

PDS Vista + JobTarget: Getting Started Guide

Make the most of **PDS Vista's** JobTarget integration!

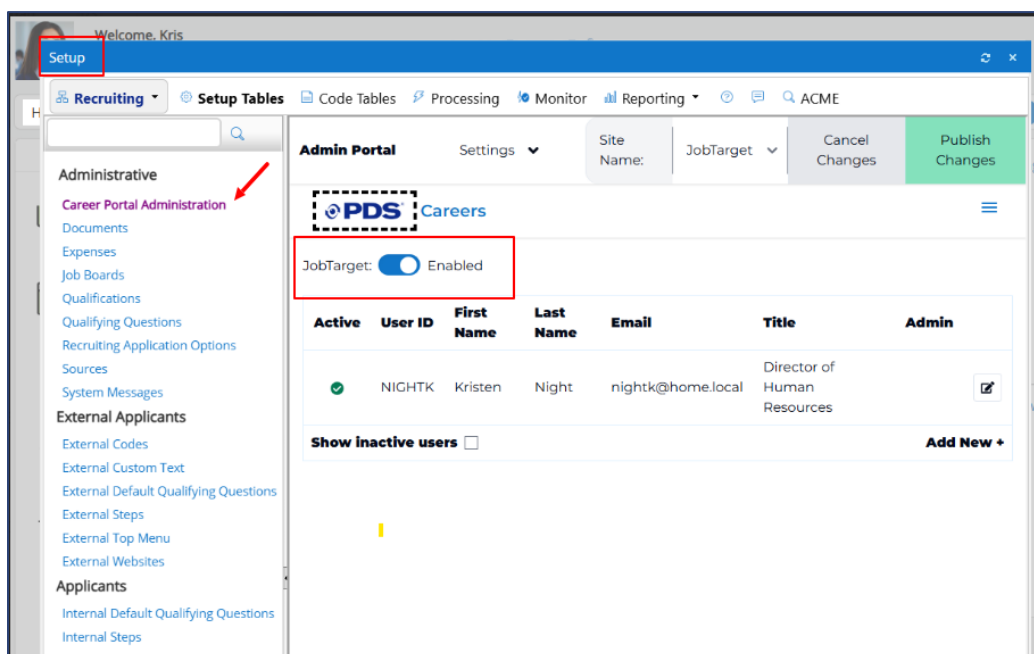
As a **PDS Vista** customer, you have access to a suite of tools to help you make the hires you need.

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

Using JobTarget within PDS Vista: Initial Setup Steps

To begin using JobTarget to advertise your jobs from within the **PDS Vista** platform, please review the steps below:

- 1. Career Portal Admin:** Within PDS Vista you will navigate to the Setup page and the Recruiting module.
- 2. JobTarget Activation :** Find the JobTarget toggle within the Career Portal Administration under the Administrative header. Then toggle JobTarget to Enabled.



Advertise Your Job

Navigate to an active requisition under the Recruiting section or create a new requisition that you'd like to advertise.

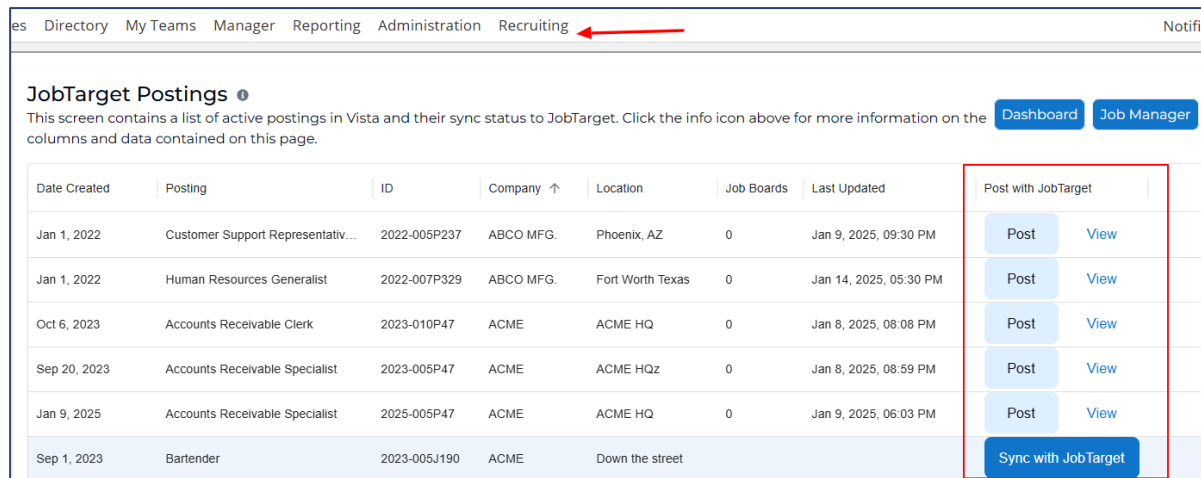
How it works

1. Open the requisition

- Go to the list of all open requisitions within **PDS Vista**.

2. Access JobTarget

- Add your job via the "Sync with JobTarget" button or click "Post" if you've completed the sync. This will bring you to the JobTarget Marketplace. Here, you can utilize the [Marketplace User Guide](#) for further assistance.



es	Directory	My Teams	Manager	Reporting	Administration	Recruiting	Notifi
JobTarget Postings ⓘ							Dashboard Job Manager
This screen contains a list of active postings in Vista and their sync status to JobTarget. Click the info icon above for more information on the columns and data contained on this page.							
Date Created	Posting	ID	Company ↑	Location	Job Boards	Last Updated	Post with JobTarget
Jan 1, 2022	Customer Support Representativ...	2022-005P237	ABCO MFG.	Phoenix, AZ	0	Jan 9, 2025, 09:30 PM	Post View
Jan 1, 2022	Human Resources Generalist	2022-007P329	ABCO MFG.	Fort Worth Texas	0	Jan 14, 2025, 05:30 PM	Post View
Oct 6, 2023	Accounts Receivable Clerk	2023-010P47	ACME	ACME HQ	0	Jan 8, 2025, 08:08 PM	Post View
Sep 20, 2023	Accounts Receivable Specialist	2023-005P47	ACME	ACME HQz	0	Jan 8, 2025, 08:59 PM	Post View
Jan 9, 2025	Accounts Receivable Specialist	2025-005P47	ACME	ACME HQ	0	Jan 9, 2025, 06:03 PM	Post View
Sep 1, 2023	Bartender	2023-005J190	ACME	Down the street			Sync with JobTarget

Learn more about choosing a diversified media mix to get in front of the right audience [here](#) and how to chose 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; simply update the job requisition within your ATS.

How it works

1. **Access the job requisition within PDS Vista:** Make any changes within the specific job and save within your ATS. Then within the JobTarget Postings section click "Post" or "View" to send the edits.
2. **Updates:** JobTarget will receive the updates once per day, and then send the job advertisement changes to the job boards within 24-hours.

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Sep 1, 2023	Bartender	2023-005J190	ACME	Down the street			Sync with JobTarget
Jan 1, 2022	Call Center Associate	2022-007J64	ACME	Acme Chicago Office			Sync with JobTarget

Stop Your Job Advertisement

The job must be stopped within JobTarget if you choose to not advertise it any longer.

How it works

- **Within JobTarget**
 - Access JobTarget via PDS Vista and stop the job ad(s) individually if you are not looking to adjust a status in PDS Vista. Please see our Help Center article: [How to stop a job that is already posted?](#)

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.
 - PDS Vista offers source reporting capabilities, allowing you to track clicks, applications, and other relevant data to optimize your recruitment strategy.

Position Applied

Claudy Roman

Brooklyn, NY

Status: NEW

Email Address: croman513@gmail.com

Contact Number: (212) 558-7845

Applicant ID: 2726

Role

Comments

Organization

Reviews

Interviews

Offers

Questions

Resume

Role Title:

Head Teller (HDTLR)

Requisition:

2025-006:Thursday Test Job

Disposition Status:

Hired

Disposition Date:

01/09/2025

Rating:

0.00

Reviewer Rating:

0.00

Applied Date:

01/09/2025

Available Date:

Hired Date:

Start Date:

Where did you hear about this position?:

JobTarget

Source Name:

JobTarget Programmatic

Source Fee:

0.00

Create Application



Not finding what you're looking for?
Visit our Help Center or Create a Support Ticket [Here](#)