

NEOGOV + JobTarget: Getting Started Guide

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

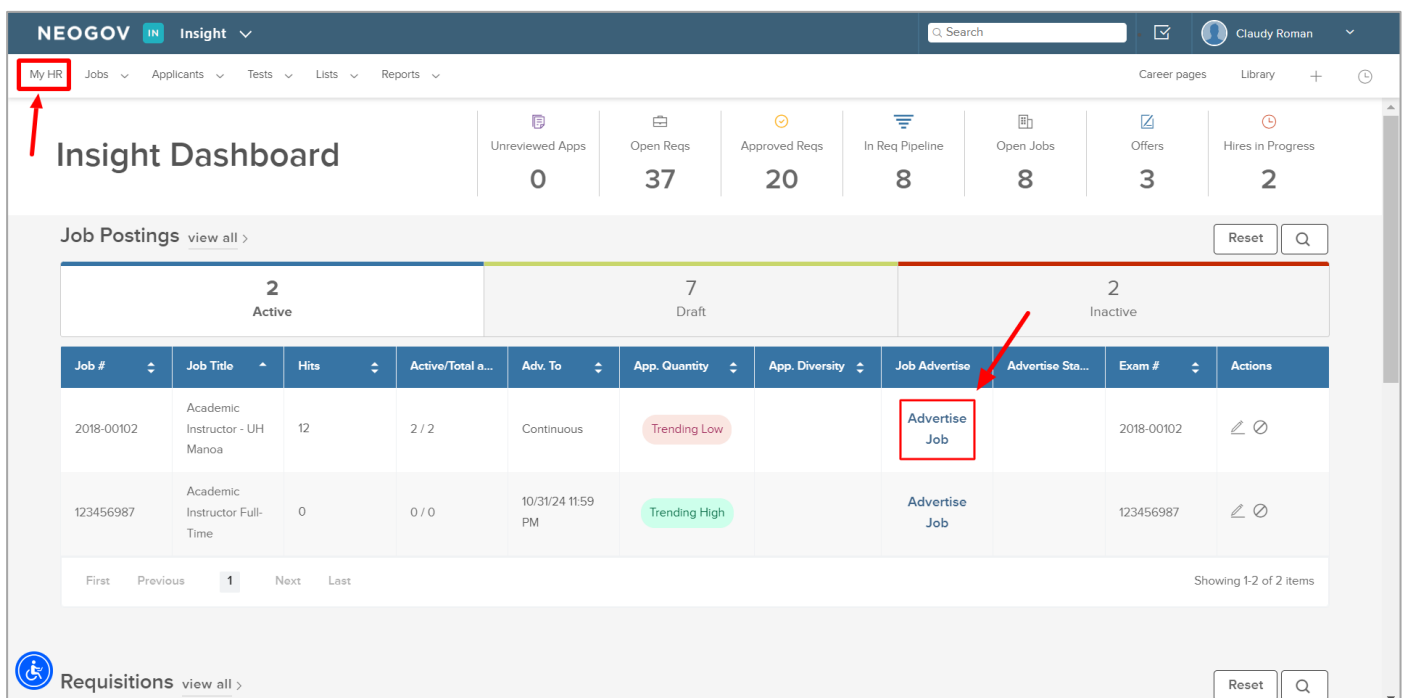
As an **NEOGOV** customer, you have access to a suite of tools to help you make the hires you need.

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

Using JobTarget within NEOGOV: Initial Setup Steps

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

- 1. Access Job Postings in Insight Dashboard:** Navigate to the My HR button in the top left corner, which will bring you to the Insight Dashboard.
- 2. Enable JobTarget:** Within the Active jobs list click the “Advertise Job” button. That will open JobTarget’s Marketplace within Insight.



The screenshot shows the NEOGOV Insight Dashboard. In the top left corner, the 'My HR' button is highlighted with a red box and a red arrow. Below the dashboard header, there is a 'Job Postings' section with a table of active jobs. The table has columns for Job #, Job Title, Hits, Active/Total a..., Adv. To, App. Quantity, App. Diversity, Job Advertise, Advertise Sta..., Exam #, and Actions. The first row shows a job with Job # 2018-00102, Job Title Academic Instructor - UH Manoa, Hits 12, and Active/Total a... 2 / 2. The 'Job Advertise' column for this job has a red box around the 'Advertise Job' button, with a red arrow pointing to it. The second row shows a job with Job # 123456987, Job Title Academic Instructor Full-Time, Hits 0, and Active/Total a... 0 / 0. The 'Job Advertise' column for this job also has a red box around the 'Advertise Job' button. At the bottom of the table, there is a pagination bar showing 'First', 'Previous', '1', 'Next', and 'Last', and a note 'Showing 1-2 of 2 items'.

Job #	Job Title	Hits	Active/Total a...	Adv. To	App. Quantity	App. Diversity	Job Advertise	Advertise Sta...	Exam #	Actions
2018-00102	Academic Instructor - UH Manoa	12	2 / 2	Continuous	Trending Low		Advertise Job		2018-00102	Edit Delete
123456987	Academic Instructor Full-Time	0	0 / 0	10/31/24 11:59 PM	Trending High		Advertise Job		123456987	Edit Delete

Advertise Your Job

Navigate to your active list of job postings within the Postings or add a new job that you'd like to advertise.

How it works

1. **Open the job posting:** Go to the list of all open requisitions within **NEOGOV**.
2. **Access JobTarget:** Locate the Job Advertise field for the job you'd like to advertise. Click "Advertise Job" to enter the JobTarget 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 (setting to Archive or Inactivate) a job advertisement to edit the job in NEOGOV.

How it works

1. Make any changes within the specific job and save within NEOGOV.
2. Go back "Advertise Job" field in the Insight Dashboard and click "Advertise Job" to send over the updates.

JobTarget will send the job advertisement changes to the job boards within 24-hours.

Stop Your Job Advertisement

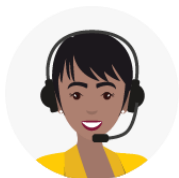
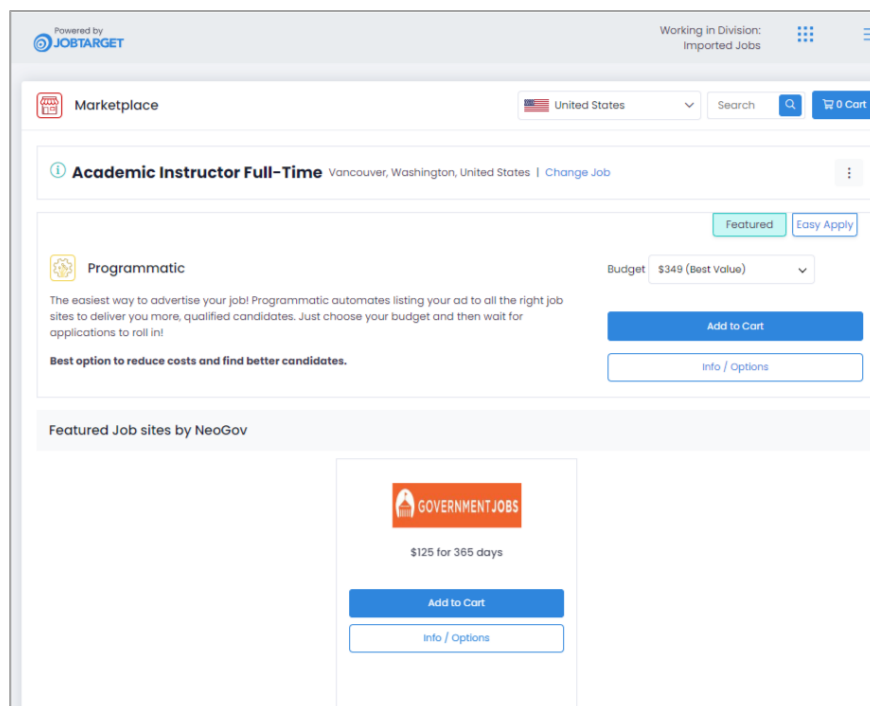
There are a few different options for removing your job ad from the job boards you've posted it to.

How it works

- [Within NEOGOV](#)
 - Update the job's status to Inactivate or Archive within NEOGOV , which will remove it from the job boards it is posted to.
- [Within JobTarget](#)
 - Access JobTarget via NEOGOV and stop the job ad(s) individually if you are not looking to adjust a status in NEOGOV .

Available Features

- **Performance Tracking:** JobTarget monitors job seekers' clicks, where NEOGOV manages completed, applications once posted through the JobTarget platform.
 - Clicks can be conveniently accessed within the Reports App for a detailed breakdown of applicant source information.
 - NEOGOV offers source reporting capabilities, allowing you to track applications, and other relevant data to optimize your recruitment strategy.
- **Featured Job Sites by NEOGOV:** Customers of NEOGOV that use JobTarget, can easily post to their Government Jobs site directly. It allows for simplicity when advertising one job to multiple sites.



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