

JobTarget Integration

Setup and usage

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9/11/2019

Setup PostingManager Account for JobTarget.com OneClick

Users can have multiple PostingManager accounts for JobTarget.com OneClick. While posting a job user can choose which one to be used for the posting.

Existing JobTarget Account:

- Use JobTarget Username, First Name, Last Name, and Title to create PostingManager account for JobTarget.com OneClick. Choose your password for PostingManager account for JobTarget.com OneClick which can be different from the JobTarget account password.
- “SSO OneClick” link will be appeared on the PostingManager Account page right after submitting the information if the JobTarget account is valid and active.

Create New JobTarget Account:

- Create a new PostingManager account for JobTarget.com with desired information.
- Application will create a new JobTarget account with admin access when given the PostingManager account which will be used to post a job.
- Once the JobTarget account gets created, the “SSO OneClick” link for the given account will appear.

Note: Users will not be able to log into the JobTarget site using mention credentials, use SSO OneClick link or JobManage URL that is found on the Posting & Account page.

Post requisition(s)

Manage posting via manage requisition:

- Users with the right access can manually post requisition to JobTarget.com via manage requisition page.
- Upon submission, the success/error message will be shown.
- Posting to JobTarget.com is real-time, a link to manage the job distribution will be available right after a successful posting.
- Requisition will be keep getting submitted to JobTarget.com (via nightly cron script) until it's End Date (specified during posting).
- Any updates to requisition after its initial posting will be also sent to JobTarget.
- Posting will be deleted from JobTarget.com when it reaches to end date or if requisition status gets changed from open to filled/closed/any inactive status before its end date.
- Users can also manually delete posting from the cross-posting page before its end date.
- When deleted, all active distribution via JobTarget.com will be also taken down for the requisition.

- Users will have to re-submit the requisition if it's get deleted.

Note: Link to manage the distribution on the JobTarget site will be also available upon re-visiting posting page for the same requisition.

Field	Required	Usage
Account	Yes	A selected account will be used for posting. In the case of multiple accounts, the user needs to select one option from drop-down otherwise value will be pre-filled.
End Date	Required	Date to expire the posting within ATS. Default set to 30 days from today. Users can set it to the desired date to expire the posting.
Experience	Optional	The number of years' experience necessary for the job opening
Job Function	Optional	The OneClick ID representing the closest job function for this position.
Industry	Optional	The OneClick ID representing the closest industry for this position
Job Type	Optional	The status of employment
Duration	Optional	The job requirements to be displayed on the job ads
Travel	Optional	The amount of travel required for this position
Education	Optional	The minimum education requirement for this position
Salary Type	Optional	The salary type for the provided low and high salary
Entry level	Optional	Indicates whether the job is entry-level

Via Auto Cross-Posting:

- When enabled, requisitions with open/active status will automatically be sent out for posting via a nightly cron script.
- Account and option selected during the auto cross-posting setup will be used to post all open requisitions.
- Requisition(s) will get deleted when it's moved out of open/active status.
- Requisition(s) will start getting re-posted when it's moved back into open/active status.

Field	Required	Usage
Account	Yes	A selected account will be used for posting.
Experience	Optional	The number of years' experience necessary for the job opening

Job Function	Optional	The OneClick ID representing the closest job function for this position.
Industry	Optional	The OneClick ID representing the closest industry for this position
Job Type	Optional	The status of employment
Duration	Optional	The job requirements to be displayed on the job ads
Travel	Optional	The amount of travel required for this position
Education	Optional	The minimum education requirement for this position
Salary Type	Optional	The salary type for the provided low and high salary
Entry level	Optional	Indicates whether the job is entry-level

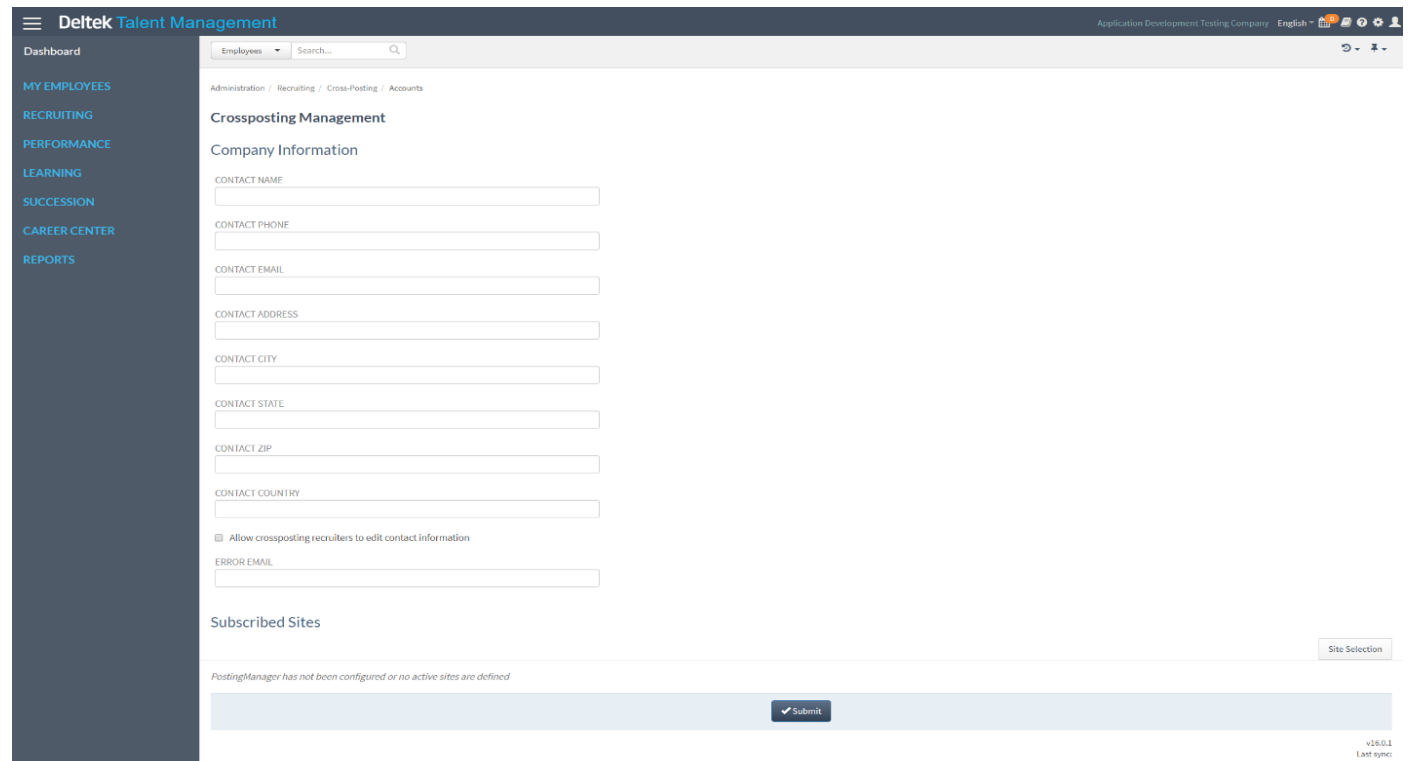
Manage distributions for posted requisition(s) via ATS

For the requisition posted manually, the user will get a link to manage distribution right after a successful posting. Link will be also available when the user re-visits the posting page for the same requisition, up until it's actively posted.

SSO OneClick link will be available for all valid/active accounts. Users will be able to manage distributions for requisition submitted via a given account.

Step 1: CrossPosting Setup

Path: Administration > Recruiting > Cross-Posting > Accounts



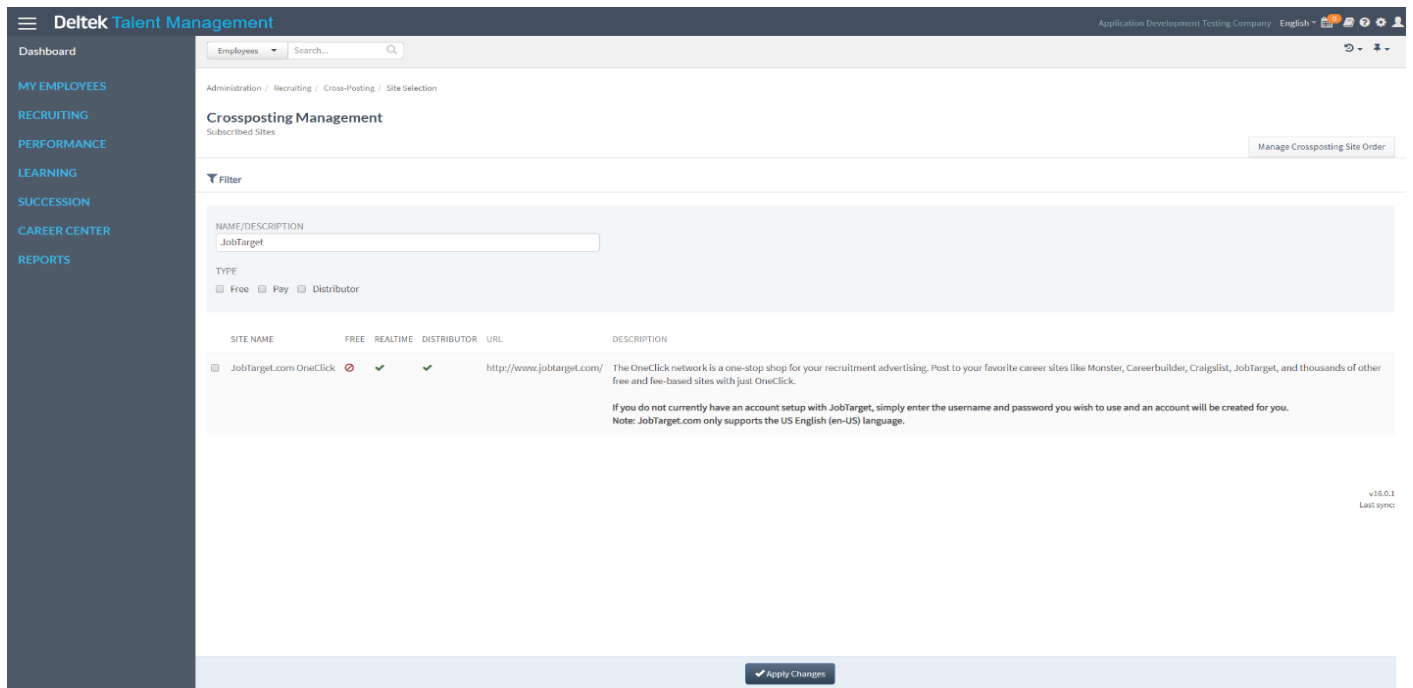
The screenshot shows the 'Crossposting Management' page in the Deltek Talent Management system. The page is divided into a left sidebar with navigation links (Dashboard, MY EMPLOYEES, RECRUITING, PERFORMANCE, LEARNING, SUCCESSION, CAREER CENTER, REPORTS) and a main content area. The main content area has a breadcrumb trail: Administration / Recruiting / Cross-Posting / Accounts. Below this, the 'Crossposting Management' section is titled 'Company Information'. It contains several input fields for contact details: CONTACT NAME, CONTACT PHONE, CONTACT EMAIL, CONTACT ADDRESS, CONTACT CITY, CONTACT STATE, CONTACT ZIP, CONTACT COUNTRY, and ERROR EMAIL. There is also a checkbox labeled 'Allow crossposting recruiters to edit contact information'. Below the input fields, there is a 'Subscribed Sites' section with a message: 'PostingManager has not been configured or no active sites are defined'. A 'Site Selection' button is located to the right of this message. At the bottom of the page, there is a 'Submit' button and a version indicator 'v18.0.1 (last sync)'.

On this page:

- Manage company contact information.
- Manage Subscribed Sites.
- Manage Auto Cross-Posting.
- Use Site Selection to get the list of actively available Site(s).

Step 2: Select Site(s)

Path: Administration > Recruiting > Cross-Posting > Site Selection



Deltak Talent Management

Application Development Testing Company English

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees Search...

Administration / Recruiting / Cross-Posting / Site Selection

Crossposting Management

Subscribed Sites

Manage Crossposting Site Order

Filter

NAME/DESCRIPTION
JobTarget

TYPE
☐ Free ☐ Pay ☐ Distributor

SITE NAME	FREE	REALTIME	DISTRIBUTOR	URL	DESCRIPTION
☐ JobTarget.com OneClick				http://www.jobtarget.com/	The OneClick network is a one-stop shop for your recruitment advertising. Post to your favorite career sites like Monster, Careerbuilder, Craigslist, JobTarget, and thousands of other free and fee-based sites with just OneClick. If you do not currently have an account setup with JobTarget, simply enter the username and password you wish to use and an account will be created for you. Note: JobTarget.com only supports the US English (en-US) language.

v15.0.1
Last sync:

Apply Changes

On this page:

- All actively available sites will be listed.
- Use Filter to find JobBoard(s) by Name/Description AND JobBoard type Free/Pay/Distributor.
- Select the site to make it available for cross-posting.

Step 3: Activate and Setup Site

Path: Administration > Recruiting > Cross-Posting > Accounts

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Application Development Testing Company English

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Administration / Recruiting / Cross-Posting / Accounts

Crossposting Management

Company Information

CONTACT NAME
Kathryn Admin

CONTACT PHONE
972-783-3000

CONTACT EMAIL
divyeshpatel@clark_admin@hrsmart.com

CONTACT ADDRESS
2929 N. Central Expressway

CONTACT CITY
Richardson

CONTACT STATE
TX

CONTACT ZIP
75080

CONTACT COUNTRY
US

☐ Allow crossposting recruiters to edit contact information

ERROR EMAIL
divyeshpatel@clark_admin@hrsmart.com

SITE MODE
Dev Mode

Site Mode option will be only available on development instance. On Production instance no such option will be available.

Subscribed Sites

Site Selection

NAME	ACTIVE	AUTH REQUIRED	AUTOCROSSPOST	ACCOUNT(S)
JobTarget.com OneClick	☒	☐	Enable	Manage Account(s)

Submit

v15.0.1
Last sync:

On this page:

- Check box under Active column and submit to activate it.
- Check box under Auth Required column and submit to enable authentication prior to cross-posting.
- Link to manage AutocrossPost.
- Link to manage the account.

Note: Site Mode option will be only available on development instance. On production instance, no such option will be available.

Autocrosspost Setup Page

When enabled, all open jobs will be sent for posting with options selected on this page. All open jobs will be sent out for posting through cron script every night, which will be distributed to JobBoard via another cron script. Job(s) will be removed from the posting when it's filled out/closed/move into inactive status.

Delttek Talent Management

Application Development Training Company English

Employees Search...

Auto crossposting settings for JobTarget.com OneClick

Go back

Please fill out the job board specific fields listed below. For auto cross posting, all jobs posted will use the **SAME** default information.

ACCOUNT *
--Select One--

DURATION
--Select One--

EDUCATION
--Select One--

ENTRY LEVEL
--Select One--

EXPERIENCE
--Select One--

INDUSTRY
--Select One--

JOB FUNCTION
--Select One--

JOB TYPE
--Select One--

SALARY TYPE
--Select One--

TRAVEL
--Select One--

Finalize Stop Autocrosspost

v15.0.1
Last sync:

On this page:

- Manage auto crossposting options.
- Fill out all required field to complete the setup
- Use the Finalize button to submit the selections.
- Use the Stop Autocrosspost button to stop auto cross-posting.

Cross-Posting Account Management Page

Add active JobTarget credential to set up cross-posting account if there is one, otherwise fills out the form and related account will be created.

Deltek Talent Management Application Development Tooling Company English

Dashboard Employees Search...

Crossposting Account Management

JobTarget.com OneClick

The OneClick network is a one-stop shop for your recruitment advertising. Post to your favorite career sites like Monster, Careerbuilder, Craigslist, JobTarget, and thousands of other free and fee-based sites with just OneClick.

If you do not currently have an account setup with JobTarget, simply enter the username and password you wish to use and an account will be created for you.
Note: JobTarget.com only supports the US English (en-US) language.

Add a new account

NEW NAME

NEW USERNAME

NEW PASSWORD

NEW PREFERRED LANGUAGE
 English

NEW FIRST NAME

NEW LAST NAME

NEW TITLE

Apply Changes I'm Finished

v16.0.1
Last sync:

Deltek Talent Management Application Development Tooling Company English

Dashboard Employees Search...

Crossposting Account Management Add a new account

JobTarget.com OneClick

The OneClick network is a one-stop shop for your recruitment advertising. Post to your favorite career sites like Monster, Careerbuilder, Craigslist, JobTarget, and thousands of other free and fee-based sites with just OneClick.

If you do not currently have an account setup with JobTarget, simply enter the username and password you wish to use and an account will be created for you.
Note: JobTarget.com only supports the US English (en-US) language.

Changes saved successfully!

Edit existing Accounts

NAME
 Test Account One

USERNAME
 testuser@deltek.com

PASSWORD
 Test1234

PREFERRED LANGUAGE
 English

FIRST NAME
 Test

LAST NAME
 User

TITLE
 Recruiter

Delete?

Apply Changes I'm Finished

v16.0.1
Last sync:

On this page:

- Add/Edit/Delete accounts

Field	Required	Description
Name	Yes	PostingManager account name.
Username	Yes	Existing JobTarget Username or desired Username to be used to register a new JobTarget account.
Password	Yes	PostingManager account password (for existing JobTarget account user can choose your password for PostingManager account, it doesn't need to be the same as JobTarget password).
Preferred Language	Yes	Preselected to English. JobTarget.com only supports the US English (en-US) language.
First Name	Yes	For Existing JobTarget account use the same first name, for new account use desired value to be used to register new JobTarget account.
Last Name	Yes	For Existing JobTarget account use the same last name, for new account use desired value to be used to register new JobTarget account.
Title	Yes	For Existing JobTarget account use the same title, for new account use desired value to be used to register new JobTarget account.

SSO OneClick - Single Sign On (SSO) link to log a user into OneClick.

Authorization Requests

Path: Administration > Recruiting > Cross-Posting > Authorization Requests

When JobBord is set up with “Auth Required” option, all postings submitted by none admin users will be queued under this page for admin’s approval. Admin can approve or reject postings.

Deltek Talent Management

Application Development Testing Company English

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees Search...

Administration / Recruiting / Cross-Posting / Authorization Requests

Postings Requiring Authorization

Important: This page submits authorized jobs in real-time. This process can take 1-2 minutes, depending on the number of jobs submitted and their destination sites.

JOB	REQUESTOR	DATE REQUESTED	DESTINATION SITE	AUTHORIZE	REJECT POSTING	ACCOUNT
Doctor (Job OM-DC-01.2)	Logan Wolverine	09/11/2019	JobTarget.com OneClick	☐	☐	testaccount

Change Authorization

v16.0.1
Last sync:

On this page:

- Manage posting authorization.
- Approve or Reject individual or all postings.

Step 4: Cross-Post specific Job via Manage Requisition

Path: Recruiting > Requisitions > Manage Requisitions.

Deltek Talent Management

Application Development Testing Company English

Requisitions Employees Search

Recruiting / Requisitions / Manage Requisitions

Manage Requisitions Create Requisition

Filter

Displaying 1 - 25 of 37 10 25 50 100 per page

MODIFIED	POSTED	REFRESHED	DIVISION	JOB CODE	REQ. #	JOB TITLE	LOCATION	VACANCIES	VIEWS	NEW RESUMES	CANDIDATES	STATUS	TEAM	RECRUITER	HM
4/6/2018	4/6/2018	DC Cinema Department	DCSales1	DCSales1	TEST DO NOT APPLY DC Sales Manager for Cinema	Austin, TX 73301 US	2	0	0	0	Open	Recruiter,			
2/6/2018	2/6/2018	GP - Maserati Inc.	GP - SAE	SEI	GP - Sales Advertisement Expertise	GP - Maserati Outlet PH Philippines	16	8	0	0	Open				
1/29/2018	1/29/2018	Vineeth Cricket Academy	199	199.1	Coach	Markham, ON L3P 0A2 CA	11	3	0	2	Open				
7/20/2017	7/20/2017	CHB - Camp Activities	KM CHB CA DIR	KM CHB CA DIR.1	KM CHB CA Director	KM CHB Long Island United States of America	15	1	1	0	Open				
7/19/2017	7/19/2017	GP - Maserati Inc.	GP - CLD	481	GP - Car Layout and Design Expertise	GP - Main Maserati Office United States of America	5	1	0	0	Open				
7/6/2017	7/6/2017	PBA - DS Company	PA.03	PA.03	Software Tester	PBA Main Office - Philippines Makati, Philippines	3	2	2	0	Open				
7/6/2017	7/6/2017	PBA - DS Company	PA.02	PA.02	Automation Scripter	PBA Main Office - Philippines Makati, Philippines	3	3	2	0	Open				
7/6/2017	7/6/2017	PBA - DS Company	PA.01	PA.01	Associate Software Developer	PBA Main Office - Philippines Makati, Philippines	Unlimited	3	3	1	Open				

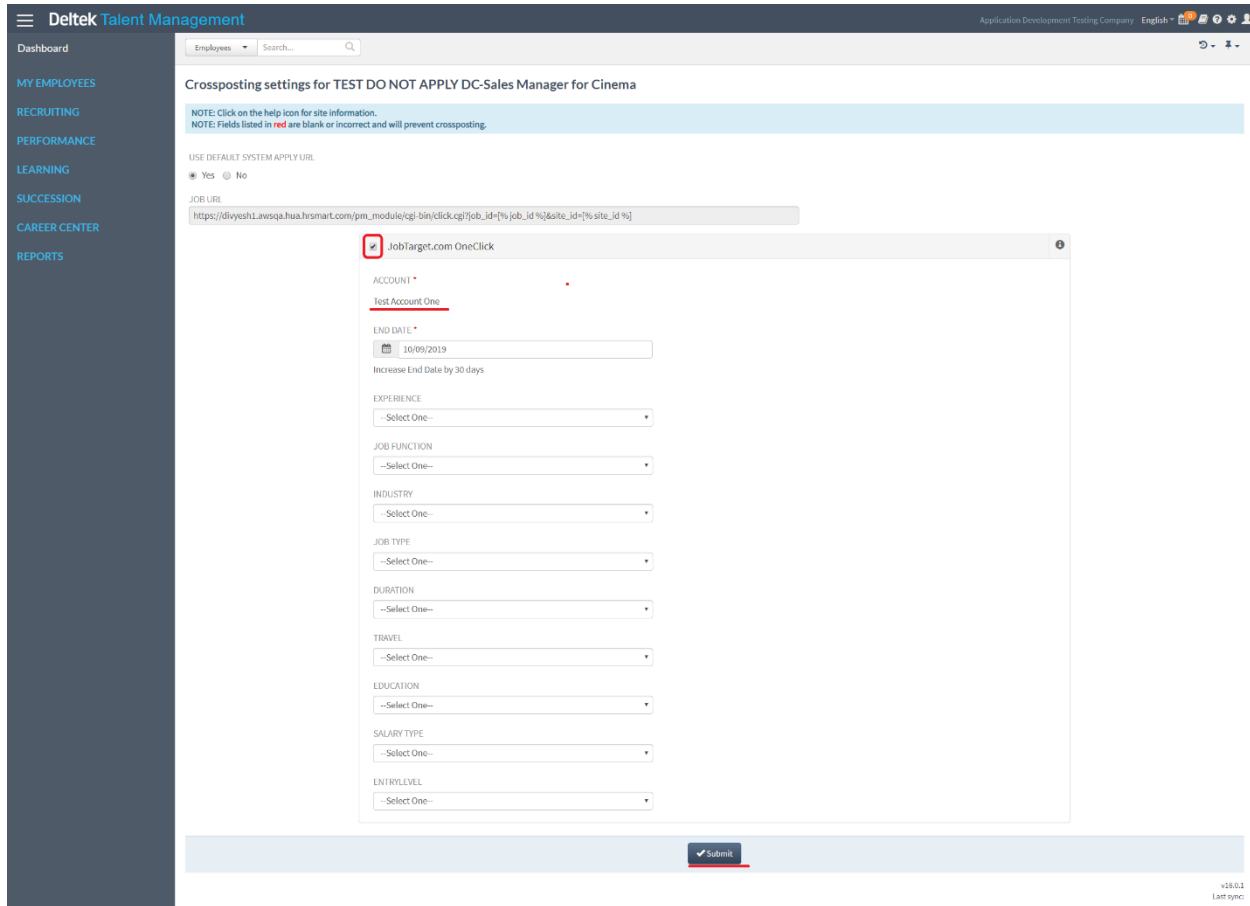
Recruiter: 001, Pam Hiring Manager: 1, Pam

On this page:

- Click on three dots from the last column to expand more options for selected jobs
- Use Cross-Post this Job option.

CrossPost to JobTarget

Path: Recruiting > Requisitions > Manage Requisitions > Cross-Post this Job



Deltak Talent Management

Application Development Testing Company English

Dashboard Employees Search...

Crossposting settings for TEST DO NOT APPLY DC-Sales Manager for Cinema

NOTE: Click on the help icon for site information.
NOTE: Fields listed in red are blank or incorrect and will prevent crossposting.

USE DEFAULT SYSTEM APPLY URL
Yes No

JOB URL
https://divyesh.lawsoqa.hua.hrsmart.com/pm_module/cgi-bin/click.cgi?job_id=%job_id%&site_id=%site_id%

☒ JobTarget.com OneClick

ACCOUNT
Test Account One

END DATE
10/09/2019
Increase End Date by 30 days

EXPERIENCE
--Select One--

JOB FUNCTION
--Select One--

INDUSTRY
--Select One--

JOB TYPE
--Select One--

DURATION
--Select One--

TRAVEL
--Select One--

EDUCATION
--Select One--

SALARY TYPE
--Select One--

ENTRYLEVEL
--Select One--

Submit

v26.0.1
Last sync

On this page:

- Select JobTarget.com OneClick to post a job.
- Fill out all required fields and submit them for cross-posting.

Successful Posting

Deltek Talent Management

Application Development Testing Company English

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees Search

Crossposting settings for TEST DO NOT APPLY DC-Sales Manager for Cinema

Data validated successfully. This job has been accepted for crossposting.

JobTarget responded: Job posted successfully. JobTarget Job ID: 26511733

Job Manage URL: <https://jbsocwebuat01.jobtarget.com/oc/iso/edit/04f968-34a4-4ef4-a551-ab6f3b695ad/26511733>

NOTE: Click on the help icon for site information.

NOTE: Fields listed in red are blank or incorrect and will prevent crossposting.

USE DEFAULT SYSTEM APPLY URL

☒ Yes
 ☐ No

JOB URL

https://divyesh1.awsqa.hua.hrsmant.com/pm_module/cg-bin/click.cgi?job_id={% job_id %}&site_id={% site_id %}

JobTarget.com OneClick

ACCOUNT *

Test Account One

END DATE *

10/09/2019

Increase End Date by 30 days

EXPERIENCE

--Select One--

JOB FUNCTION

--Select One--

INDUSTRY

--Select One--

JOB TYPE

--Select One--

DURATION

--Select One--

TRAVEL

--Select One--

EDUCATION

--Select One--

SALARY TYPE

--Select One--

ENTRYLEVEL

--Select One--

Submit

v26.0.1

Last sync:

On this page:

- Users will get a link to manage distribution through JobTarget on successful posting.

Dashboard

MY EMPLOYEES

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Deltek Talent Management

Application Development Testing Company English +

Crossposting Account Management

Add a new account

JobTarget.com OneClick

The OneClick network is a one-stop shop for your recruitment advertising. Post to your favorite career sites like Monster, Careerbuilder, Craigslist, JobTarget, and thousands of other free and fee-based sites with just OneClick.

If you do not currently have an account setup with JobTarget, simply enter the username and password you wish to use and an account will be created for you.
Note: JobTarget.com only supports the US English (en-US) language.

Edit existing Accounts

NAME

Test Account One

USERNAME

testuser@deltek.com

PASSWORD

Test1234

PREFERRED LANGUAGE

English

FIRST NAME

Test

LAST NAME

User

TITLE

Recruiter

SSO OneClick

Delete?

Apply Changes

1m Finished

v16.0.1

Last night

- Use SSO OneClick to log into the JobTarget site to manage job distribution.