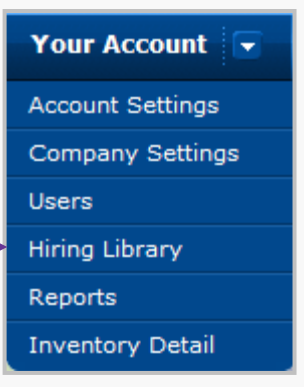
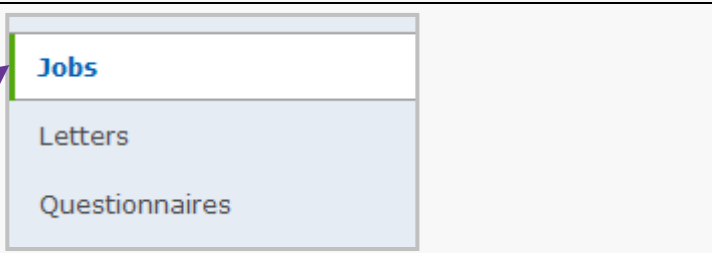



# CREATE A JOB IN THE HIRING LIBRARY

## Step-by-Step Actions

*Example of when to use:*

Creating a job in the hiring library is recommended when you have job descriptions that you believe you will post multiple times. By saving them to your library, you will be able to repurpose the information going forward, which will help save you time and create a more consistent message throughout similar postings.

1.	Place the mouse over the “Your Account” tab, and then click on “Hiring Library”.	
2.	Verify “Jobs” from the left column is selected.	
3.	To create a new job, click  .	
4.	<p>Enter the “Name” and “Summary” of your job.</p> <p>The Name reflects the job title.</p> <p>The Summary reflects the overview of the job.</p> <p>If you would like to mark the job so that other users in your company can not access it, check the box to the left of “Mark job private”.</p> <p>Candidates will not see the Name and Summary.</p> <div data-bbox="435 1373 1479 1619"><p>Name * <input type="text"/> 100 character max.</p><p>Summary * <input type="text"/> 100 character max.</p><p><input type="checkbox"/> Mark job <b>private</b> (not accessible to other users).</p></div>	

\* indicates a **REQUIRED** field.

# CREATE A JOB IN THE HIRING LIBRARY

## Step-by-Step Actions

5. Add information in the “**Job Information**” section.

### Required Information:

- Job Title
- Job Location
- Job Type

### Optional Information:

- Salary Range
- Other salary info
- Career Level
- Relevant Work Experience
- Education Level
- Reference Code



#### **Job Title:**

This is perhaps the most important component of your job posting. Given the high volume of competing job postings on Monster, you must find a way to differentiate your posting. Refer to the job aid titled “Best Practices: Job Postings” for additional information on job titles.

#### **Job Location:**

Based on our years of experience, Monster has found that the location of the job is one of the most significant factors that job seekers use when deciding whether to apply for a job. As a result, Monster strongly recommends entering as much of the address in the job location field as possible.

#### **Salary Range:**

This is optional for you but desired by seekers. There is no formula that outlines when it is best to include or exclude this information.

6. Add information in the “**Job Description**” section.

Enter the text for your Job Description by either:

- Selecting a “**Monster Job Description**”

Instructional Designer Search

[Instructional Designer](#)

[Web Multimedia Designer](#)

[Web Multimedia Developer](#)

[Layout Engineer](#)

OR

- Writing it yourself in the text box




Font Size Bold Italic Underline

Minimum of 200 characters required. Words: 0 Characters: 0

Copying from word? Please [save and preview your posting](#) to check description formatting.

# CREATE A JOB IN THE HIRING LIBRARY

## Step-by-Step Actions

	<p> <b>Monster Job Descriptions:</b> – Monster has prepared job descriptions for you. In this example, four descriptions are automatically listed, based on your Job Title. You may also search for a different description. When you click on a Job Title, the description of the job will be displayed in a separate pop-up window. After you've reviewed it, you can <b>"Print"</b> the description for review, <b>"Use this Description"</b>, or <b>"Close"</b> the window. If you <b>"Use this Description"</b>, the text will automatically populate the "Job Description" section for you.</p> <p>Use the formatting toolbar to make your ad more visually appealing to job seekers.</p>			
7.	<p>Add information in the <b>"Company Information"</b> section.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Required Fields:</b></p> <ul style="list-style-type: none"> <li>• Company Name</li> </ul> </td> <td style="width: 5%; text-align: center; vertical-align: middle;"> </td> <td style="width: 45%; vertical-align: top;"> <p><b>Optional Field:</b></p> <ul style="list-style-type: none"> <li>• Company Industry</li> <li>• Company Logo</li> </ul> </td> </tr> </table>	<p><b>Required Fields:</b></p> <ul style="list-style-type: none"> <li>• Company Name</li> </ul>		<p><b>Optional Field:</b></p> <ul style="list-style-type: none"> <li>• Company Industry</li> <li>• Company Logo</li> </ul>
<p><b>Required Fields:</b></p> <ul style="list-style-type: none"> <li>• Company Name</li> </ul>		<p><b>Optional Field:</b></p> <ul style="list-style-type: none"> <li>• Company Industry</li> <li>• Company Logo</li> </ul>		
8.	<p>Add information in the <b>"Contact Information"</b> section.</p> <p>Choose how you want job seekers to respond to your job posting by selecting the <b>"Contact Method"</b>. Check only one box, or all of the boxes, as applicable to your situation.</p> <ul style="list-style-type: none"> <li>• Apply Online</li> <li>• Direct Email/Offline Contact</li> </ul> <p>If you choose <b>"Apply Online"</b>, you can click on <b>"Filter Candidates"</b> and then use one or more of these filters to screen candidates:</p> <ul style="list-style-type: none"> <li>• Career Level</li> <li>• Minimum Education</li> <li>• Distance from Job/Job ZIP Code</li> <li>• Work Authorization</li> </ul> <p> The <b>"Apply Online"</b> option enables job seekers to easily apply for your position, using their Monster account. It also helps you to track and manage your candidates online.</p> <p>If you choose to use a filter, Monster flags the resumes that don't meet your requirements.</p>			
9.	<p>Click  to save your job in the <b>"Hiring Library"</b>. Refer to the job aid titled "Managing Jobs" to learn more about what you can do with a job from the Hiring Library.</p>			



indicates that HELP information is available. Simply click on the question mark to review the information, in a separate pop-up window.