

JobsInDoorCounty.com
PlayAndWork.org

Employer's Guide

Company Membership

Companies that wish to post jobs on JobsInDoorCounty.com/PlayAndWork.org will need to sign up to become a member of the site. This sign-up process is done online and takes only minutes. Once an employer joins a site, they can begin entering information for their job postings. A new member's job postings will not appear in the job search until the employer has been approved by the site owner.

Employer Features

Create Account

The steps to Create an Account are as follows:

1. Begin the account creation process by Clicking the **'Employers'** link in the navigation bar near the top of the page and Clicking the **'Create Account'** link.
2. After Agreeing to the *Fee Structure* Click on the **'Continue'** button.
3. Enter the Account information into the Required Fields. (Required Fields are noted with an * asterisk.)
4. Click the **'Create Account'** button.
5. After reading the welcome message Click the **'Continue'** button.
6. Enter Descriptive Information about your company into the textboxes provided. This text will be displayed on all Job Detail pages so that you do not have to re-enter the information for each posting. If you do not wish to enter any information, leave the text in the field alone and Click the **'Update Profile'** button.

Upon Account Creation an email is sent to notify the Site Owner that a new Employer has signed up. The Site Owner will need to approve the Employer before the Employer Account becomes active.

After creating an Employer Account, accessing the Employer Administration menu must be done by logging into the system by clicking the **'Employers'** link and then clicking the **'Maintain Account'** link and using the Username and Password entered during account set-up.

Login to the Employer Administration Menu

The steps to Login to the Employer Administration Menu are as follows:

1. Click the **'Employers'** link in the navigation bar near the top of the page.
2. Click the **'Maintain Account'** link.
3. Enter your Username and Password and Click the **'Login'** button.
4. If you have forgotten your password, Click the **'Forgot Your Password?'** button, enter your Username and Click the **'Send Password'** button. An email will be sent to the account with which the site was registered with the password.
5. If you don't remember your Username send an email to info@jobsindoorcounty.com. Be sure to include your Company Name, Contact Name and Email Address.

My Account Information

The steps to View Account information are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
1. Click the **'My Account Information'** link from the menu.
2. Your Account Information will be displayed in text fields and can be updated.
3. After updating any information Click the **'Change Account'** button to save any changes. You will be returned to the Employer Menu after saving changes.

Update Company Information/Profile

The steps to Update Company Information/Profile are as follows:

1. Login to the Employer Administration Menu. *(Instructions listed above.)*
2. Click the **'Update Company Information/Profile'** link from the menu.
3. Update the Company Information/Profile displayed in text area fields.
4. If you don't wish to display a Profile, leave the example text as is.
5. If you modified your Profile, Click the **'Update Profile'** button.

The two (2) paragraph Company Information/Profile will appear at the top of all Job Detail listings.

Add a Job

The steps to Add a Job are as follows:

1. Login to the Employer Administration Menu. *(Instructions listed above.)*
2. Click the **'Add a Job'** link from the menu.
3. Select an **'Occupational Category'** from the listbox.
4. Complete the Required Fields (*).
5. Click the **'Create Job'** button.

(*Note: If your job doesn't fit into the existing categories an email link is provided to contact the Site Administrator.)

Edit/Update Jobs

The steps to Edit a Job are as follows:

1. Login to the Employer Administration Menu. *(Instructions listed above.)*
2. Click the **'Edit/Update Jobs'** link from the menu.
3. Select a job from the listbox and Click the **'OK'** button.
4. Modify any of the Job Details. *(Be sure all Required Fields "*" are completed.)*
5. Click the **'Update Job'** button.

(*Note: If your job doesn't fit into the existing categories an email link is provided to contact the Site Administrator.)

Delete Jobs

The steps to Delete a Job are as follows:

1. Login to the Employer Administration Menu. *(Instructions listed above.)*
2. Click the **'Delete a Job'** link from the menu.
3. Select a job from the listbox and Click the **'OK'** button.
4. Permanently Delete the job by Clicking the **'Delete'** button.

Review Applications/Resumes

The database searches for new applications posted to employers jobs once per day and generates an automatic email to the email address with which the account was registered to notify the employer that there are new applications to review.

The steps to Review Applications/Resumes are as follows:

1. Login to the Employer Administration Menu. *(Instructions listed above.)*
2. Click the **'Review Applications/Resumes'** link from the menu.
3. Select the Application from the listbox and Click the **'View Application'** button.
4. The Application information including Resume will be displayed. *(New Applications will have an asterisk "*" next to them.)*

5. Click the '**Continue**' button to return to the main menu. The application will be marked as "Reviewed" in the database.
6. If you wish to Delete the application Click the '**Delete**' button.
7. If you wish to notify the Applicant with an auto-generated email that their Application has been reviewed Click the '**Delete and Send Notification**' button. Click the '**Delete Without Notification**' button if you don't wish to send a notification or Click the '**Cancel Delete**' button to return to the main menu.

The Delete Notification text is as follows:

Your application for a job on the JobsInDoorCounty web site has been reviewed by the employer.

The employer may notify you if they have further questions about your application.

This is an auto-notification from the JobsInDoorCounty web site. Please do not reply to this e-mail.

Please Visit the JobsInDoorCounty web site again at <http://jobsindoorcounty.com>

Search The Resume Database

The steps to Search the Resume Database are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the '**Search the Resume Database**' link from the menu.
3. Enter a keyword to search by and Click the '**GO**' button or Select an Occupational Category to search by and Click the '**GO**' button.
4. Select an Applicant from the listbox and Click the '**View Application**' button.
5. The Application information including Resume will be displayed.
6. Click the '**Continue**' button to return to the search results page.

View Job Statistics

The steps to View Job Statistics are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the '**View Job Statistics**' link from the menu.
3. Statistical information for each of your jobs will be including: Job Title, Job Code, Number of Page Views, Number of Applications Submitted, Active Status (Y or N), and Expiration Status (Y or N).
4. Click the '**Back**' link to return to the main menu.

Job Seeker Features

The Job Seeker Features include: searching the jobs posted by various employers using keywords or occupational categories, building an online profile containing employment information and a resume, applying for a job with a few button clicks, and receiving automatic email updates each time a job is posted in up to 5 occupational categories selected by the job seeker.

Find a Job

1. To find a job a user must visit the main page of <http://jobsindoorcounty.com> or <http://playandwork.org>.

2. Searching can be performed by selecting one or all of the following: an Employer from the listbox, an Occupational Category to search within or by entering a keyword and Clicking the **'Go'** button.
3. A brief outline will be displayed for any jobs returned by your search.
4. A detailed description can be seen by clicking on the **'View Job'** button.
5. If the user would like to apply for the current job they are viewing simply Click the **'Apply online'** button or copy down the contact information and mail a resume to the address provided.
6. If Applying Online the user must login to their job search account or Click the **'Create Account'** link to create a job search profile. Once a Job Seeker Profile has been created, applying for a job is as easy as entering a username and password.
7. Applications will be submitted to the database automatically and the employer will be notified of the new application.

Create an Online Application

Creating an Online Application can be done quickly and easily.

1. Click the **'Apply online'** button from any Job Detail page and Click the **'Create an Application'** link from the Applicant Login page or Click the **'Job Seekers'** link in the navigation bar.
2. Complete the required information in the following areas: Personal Information, Education, Technical Skills, Work History, and Comments/Resume.
3. Select whether employers will be allowed to search for your resume by placing a check in the Resume Database checkbox or leaving it blank.
4. A resume can be pasted into the text area at the bottom of the last page of job seeker information.
5. Click the **'Save Applicant'** button to save the Job Seeker account to the database.

Edit Application

Editing an Online Application can be done quickly and easily.

1. Login to the Job Seeker Menu by clicking the **'Job Seekers'** link in the navigation bar.
2. Enter the username and password for your account.
3. Click the **'Edit Your Application'** link from the Job Seeker Menu.
4. Edit any of the information in the following areas: Personal Information, Education, Technical Skills, Work History, and Comments/Resume.
5. Click the **'Save Applicant'** button to Update the Job Seeker account in the database.

Join Listserv

Join a Listserv to receive automatic email notifications when new jobs are added in up to five (5) occupational categories.

1. Login to the Job Seeker Menu by clicking the **'Job Seekers'** link in the navigation bar.
2. Enter the username and password for your account.
3. Click the **'Select Occupational Categories for Automatic Email When New Jobs Are Posted'** link on the Job Seeker Menu.
4. Select up to five (5) Occupational Categories to receive email notifications from. *(To Select Multiple Categories hold down the Ctrl key while clicking the Occupational Categories.)*
5. Click the **'Submit'** button to Save the Job Seeker account in the database.
6. To unsubscribe from all Occupational Categories simply Click the **'Remove Yourself From Listserv'** button.

Apply For a Job

After a Job Seeker creates an Online Application applying for a job is simple.

1. Search for the desired job from the homepage.
2. Click the '**View Details**' button for the correct job on the Search Results page.
3. Click the '**Apply online**' button.
4. Enter the username and password for your Online Application.

The employer that posted the job is notified by email that an application has been received for the job. The Employer can then review the Job Seeker's application and follow-up with the Applicant.

Other Website Features

Area Information

Visitors to the website can click on the '**Area Information**' link in the navigation bar to explore the Door County Chamber of Commerce's website for quality of life, events, or other types of information.

Newcomer's Package

Visitors to the website can request that a package of information for newcomers be sent to them. These requests will be processed by the Door County Chamber of Commerce.

Job Search Tips

A page with helpful hints on how the search functionality works within the site is provided for job seekers. Following the tips on this page will maximize the results returned when searching any YourJobDepot.com member Website.

Contact Us

Visitors to the website can contact JobsInDoorCounty by clicking the '**Contact Us**' link in the navigation bar.