# BrassRing+ JobTarget: Getting Started Guide

Make the most of **BrassRing's** JobTarget integration!

As a **BrassRing** customer, you have access to a suite of tools to help you make the hires you need.

Use this guide to get up to speed with how your integration works and start posting jobs today!

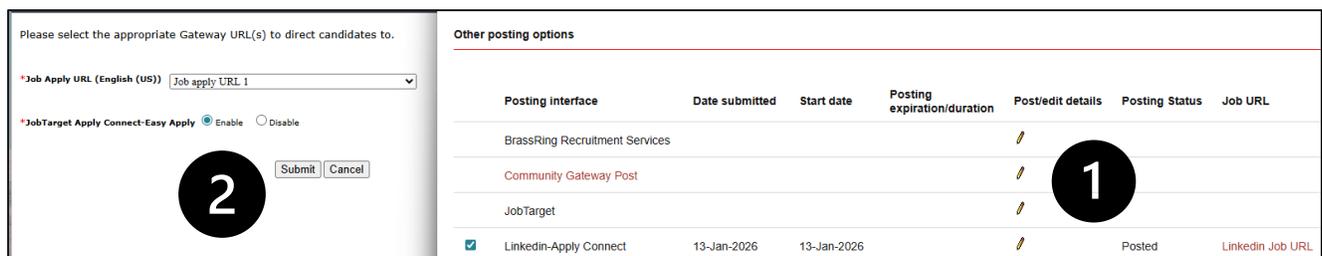## Using JobTarget within BrassRing: Initial Setup Steps

JobTarget will be available to all BrassRing customers from within any Open requisition. Below are some basics on how to find JobTarget.

1. **Navigate to the Requisitions section of the BrassRing**

    1. Open an active job to get your Posting Options

    2. Within the open job, go to the *'More'* dropdown and choose *'Posting Options'*

2. **Activate JobTarget Integration**

    1. Scroll to the "Other posting options" at the bottom of the page

    2. Click the pencil icon to choose the Job Apply URL and your Easy Apply options. (See Available Features to learn more)

    3. Click *'Submit'* to activate your JobTarget account and begin advertising.

**JOBTARGET**

# Advertise Your Job

## How it works

1. Open the requisition

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   3. Scroll to the "Other posting options" at the bottom of the page

   4. Click the pencil icon to choose the Job Apply URL and your Easy Apply option. (See Available Features to learn more)

2. Access JobTarget

   1. Click *'Submit'* to access your JobTarget Marketplace and begin advertising.

      • Here, you can utilize the Marketplace User Guide for further assistance.

Explore our comprehensive E-Book to learn more about finding and attracting the best talent. Additionally, check out our resource, "How to Choose the Right Job Sites for Your Open Role".

Don't miss out on our valuable Resources to help with your recruitment efforts.

# Edit a Job Advertisement

*Avoid stopping a job advertisement to edit the job; simply update the job requisition within your ATS.*

**How it works**

1. Access the job requisition within BrassRing
   - Make any changes within the specific job and save within your ATS.
2. Updates
   - JobTarget will receive the updates through the integration. The updates will be sent to the necessary job sites within 24-hours.

     *Note, that the job site, may take longer to reflect the updates.*

# Stop Your Job Advertisement

**How it works**

- Within BrassRing
   - BrassRing sends a "stop job" call only when BrassRing users click into the desired open requisition and click "More" and select "Close" or "Delete" from the drop-down menu.

- Within JobTarget
   - Access JobTarget via BrassRing and stop the job ad(s) individually if you are not looking to adjust a status in BrassRing.

**JOBTARGET**

# Available Features

- **Performance Tracking:** JobTarget monitors job seekers' clicks and completed applications once posted through the JobTarget platform.
  - This data can be conveniently accessed within the Reports App for a detailed breakdown of applicant source information.
  - Source reporting capabilities allow you to track clicks, applications, and other relevant data to optimize your recruitment strategy.

- **Easy Apply:** Customers can use the Easy Apply feature offered through JobTarget.
  - With Easy Apply, basic information from the job application, such as resume, name, phone number, and email, will seamlessly integrate back based on the setup of the specific job requisition.
  - Any required screener questions for your jobs will also be parsed back.

### How to Turn Easy Apply On or Off

BrassRing users can enable Easy Apply On or Off in the last step of the create job flow before logging into JobTarget.

Please select the appropriate Gateway URL(s) to direct candidates to.

*Job Apply URL (English (US))    Surya_English

*JobTarget Apply Connect-Easy Apply    ○ Enable    ○ Disable

Submit    Cancel

### Not finding what you're looking for?
Visit our Help Center or Create a Support Ticket