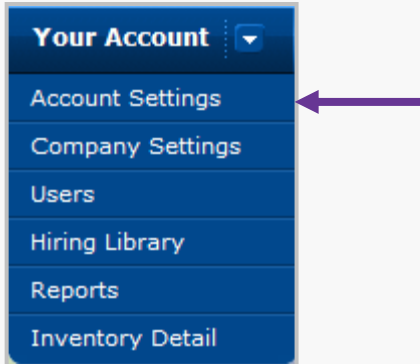


# MANAGING ACCOUNT SETTINGS

## Step-by-Step Actions

- Place the mouse over the “Your Account” tab, and then click on “Account Settings”.



- In the “Account Profile” section, review the information in each area and click on the appropriate button to modify the information, if needed.

<p><b>Account Profile</b></p> <p>Account Preferences</p>	<div style="border-bottom: 1px solid gray; padding-bottom: 10px;"> <h3 style="margin: 0;">Account Profile <span style="float: right; color: purple;">Edit</span></h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Tracy Gozzo demo demo demo Advauntex 5 Clock Tower Place Maynard, Massachusetts 01754 US</td> <td style="width: 40%; border-left: 1px solid gray; padding-left: 10px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Email</td> <td>tracy.gozzo@monster.com</td> </tr> <tr> <td>Phone</td> <td>1800monster</td> </tr> <tr> <td>Copy online</td> <td>tgozzo@comcast.net</td> </tr> </table> <p><b>applies to this email address</b></p> </td> </tr> </table> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 10px;"> <h3 style="margin: 0;">Username &amp; Password <span style="float: right; color: purple;">Reset Password</span></h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Username</td> <td>xntem2cwx19</td> </tr> <tr> <td>Password</td> <td>*****</td> </tr> <tr> <td>Account Security</td> <td><a href="#">Reset security questions</a></td> </tr> </table> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 10px;"> <h3 style="margin: 0;">Job Posting Contact <span style="float: right; color: purple;">Edit</span></h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Advauntex US</td> <td style="width: 40%; border-left: 1px solid gray; padding-left: 10px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Email</td> <td>tracy.gozzo@monster.com</td> </tr> <tr> <td>Phone</td> <td></td> </tr> </table> </td> </tr> </table> </div> <div style="padding-bottom: 10px;"> <h3 style="margin: 0;">Billing Contact <span style="float: right; color: purple;">Edit</span></h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Tracy Gozzo Advauntex 5 Clock Tower Place Maynard, Massachusetts 01754 US</td> <td style="width: 40%; border-left: 1px solid gray; padding-left: 10px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Email</td> <td>tracy.gozzo@monster.com</td> </tr> <tr> <td>Phone</td> <td>1800monster</td> </tr> </table> </td> </tr> </table> </div>	Tracy Gozzo demo demo demo Advauntex 5 Clock Tower Place Maynard, Massachusetts 01754 US	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Email</td> <td>tracy.gozzo@monster.com</td> </tr> <tr> <td>Phone</td> <td>1800monster</td> </tr> <tr> <td>Copy online</td> <td>tgozzo@comcast.net</td> </tr> </table> <p><b>applies to this email address</b></p>	Email	tracy.gozzo@monster.com	Phone	1800monster	Copy online	tgozzo@comcast.net	Username	xntem2cwx19	Password	*****	Account Security	<a href="#">Reset security questions</a>	Advauntex US	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Email</td> <td>tracy.gozzo@monster.com</td> </tr> <tr> <td>Phone</td> <td></td> </tr> </table>	Email	tracy.gozzo@monster.com	Phone		Tracy Gozzo Advauntex 5 Clock Tower Place Maynard, Massachusetts 01754 US	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Email</td> <td>tracy.gozzo@monster.com</td> </tr> <tr> <td>Phone</td> <td>1800monster</td> </tr> </table>	Email	tracy.gozzo@monster.com	Phone	1800monster
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\* indicates a **REQUIRED** field.



indicates that HELP information is available.

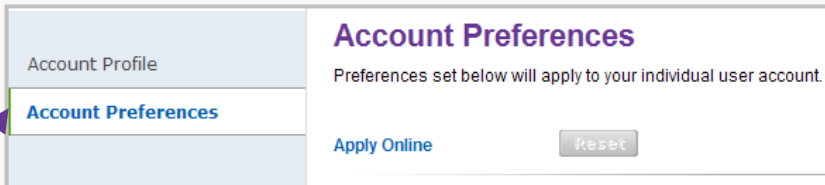
# MANAGING ACCOUNT SETTINGS

## Step-by-Step Actions

3. Click on **“Account Preferences”** to select and/or modify your preferences in each section.

### Sections

- Apply Online
- Page Display
- Resume Search
- Security Clearance
- Resume Search Results
- Job Posting Notification



If the options are grayed out, then the **“Account Preferences”** have been set by your Administrator.

4. In the **“Apply Online”** section, select the settings that suite your preferences for each area.

### Areas

- Response Method
- Email format
- Email subject line – If you choose “default”, the subject line will list the resume value/job title/job reference code/job number.
- Email content
- Viewing candidates online

**Apply Online** Reset

You can set Apply Online preferences for other users in [Company Preferences](#).

**Response Method**

Job folder  
 Job folder & email  
 Job folder & email (restricted)  
Only accept responses from candidates who meet filter requirements (if supplied).

**Email format**

HTML  
 Plain text  
 with attachment

**Email subject line**

Default  
 Custom

**Email content**

Include screening questionnaire results (answers and score), if available

**Viewing candidates online**

Show all candidates  
 Show only non-rejected candidates (i.e., rejected via filtering and screening)

# MANAGING ACCOUNT SETTINGS

## Step-by-Step Actions

5. In the “Page Display” section, select:

**Page Display**

How many items do you want to see listed on manage screens? (e.g., Manage Candidates)

10 items per page

20 items per page

50 items per page

**Results view**

Brief

Detailed

**Candidate detail (viewing individual candidates)**

Tab view

Single page view

**Sort results by**

Date (most recent resumes first)

Relevance

- the number of items you would like to see listed on each Manage screen at one time
- your preference for viewing results (brief or detailed)
- your preference for viewing candidates (tab or single page view)
- sort your results (date or relevance)

# MANAGING ACCOUNT SETTINGS

## Step-by-Step Actions

6. In the “Resume Search” section, select the options that you would like to be available to you when you are creating a resume search.

### Resume Search

Which search options would you like to have available when you conduct a resume search?

**Search criteria**

[Include All](#)

Most recent employer  Yes  No

Job title  Yes  No

Most recent job title  Target Job Title

Most recent job description  Yes  No

Schools attended  Yes  No

Desired salary  Yes  No

**Search by location**

Selected locations  Yes  No

Zip code radius  Yes  No

Work authorization  Yes  No

Select specific countries  Auto-apply to selected countries

**Job seeker profile**

Education level  Yes  No

Minimum level  Selected level(s)

Career level  Yes  No

Language proficiency  Yes  No

Work status  Yes  No

Job type  Yes  No

Company category  Yes  No

**Select specific countries** - This option allows you to select the countries that you want candidates to be authorized to work in for each search.

**Auto-apply to selected countries** - The search results for this option will include candidates who have authorization to work in the locations you have entered.

# MANAGING ACCOUNT SETTINGS

## Step-by-Step Actions

7. In the “Resume Search Results” section, select your preferences for your search results.

### Resume Search Results

#### Keyword preference

- Flexible keyword  
 Restricted keyword

#### Flexible Keyword Search

Keywords in a search string can be changed at any time during the search. Monster will pull the results from the entire database.

#### Restricted Search

Keywords in a search string can not be edited after you have used them in a search. The keywords that you enter after each search are added to your search string, separated by &. Monster will pull results only from the results of your previous search. It does not search the entire database.

8. In the “Job Posting Notification” section, identify whether or not you would like to have job posting notifications sent to you via email.

### Job Posting Notification

Please send me job posting notifications

- Yes  
 No

9. Click  to save your settings.