

Paylocity + JobTarget: Getting Started Guide

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

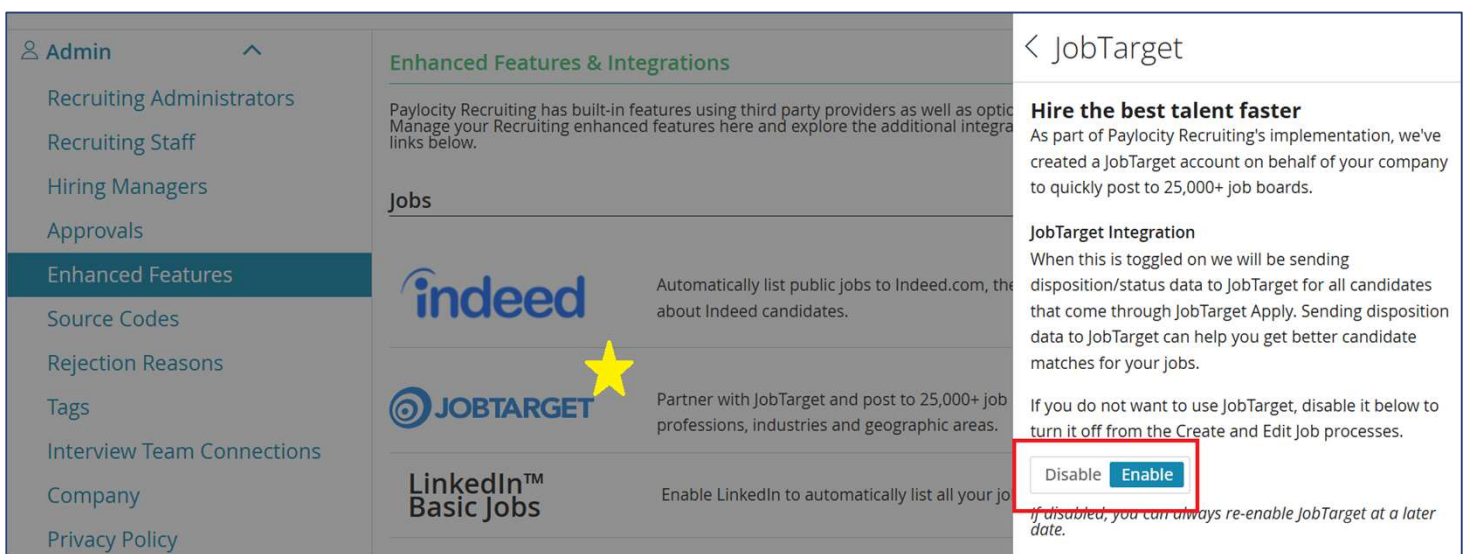
As a **Paylocity** customer, you have access to a suite of tools to help you make the hires you need.

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

Using JobTarget within Paylocity: Initial Setup Steps

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

- 1. Recruiting Platform:** Navigate to the Recruiting section of Paylocity.
- 2. Navigate to the Enhance Features section of the Paylocity platform:** Go to Settings, then Enhanced Features.
- 3. Activate JobTarget Integration:** Locate JobTarget within the Enhanced Features & Integrations list. Click the Setup button. Then 'Enable' the JobTarget Integration.



Admin

- Recruiting Administrators
- Recruiting Staff
- Hiring Managers
- Approvals
- Enhanced Features**
- Source Codes
- Rejection Reasons
- Tags
- Interview Team Connections
- Company
- Privacy Policy

Enhanced Features & Integrations

Paylocity Recruiting has built-in features using third party providers as well as optional integrations. Manage your Recruiting enhanced features here and explore the additional integration links below.

Jobs

	Automatically list public jobs to Indeed.com, then post about Indeed candidates.
	Partner with JobTarget and post to 25,000+ job professions, industries and geographic areas.
	Enable LinkedIn to automatically list all your jobs on LinkedIn.

JobTarget

Hire the best talent faster

As part of Paylocity Recruiting's implementation, we've created a JobTarget account on behalf of your company to quickly post to 25,000+ job boards.

JobTarget Integration

When this is toggled on we will be sending disposition/status data to JobTarget for all candidates that come through JobTarget Apply. Sending disposition data to JobTarget can help you get better candidate matches for your jobs.

If you do not want to use JobTarget, disable it below to turn it off from the Create and Edit Job processes.

If disabled, you can always re-enable JobTarget at a later date.

Advertise Your Job

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

How it works

1. Open the Job Posting

- Pick a job from the Jobs Dashboard and go to Actions, then Edit job.
- Click Advertise Job

2. Access JobTarget

- Locate "Step 2." where you can open a new window with "Edit Job Posting on JobTarget. That will log you into your JobTarget account.
- Here, you can utilize the [Marketplace User Guide](#) for further assistance in advertising the posting.

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 pausing or closing a job advertisement to edit the job in Paylocity; simply update the job requisition within Paylocity while active.

How it works

1. Access the job requisition within Paylocity

- Make any changes within the specific job and save within Paylocity.

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 Paylocity](#)
 - Update the job's status to closed or paused within Paylocity , which will remove it from the job boards it is posted to.
- [Within JobTarget](#)
 - Access JobTarget via Paylocity and stop the job ad(s) individually if you are not looking to adjust a status in Paylocity.
 - See [JobTarget's Quick Start Guide](#) to see how you can stop a single site or job posting without adjusting the status in Paylocity.

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.
 - Paylocity offers source reporting capabilities, allowing you to track clicks, applications, and other relevant data to optimize your recruitment strategy.
- **Easy Apply:** Paylocity customers can 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.
 - Any required screener questions for your jobs will also parse back.



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