


# CREATING AND POSTING A JOB

## Step-by-Step Actions

1. From your Monster homepage, click  next to the Inventory Type that you wish to use for your posting.

2. **To Create a New Posting:**  
Skip to Step 3.

**To Use an Existing Posting from the Hiring Library:**

Select a job posting from the drop-down menu in the **"Hiring Library"** section.  
(The information from the saved posting will be automatically entered into the appropriate fields.)



This template is the standard job posting template offered by Monster. Monster can create a customized job posting template for you at an additional cost.

3. Add/change information in the **"Job Information"** section, if needed.

**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.

# CREATING AND POSTING A JOB

## Step-by-Step Actions

4. Add/change information in the “**Job Description**” section, if needed.

Enter the text for your Job Description by either:

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

OR

- Writing it yourself in the text box



**Monster Job Descriptions:** – 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 “**Print**” the description for review, “**Use this Description**”, or “**Close**” the window. If you “**Use this Description**”, the text will automatically populate the “**Job Description**” section for you.

Use the formatting toolbar to make your ad more visually appealing to job seekers.

5. Add/change information in the “**Company Information**” section, if needed.

**Required Fields:**






- Company Name

**Optional Field:**

- Company Industry
- Company Logo

# CREATING AND POSTING A JOB

## Step-by-Step Actions


<p>6.</p>	<p>Add/change information in the <b>“Contact Information”</b> section, if needed.</p> <p>Check only one box, or all of the boxes, as applicable to your situation.</p> <p>If you choose <b>“Candidates 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>“Candidates 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>
<p>7.</p>	<p>It is strongly recommended to preview your job before posting it to Monster. To do this, click <b>“Job Posting”</b>.</p> <div data-bbox="261 936 792 1035" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  See how your <a href="#">Job Posting</a> will look when candidates click on your job.         </div> <p>* If you see this symbol , this indicates that this preview is not the same one that you will see on the live site. The reason is that your edits are not completed.</p>
<p>8.</p>	<p><b>OPTIONAL STEP:</b></p> <p>If you would like to view how the job seeker will see your job posting in their search results, then click <b>“Job Search Results”</b>.</p> <div data-bbox="261 1199 792 1297" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  See how your job posting will look on the <a href="#">Job Search Results</a> page.         </div> <p>This will show the impact of your job title and the first part of your job description.</p>
<p>9.</p>	<p>Click  to proceed to the next page.</p>
<p>10.</p>	<p>Review the <b>“Job Search”</b> section.</p> <p>Depending on your job posting inventory, selecting multiple job search areas and/or categories may result in an added charge or use of additional job posting inventory.</p>

# CREATING AND POSTING A JOB

## Step-by-Step Actions

11. Click in the check box(es) next to the appropriate locations.

**Search area \***



Expand your reach by adding more search areas.

- US - MA - Boston North
- US - MA - Boston
- US - MA - Framingham/Worcester
- US - NH - Southern

[Select more areas](#)

**AND/OR**

Click on **"Select more locations"** to choose additional locations, including international ones.

Click [Cancel](#) or [Save & Close](#) when you've completed your location selections.

Mouse over a location to see job seeker activity.

**Select more locations**

- Andorra
- Angola
- Antigua and Barbuda
- Argentina
- Armenia
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize

[Cancel](#) [Save & Close](#)

# CREATING AND POSTING A JOB

## Step-by-Step Actions

12. Select the appropriate “**Job Search Category**” by either:

Entering an occupation to search for

**Find:**

OR

Clicking on the arrow next to the category you want.

Checking the box(es) next to the appropriate occupations.

**Search category \***  
Choose up to 3 occupations in a category at no extra charge.

**Find:**

- Food Services/Hospitality
- ▾ **Human Resources**
  - Compensation/Benefits Policy
  - Corporate Development and Training
  - Diversity Management/EEO/Compliance
  - General/Other: Human Resources
  - Payroll and Benefits Administration
  - Recruiting/Sourcing
- Installation/Maintenance/Repair

13. **OPTIONAL STEP:**

If you want to proactively match candidates directly to the requirements of the job, enter three to five essential skills for the job in the “**Candidate Skills**” section.

**Candidate Skills** ?

Monster's new matching technology connects you with more-qualified candidates from our database — in addition to those who have applied to your job directly — by targeting specific skills. Add up to 5 skills (e.g., Spanish, PowerPoint) and receive a free preview of matching candidate profiles instantly! [Learn more](#)

Note: This information will not appear in your job posting.



Conducting the search and previewing matching candidates is free.

When you post your job, you will receive a list of highly relevant candidates via email with 24 hours. They are ranked based on relevance to the job.

You can review a summary of each candidate and then, if you choose, you can buy a candidate's complete profile, including their contact information.

# CREATING AND POSTING A JOB

## Step-by-Step Actions

### 14. OPTIONAL STEP:

Monster offers a variation of products to enhance your job posting some of which you can apply in the job posting process.

- Job Bolding
- Career Ad Network
- Area-wide Career Ad Network

**Job Posting Enhancements** ?

Increase the effectiveness of your job posting.

**Job Bolding**  
Stand out by bolding your job title in job search results. [Learn more](#)  
Only \$30 per job posting.

Expand your hiring reach!

**Resume Search**  
Find qualified candidates in Monster's resume database. [Learn more](#)  
Only \$650 for 2 week 100 mile Resume Search 400 views.  
Search area ZIP Code:

**Monster Newspaper Postings**  
Advertise your job in the Sunday edition of a leading newspaper. [Learn more](#)

**The Boston Globe** - Only \$79



Career Ad Network and Area-wide Career Ad Network turns a job posting into a custom banner ad.

### 15. OPTIONAL STEP:

Some products Monster offers are not available in all areas. To learn more about each product below refer to the job aid titled "Monster On Demand" or "Monster Newspaper Postings".

- Monster On Demand
- Monster Newspaper Postings
  - The Boston Globe
  - The New York Times

**Monster Newspaper Postings**  
Advertise your job in the Sunday edition of a leading newspaper. [Learn more](#)

**The Boston Globe** - Only \$79

**Monster On Demand**  
Advertise your job on Comcast Cable On Demand

### 16. OPTIONAL STEP:



If you would like to save this job posting for future use, check the box next to "Save this job to your Hiring Library to use again."

All the information you have entered in this job posting will be saved to your Hiring Library and can be edited at any time.

17. Click  to proceed to the next page.

# CREATING AND POSTING A JOB

## Step-by-Step Actions

18.	Review your order on the “ <b>Order Summary</b> ” page to be sure that it is accurate. If necessary, enter your billing information.
19.	Click  .
20.	<p>From the Thank You page, you have the option to:</p> <ul style="list-style-type: none"> <li>• Add a Screening Questionnaire</li> <li>• Add an Auto-Reply Letter separately</li> <li>• Manage Job Postings</li> <li>• Post a Job</li> <li>• Search Resumes</li> </ul> <p> A Screening Questionnaire helps you to identify the most qualified candidate for the job. If you would like to see how to create a screening questionnaire, review the job aid titled, “Creating a Screening Questionnaire.”</p> <p>An Auto-Reply letter enables you to respond to job seekers who apply for your job. If you would like to see how to create a letter, review the job aid titled, “Creating Letters.”</p>

\* indicates a **REQUIRED** field, one that you must complete.



indicates that HELP information is available.