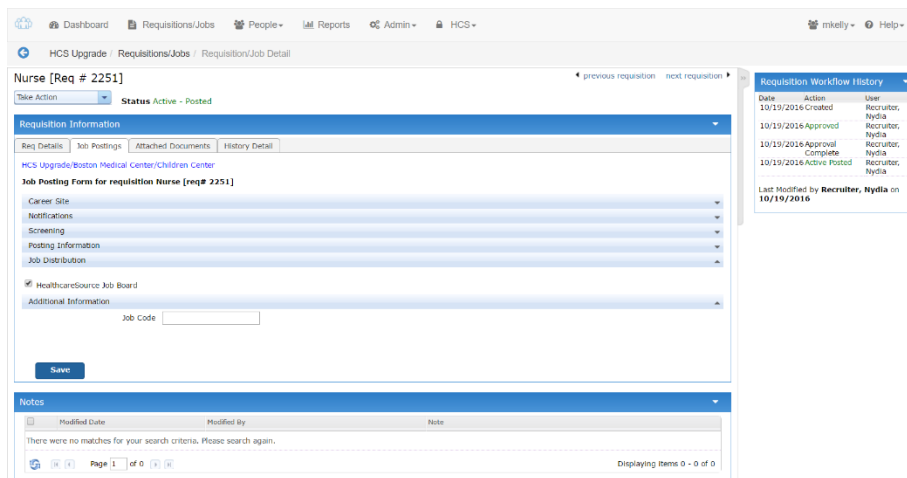
Given the high level of traffic we experience from qualified applicants to our site, we feel confident you'll want most, if not all your active jobs posted. However, for any jobs you don't wish to post – such as those that already have an adequate supply of applicants – you can simply uncheck the checkbox on the **Job Posting** tab and click the **Save** button.

Add Requisition wizard



Requisition ID	Title	Status	Career Site	Location	Created Date	Recruiter
2251	Nurse	Active - Posted	Clinical Professional	Children Center	10/19/2016	Recruiter
2252	Nurse	Active - Posted	Clinical Professional	Children Center	10/19/2016	Recruiter
2544	Nurse	Filled	Clinical Professional	PHM HCS Test	03/06/2017	Recruiter
2579	Nurse	Active - Posted	Clinical Professional	hcsupgradeDepartment	03/19/2017	Admin, I
2246	Nurse	Active - Posted	Clinical Professional	Children Center	10/19/2016	Recruiter
2247	Nurse Manager	Active - Posted	Management	Children Center	10/19/2016	Recruiter
1490	Nursing	Filled	Patient Care Services	Derek Test	03/10/2016	Bobala,

Job Posting tab



Date	Action	User
10/19/2016	Created	Recruiter, Nydia
10/19/2016	Approved	Recruiter, Nydia
10/19/2016	Approval Complete	Recruiter, Nydia
10/19/2016	Active Posted	Recruiter, Nydia

What features can I expect to see in future releases?

You can expect to see the following included with our eCommerce engine that's coming next month. Additional details will be provided at that time.

Branded Posting	Your corporate logo placed next to the posting in the job search results.
Sponsored Posting	Your post rises to the top of the job search results. The title of your job post is displayed in a bold font. Your corporate logo is placed next to the posting in the job search results.
Featured Posting	Your job posting is included in the Featured Posting rotation on the front page of the job board. Your post rises to the top of the job search results. The title of your job post is displayed in a bold font. Your corporate logo is placed next to the posting in the job search results.
Company Page	A page on the job board contains relevant information about your company, your corporate logo, and a real-time listing of your jobs posted to the site.
Featured Company	Your corporate logo is included in the Featured Company rotation on the front page of the job board. A page on the job board contains relevant information about your company, your corporate logo, and a real-time listing of your jobs posted to the site.

I see there are already featured employers and jobs, how do I get my company or job post featured?

The ability to have your company or job postings featured will become available with the release of our eCommerce engine next month. (The companies and jobs currently featured are part of an early adopter program.)

Who has access to the new job board?

All Position Manager v11 clients currently have access to the new job board. Within the next month, the job board will become available to Position Manager v10 clients as well as non-clients. To show our appreciation to our clients and help ensure your success, only Position Manager clients (both v10 and v11) are able to post positions in the job board at no additional cost (excluding any job or company enhancements purchased through the eCommerce engine).

How often is the job board updated?

Every 2 hours.

Why isn't the job category I want to use included as an option?

In this premiere release, only parent categories are available. Future releases will include additional categories and sub-categories.

How do I remove all my job postings?

If for some reason you'd prefer not to have your active jobs broadcasted to the HealthcareSource Job Board, please email jobboardsupport@healthcaresource.com.