

Paychex Flex+ JobTarget: Getting Started Guide

Make the most of **Paychex Flex's** JobTarget integration!

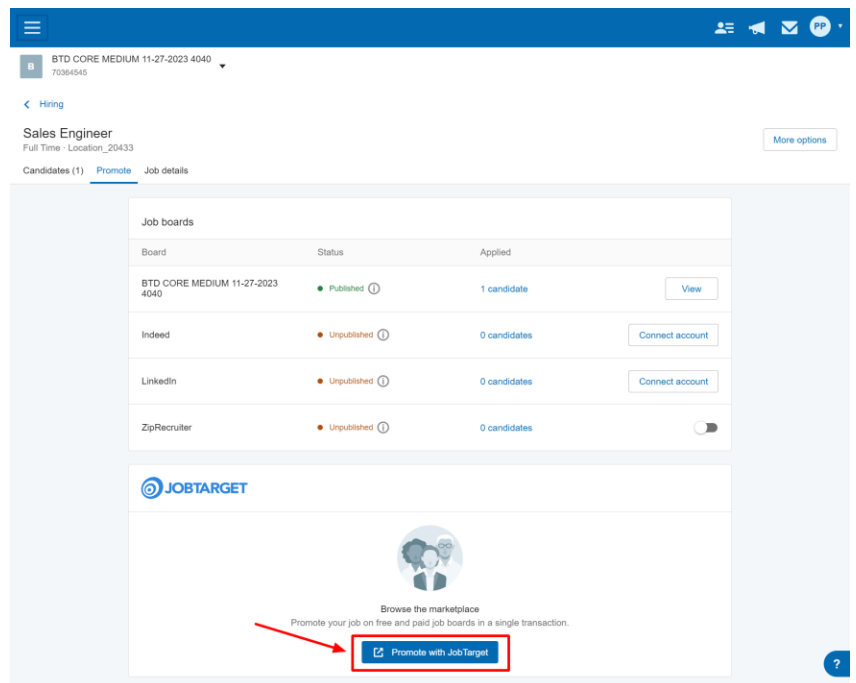
As a **Paychex Flex** customer, you have access to a suite of tools to help you make the hires you need.

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

Using JobTarget within Paychex Flex Initial Setup Steps

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

- 1. Navigate to the Hiring section within the Paychex Flex platform:** This brings you to your list of jobs. Review the job you are looking to advertise. Ensure the job is in "Published" status.
- 2. Select the job you'd like to advertise:** Click the arrow point left within the job list to open the individual job page.
- 3. Promote with JobTarget:** Click the "Promote" link found below the job title on the left-hand side. Locate the JobTarget section at the bottom of your screen. Click the Promote with JobTarget button. This will log you into JobTarget and create an account for your organization



Board	Status	Applied
BTD CORE MEDIUM 11-27-2023 4040	Published	1 candidate
Indeed	Unpublished	0 candidates
LinkedIn	Unpublished	0 candidates
ZipRecruiter	Unpublished	0 candidates

JOBTARGET

Browse the marketplace
Promote your job on free and paid job boards in a single transaction.

[Promote with JobTarget](#)

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

- Go to the list of all open jobs within **Paychex Flex**.

2. Access JobTarget

- Locate the JobTarget section within the requisition and click the “Promote with JobTarget” button to log in to enter the JobTarget Marketplace. Here, you can utilize the [Marketplace User Guide](#) for further assistance.

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.

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 Paychex Flex.

How it works

1. Access the job within Paychex Flex

- Go to the More Options, then Manage to make edits and save them.
- There are three pages before edits can be published: Job Details > Workflow and managers > Boards > Review > Click Publish Changes

2. 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

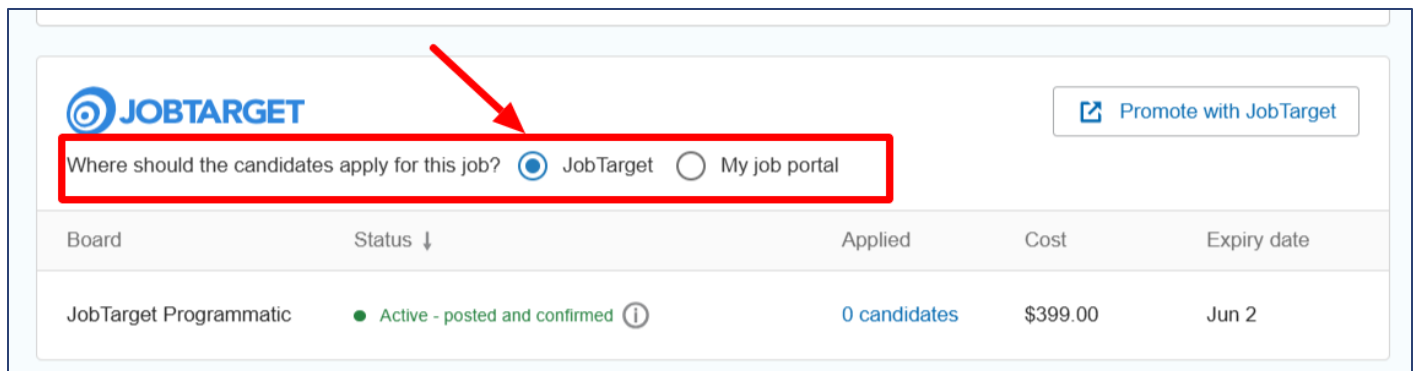
- [Within Paychex Flex](#)
 - Update the job's status to "Deactivate", which will remove it from the job boards it is posted to.
- [Within JobTarget](#)
 - Access JobTarget via Promote with JobTarget button.
 - Stop the job ad(s) individually if you are not looking to adjust a status in Paychex Flex.

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

Available Features

- **Easy Apply:** Customers can take advantage of the Easy Apply feature offered through JobTarget, as of March 15, 2025.
 - 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. Any required screener questions for your jobs will also parse back.
 - **Turning Easy Apply On:** To determine if easy apply is turned on for an individual job, you may navigate to *"Where should the candidates apply for this job?"* – JobTarget will be filled in.
 - **Turning Easy Apply Off:** Toggle on "My job portal," where you will receive a confirmation pop-up. Click "Confirm" to proceed"- access JobTarget to push updates



 [Promote with JobTarget](#)

Where should the candidates apply for this job? ☒ JobTarget ☐ My job portal

Board	Status ↓	Applied	Cost	Expiry date
JobTarget Programmatic	● Active - posted and confirmed ⓘ	0 candidates	\$399.00	Jun 2



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