

NextCrew + JobTarget: Getting Started Guide

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

As a **NextCrew** 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 NextCrew: Initial Setup Steps

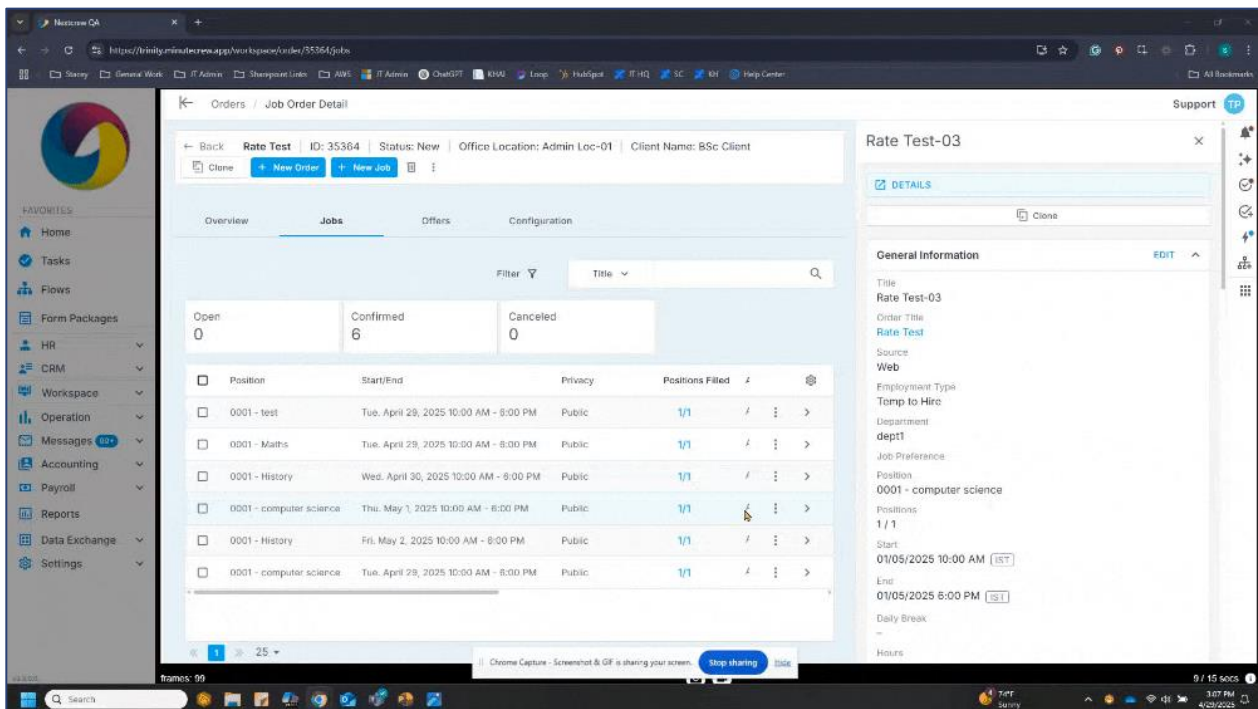
To begin using JobTarget to advertise your jobs within the NextCrew platform, please see the steps on the following page – Advertise Your Job. By following those steps, you will automatically create an account with JobTarget.

Quick Steps

1. Click on “Order” within the “Workflows” space, which will take you to all the orders.
2. Click on “New Order” and fill out the flyout form.

Note

- All new jobs will need an order created
- JobTarget is on by default for all NextCrew customers



The screenshot displays the NextCrew JobTarget integration interface. The main window shows the 'Rate Test-03' order detail, including a table of job positions and a sidebar with general information.

Position	Start/End	Privacy	Positions Filled	Filter	More
0001 - test	Tue. April 29, 2025 10:00 AM - 6:00 PM	Public	1/1	/	>
0001 - Maths	Tue. April 29, 2025 10:00 AM - 6:00 PM	Public	1/1	/	>
0001 - History	Wed. April 30, 2025 10:00 AM - 6:00 PM	Public	1/1	/	>
0001 - computer science	Thu. May 1, 2025 10:00 AM - 6:00 PM	Public	1/1	/	>
0001 - History	Fri. May 2, 2025 10:00 AM - 6:00 PM	Public	1/1	/	>
0001 - computer science	Tue. April 29, 2025 10:00 AM - 6:00 PM	Public	1/1	/	>

General Information

- Title: Rate Test-03
- Order Title: Rate Test
- Source: Web
- Employment Type: Temp to Hire
- Department: dept1
- Job Preference: Position: 0001 - computer science
- Positions: 1 / 1
- Start: 01/05/2025 10:00 AM
- End: 01/05/2025 6:00 PM
- Daily Break: -
- Hours: -

Advertise Your Job

Navigate to an active requisition within your ATS or create a new requisition that you'd like to advertise.

How it works

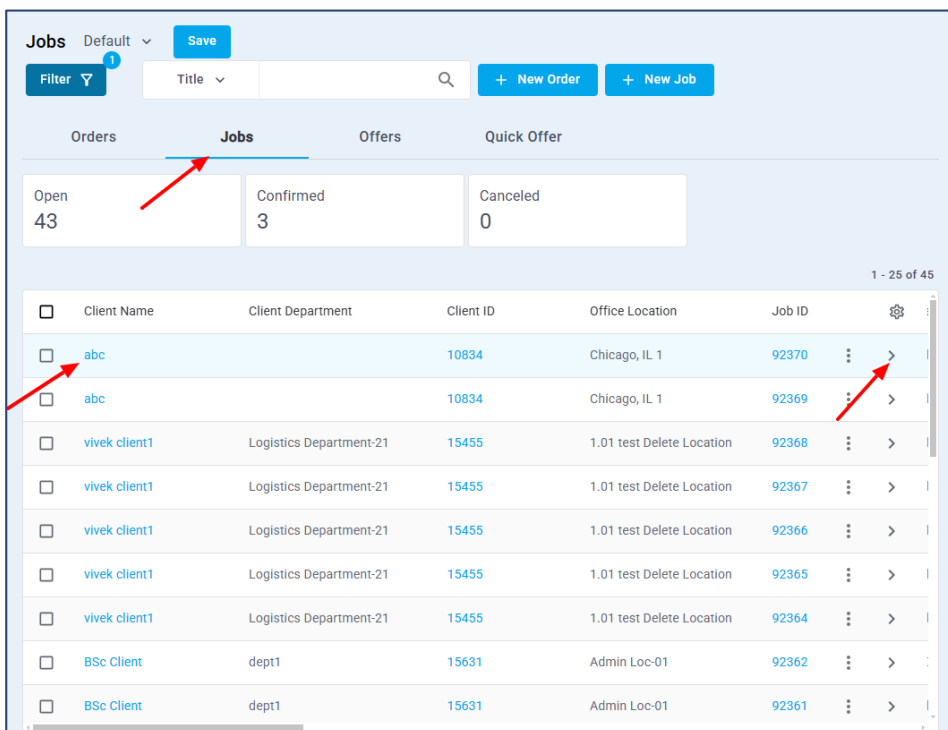
1. Open the Job

1. Go to the list of all open jobs within **NextCrew** under the 'Jobs' tab.
2. Click the arrow under the gear column. That will open the details.

2. Access JobTarget

1. **Apps:** Click on the waffle icon to view available apps.
2. **Send to JobTarget:** Locate the JobTarget link and click to surface the "Send to JobTarget" button. Click the button to send the job to JobTarget. Ensure the fields are accurate and click Create.
3. **Send a Job in JobTarget:** Once sent to JobTarget, you will receive another flyout prompting you to "Create a job in JobTarget".
4. **Job Creation:** The job will then appear "In Progress". Then, close out of the app window. Next, navigate back to the waffle menu and follow steps 1-2, where you can view the job in JobTarget within Job Manager.

Here, you can utilize the [Job Manager User Guide](#) for further assistance.



The screenshot shows the 'Jobs' tab selected in the 'Default' dropdown. The 'Filter' button is active, and the 'Title' search field is empty. The 'New Order' and 'New Job' buttons are visible. The 'Jobs' tab is highlighted, and the 'Open' status is shown with a count of 43. The 'Confirmed' status is 3, and 'Canceled' is 0. The table below lists jobs with columns: Client Name, Client Department, Client ID, Office Location, and Job ID. A red arrow points to the 'Jobs' tab, and another red arrow points to the gear icon in the table header.

Client Name	Client Department	Client ID	Office Location	Job ID
abc		10834	Chicago, IL 1	92370
abc		10834	Chicago, IL 1	92369
vivek client1	Logistics Department-21	15455	1.01 test Delete Location	92368
vivek client1	Logistics Department-21	15455	1.01 test Delete Location	92367
vivek client1	Logistics Department-21	15455	1.01 test Delete Location	92366
vivek client1	Logistics Department-21	15455	1.01 test Delete Location	92365
vivek client1	Logistics Department-21	15455	1.01 test Delete Location	92364
BSc Client	dept1	15631	Admin Loc-01	92362
BSc Client	dept1	15631	Admin Loc-01	92361

Edit a Job Advertisement

Make changes to how your job advertisement is posted. Do not stop a job advertisement to edit the job; simply update the job requisition within your ATS.

How it works

1. [Access the job requisition within NextCrew](#). Make any changes within the specific job and save them within your ATS.
2. **Updates:** JobTarget will send the job advertisement changes to the job boards within 24 hours.

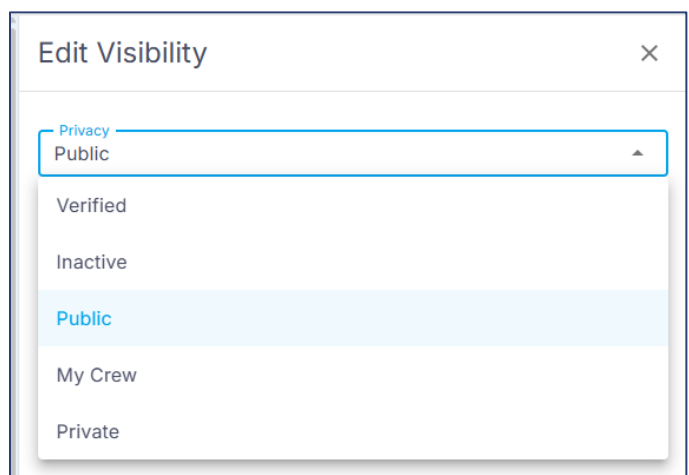
Explore our comprehensive [E-Book](#) to learn more about finding and attracting the best talent. Additionally, check out our resource, "[How to Choose the Right Job Sites for Your Open Role](#)". Don't miss out on our valuable [Resources](#) to help with your recruitment efforts.

Stop Your Job Advertisement

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

How it works

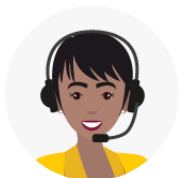
- **Within NextCrew:** Update the job's status to Inactive or Private within the "Edit Visibility" section, which will remove it from the job boards it is posted to.
- **Within JobTarget:** Access JobTarget and stop the job ad(s) individually if you are not looking to adjust a status in your ATS.



The screenshot shows a modal window titled "Edit Visibility" with a close button (X) in the top right corner. Inside the modal, there is a dropdown menu. The dropdown is currently open, showing a list of options. The first option is "Privacy", which is highlighted with a blue bar. Below "Privacy" are the following options: "Public", "Verified", "Inactive", "Public" (highlighted with a blue bar), "My Crew", and "Private".

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, allowing you to track clicks, applications, and other relevant data to optimize your recruitment strategy.



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