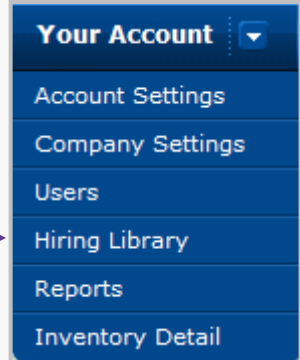


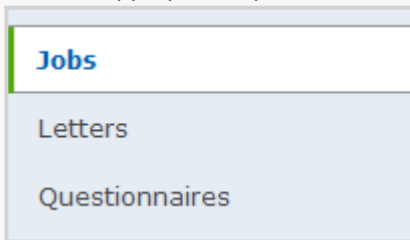
USING THE HIRING LIBRARY

Step-by-Step Actions

1. Place the mouse over the “Your Account” tab, and then click on “Hiring Library”.



2. Select the appropriate option from the left column.



“Jobs” is the default option.
In Monster, “letter” means “email”.

3. For each of these options, you can either:

- Use an existing template
 - Select an existing element
 - Jobs
 - Letters
 - Questionnaires
 - select the appropriate action from the “Actions” drop-down menu

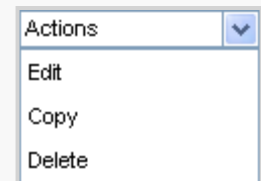
OR

- Create a new template



If you choose to create a new template, please refer to the appropriate job aid:

- Create a Job
- Create a Letter
- Create a Screening Questionnaire



* indicates a **REQUIRED** field.



indicates that HELP information is available.