

# MAXIMIZE RECRUITING ROI

First thing's first: this is not your average job board, and for good reason! Our blind-match technology pre-screens opportunities to find you the right fit, faster! Ready to get started?

## Select the type of position you are recruiting to fill.

Choose Full- & part-time, Internship, or seasonal; and number of postings.



## Add basic info about the position(s) next.

Number of hours, days of the week, and compensation details come in here. You'll also add a brief position description, but no need to request resumes or cover letters.

## Select the Job Titles that best describe the position you are looking to fill.

Choose from our suggestions or search titles manually.



## Help us understand your ideal candidate.

We will ask you simple questions about your needs. Each job title has its own unique questions; your responses are the key to your match destiny.

## Select job board dissemination.

Your posting is automatically made available to our network of thousands of free job boards in addition, you can elect to broadcast your opportunity to your favorite premium job sites.



## Promote your posting:

Your posting is live! Candidates will begin to apply for your position and we will notify you via email as new applicants are scored for you. Use our social media integration to continue to promote your position and drive greater candidate traffic.

# MANAGE YOUR MATCHES

1. We display your top 7 matches on your dashboard. Remove any you are not interested in.
2. Over the next 30 days, all stack-ranked direct applicants will be displayed.
3. See a candidate you like? Click **Request to Connect** to request a resume & contact information.
4. Accept **Requests to Connect** from candidates you're interested in, removing those who aren't a strong match.
5. Once you're connected, find a candidate's information and interview Prep Report under **Connections**.
6. No matches? No problem! Our system continuously searches for new matches for you. We will notify you by email any time there is a new match or direct applicant to preview.