

# hireEZ + JobTarget: Getting Started Guide

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

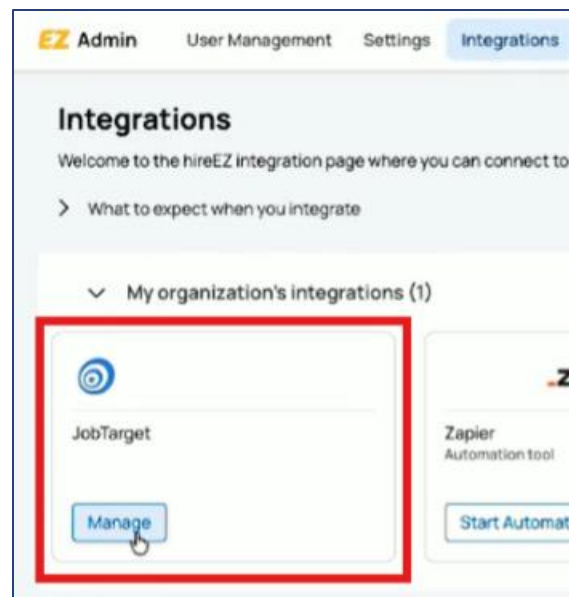
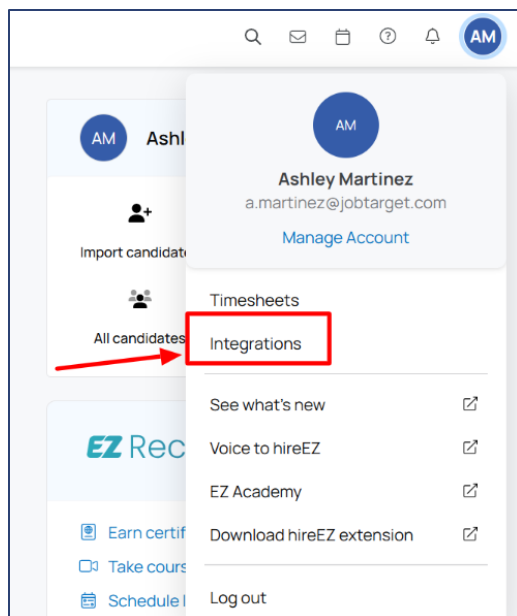
As an **hireEZ** customer, you have access to a suite of tools to help you make the hires you need.

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

## Using JobTarget within hireEZ: Initial Setup Steps

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

- 1. hireEZ Admin Enables JobTarget:** As an Admin navigate to your profile and click 'Integrations'.
- 2. Locate JobTarget:** Search for 'JobTarget' from the available integrations. Then, click, 'Connect'. *(If you are not an admin you will see "Request")*
- 3. Review Details:** Once connected, view your JobTarget company details. Keep in mind, these fields are auto-populated and cannot be modified.
- 4. Confirm Setup:** Navigate back to Integrations to see JobTarget listed within "My Organizations Integrations."

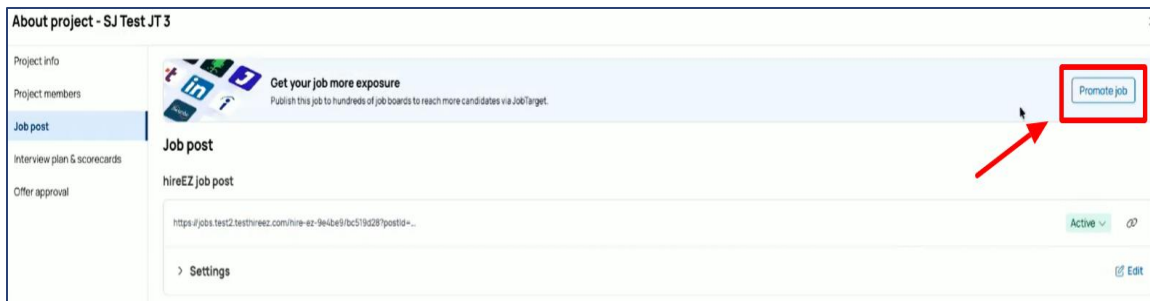


# Advertise Your Job

Navigate to an active Project or create a new Projects that you'd like to advertise.

## How it works

1. Open the job you are looking to advertise within hireEZ and click the 'Promote job' button.



2. Fill in the Job location and click **Promote job**.
3. JobTarget will open within hireEZ and land in the Marketplace. Find our [Marketplace User Guide](#) for help.
4. After you are done in JobTarget, navigate back to hireEZ you will click Confirm. That will allow you to see the job posting data and management.

| <b>Other job posts</b><br>Add links of job postings published on other platform.<br><a href="#">Add job post links</a> |              |                 |         |                                                       |
|------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------|-------------------------------------------------------|
| <b>Job distribution and advertising</b>                                                                                |              |                 |         |                                                       |
| Jobsite                                                                                                                | Start date   | Expiration date | Status  | Actions                                               |
| ZipRecruiter                                                                                                           | Nov 10, 2025 | Nov 9, 2025     | Expired | <a href="#">Manage</a> <a href="#">Stop promotion</a> |
| Talent.com Organic (Marketplace)                                                                                       | Nov 10, 2025 | Nov 9, 2025     | Expired | <a href="#">Manage</a> <a href="#">Stop promotion</a> |

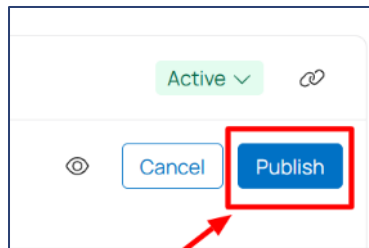
Explore our comprehensive [E-Book](#) to learn more about finding and attracting the best talent. Additionally, check out our resource, "[How to Choose the Right Job Sites for Your Open Role](#)". Don't miss out on our valuable [Resources](#) to help with your recruitment efforts.

# 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 your ATS.*

## How it works

1. **Access the job requisition within hireEZ:** Make any changes within the specific job and publish the changes.
2. **Updates:** JobTarget will send the job advertisement changes to the job boards within 24-hours.



# Stop Your Job Advertisement

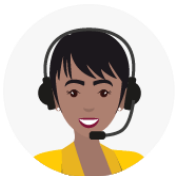
*There are a few different options for removing your job ad from the job boards you've posted it to. After stopping the job, it may take up to 48-hours for it to come down from all job boards.*

## How it works

1. **Within hireEZ:**
  - Update the job status to, "Deactivate job post page" within hireEZ.
  - Within the Actions section of the job, you may hit "Stop promotion".

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



**Not finding what you're looking for?**

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