

Self-Service Job Posting How-To Instructions

Nurse.com is committed to providing a flexible solution for servicing your own job postings. Below you will find a step-by-step **how-to guide** to self-service your job postings. We have also included a **best practices guide** to increase the impact of your posting to find qualified candidates.

Step 1 Create an account on Nurse.com/Jobs

Click on the **"Employers"** button in the top navigation. There you will find single post and job package options. Simply click on **"Post a Job Now"**.

If you are a new user, click on **"Create an account"**. You will be required to fill out a short form. Once you have created a Nurse.com account, you will be taken to **"Your Jobs"**.

Step 2 Select "Post a Job" from the top navigation

Step 3 Fill in Job, Save and Continue

After selecting **"Post a Job"**, fill in information including job title, publication date and duration, location, specialty, contract type, hours, salary and job description.

At this time, you can also set up your notification preferences and upload your company logo, as an upgrade. Once completed, click **"Save and Continue"**.

Step 4 Select a post upgrade or add a document

Once the form is completed, you will be able to edit your job posting. In the screen you can also **add documents** (Disclosure forms, Military forms, Custom Application form, etc.) and job post upgrades such as, **Highlighted Jobs, Logo in Listing** and **Top Job Packages**.

Step 5 Go to cart to review your job posting

Once you have finalized your job post, click on **"Go Straight to Cart"** button.

Step 6 Checkout to complete your order

Self-Service Best Practices

Below you will find some helpful tips and best practices to increase the impact and effectiveness of your job posting.

Specialities and Locations

Three specialities and locations can be selected when creating a job posting.

Salary Band

Refers to the dollar range of the job. This function is not shown in the job description by default. You can add this into the job description text area.

Salary Description

Salary descriptions display in the job description field. Place a salary range within the Job Description, or a descriptive phrase, for example "competitive salary, excellent benefit package".

Job Description

This section allows you to provide a detailed explanation of the position you are posting. The more information you provide in this area, the more effective your posting will be.

Job Summary

Does not have to be the same messaging as the job description. This field can utilize messaging to attract jobseekers. The field is limited to 150 characters maximum.

Logo

When uploading your logo to a job posting, please use the following specifications to ensure that your organization is accurately represented:

Dimensions: 360 x 180 pixels, **Format:** .jpg, .gif, .png, with a maximum file size of 244KB.

Descriptive Job Title

This section allows you to provide a custom summary unique to the job posting. The more descriptive your title is, the better the response.

Examples: "Cardiac Operating Room, Nurse Manager, Pediatrics (MSN, CNOR)" or "Staff Nurse - RN - Medicine Critical Care Float Pool - Nights"

Self-Service your job postings today!

CONTACT

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or contact your **Nurse.com** sales representative for details.