

Eddy + JobTarget: Getting Started Guide

Make the most of **Eddy** JobTarget integration!

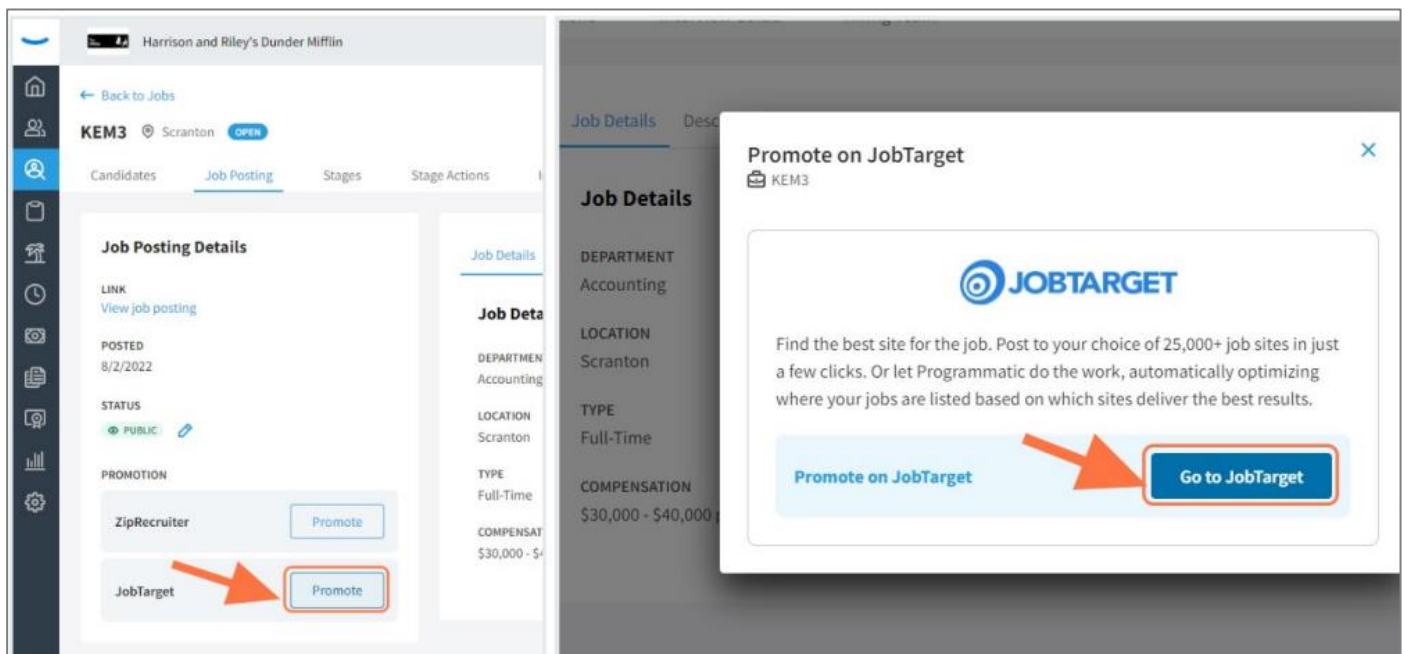
As an **Eddy** customer, you have access to a suite of tools to help you make the hires you need.

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

Using JobTarget within Eddy: Initial Setup Steps

To begin using JobTarget to advertise your jobs from within the **Eddy** platform, please follow the steps below to complete the initial setup:

- 1. Navigate to the Job Postings:** JobTarget will launch once you click “Promote” within the Job Postings details within Eddy. Click the “Go to JobTarget” button.
- 2. Activate JobTarget Integration:** Click the “Go to JobTarget” button, which directs you to JobTarget’s Marketplace.



Advertise Your Job

Navigate to the Job Landing Page of an active requisition within Eddy or create a new requisition that you'd like to advertise.

How it works

1. Open the requisition

1. Use the “Go to JobTarget” button from within the Job Posting Details.
2. Click “+Post to Job Boards”, which directs you to JobTarget’s Marketplace. Here, you can utilize the [Marketplace User Guide](#) for further assistance.

Learn more about choosing a diversified media mix to get in front of the right audience [here](#) and how to choose the right job sites in Marketplace [here](#).

Edit a Job Advertisement

Make changes to how your job advertisement is posted.

Avoid stopping a job advertisement to edit the job in Eddy; simply update the job requisition.

How it works

1. **Access the job requisition within Eddy:** Make any changes within the specific job and save within Eddy.
2. **Updates:** JobTarget will send the job advertisement changes to the job boards within 24-hours.

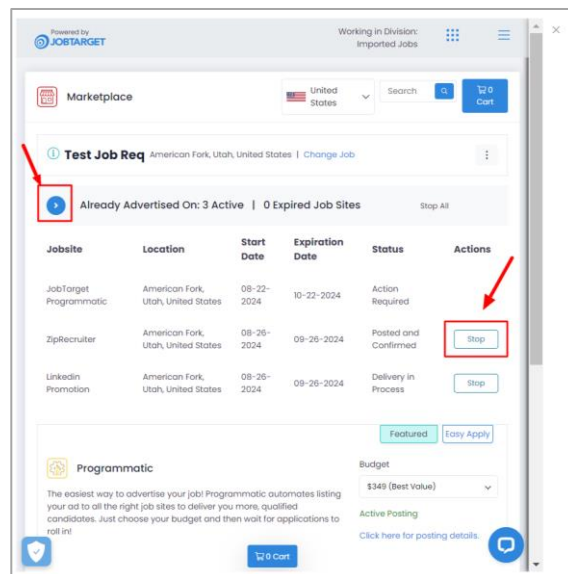
Stop Your Job Advertisement

How it works

Please note that once you stop or close a job, it cannot be restarted on that job board. Another order will need to be placed since each order is per posting. Additionally, a new posting will need to be ordered if the job is reopened after removing or closing.

- Within Eddy

1. Locate the job you are looking to stop and return to JobTarget via the "Go to JobTarget" button.
2. Either stop all job advertisements or select which jobsites you want to stop individually.



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.
 - Eddy offers source reporting capabilities, allowing you to track clicks, applications, and other relevant data to optimize your recruitment strategy.
- **Easy Apply:** Eddy customers take advantage of 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.
 - Easy Apply is set up for all jobs and may not be turned off.



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