

# The Quick Start Guide to HoustonJOBS.com

Welcome to our site!

*This information is provided to you to help you get around HoustonJOBS.com quickly and easily.*

**Register As A Posting Employer:** On the Homepage, click on the orange “EMPLOYERS” button. This will take you to the Employer page where you can then click on “Click here to sign up”. Fill out the registration page requesting your company, contact & billing information. Once this information is entered, click on the **ADD EMPLOYER** button at the bottom of the form.

*(Note: You will only need to fill out this Employer Registration form one time. Your account always remains active. In order to have an active account on each site you will need to register on each site individually.)*

In the future, to log in from the Homepage, click on **EMPLOYERS** in the upper right of the page, locate the log in screen and enter your Username and Password.

*All functions from here forward assume you have already signed-in with your Username and Password and that you are on the WELCOME page.*

**Post a Job:** Click on **JOB MANAGER**. Scroll down the next page and click on **POST NEW JOB**. The next page will provide you with the ADD A NEW JOB posting template. (Please note that you can post your position in up to 3 separate categories by holding the Ctrl button down on your keyboard while making your selection.) Post your job and click **ADD A JOB** at the bottom of the page. This will provide you with a preview of your job but it’s not posted yet. Read it over and make any changes you want or click **ACTIVATE JOB**. If you have an Unlimited account or Package credits, the job will be activated immediately. (It takes about two minutes to full-publish the position to our database.)

If you are paying for a Single job posting, you will have an extra step to activate the posting. From within the JOB MANAGER you will see the new posting in the Queue. This means it is pending activation. Click on **ACTIVATE JOB** being sure there is a check mark next to the posting you want activated. This will place you into a payment option screen, allowing you to pay by credit card or by invoice. Then just follow directions.

**Check How Many Views Your Postings Have Had:** Click on **JOB MANAGER**. The first thing you will notice is the number indicating how many jobs you currently have posted. Scroll to the bottom of this page and you will see your jobs listed by title and the number of times it has been viewed. This is also the place to Edit or Delete your ads. (Note: You cannot Edit or Change job title.)

**Search Resumes:** Click on **VIEW RESUMES**, fill in the requested information and you’re done! We do all the work for you...it’s really that simple.

**Create A Resume Search Agent:** In order for you NOT to have to search old and previously viewed resumes HoustonJobs.Com provides you with 5 Resume Search Agents per account. To create an agent,

click on **RESUME AGENTS**. On the next page click **ADD A NEW RESUME AGENT**. This page will allow you to choose the criteria of the resumes you want returned to your personal email that will suit jobs you need to fill. Should you happen to get overwhelmed with too many resumes, you have the option to turn off the email responses! You can, at any time, edit or delete your search agents and you also have the choice of providing a different email address for responses (i.e. email address for each department/hiring manager).

**Save Resumes:** When a job seeker emails their resume to you in response to a job you have posted you will have the ability to save that resume by leaving it in your RESUME INBOX. Simply do nothing. However, this feature also allows you to delete any resumes you want to be rid of by simply **SELECTING** (or checking) the open box on the far right of each resume listed. Scroll to the bottom of the page and click **DELETE FROM INBOX** and that resume is gone.

**Update Your Company Information:** Click on **UPDATE PROFILE** and the page you originally used to sign-on will appear. You can now make any changes you may want to this information including names, addresses, phones, email, billing information or username/password in the event of a change of staff at your facility.

*This information should assist you in navigating HoustonJOBS.com. However, if for any reason you need additional help, don't hesitate to contact me directly at the email or numbers below or call customer service at 281-316-0506 or email customer service at:*

*Steven@HoustonJOBS.com*

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