

uRecruits + JobTarget: Getting Started Guide

Make the most of **uRecruits** JobTarget integration!

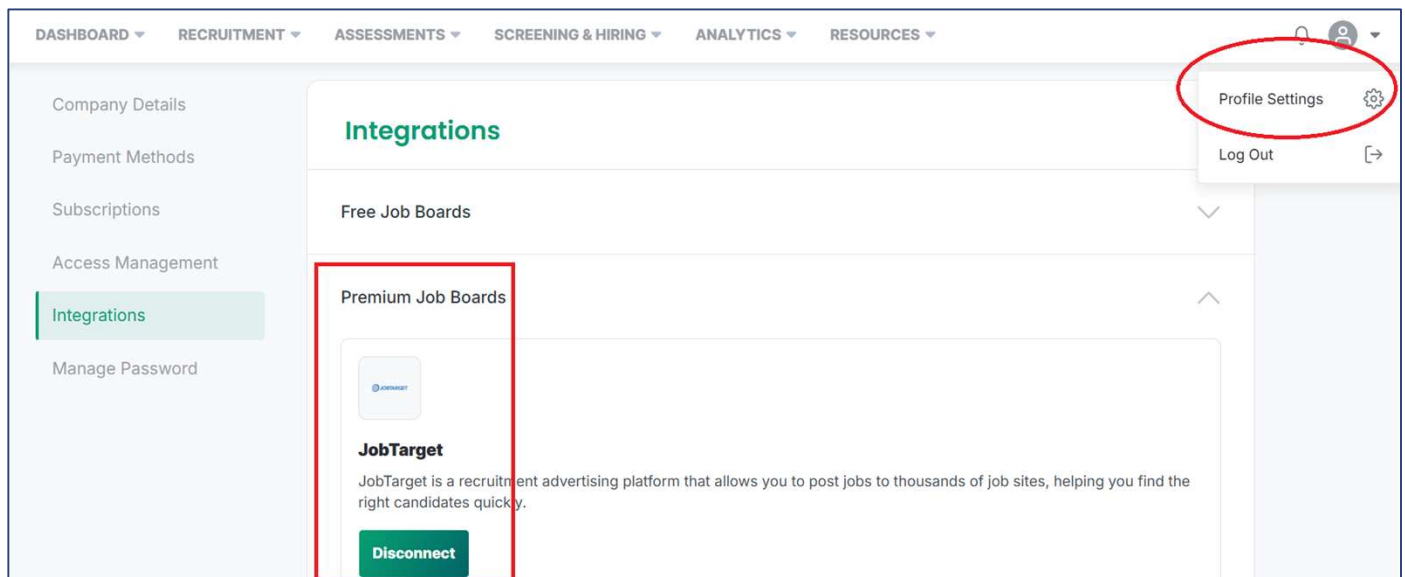
As a **uRecruits** customer, you have access to a suite of tools to help you make the hires you need.

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

Using JobTarget within uRecruits: Initial Setup Steps

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

- 1. Integrations:** Navigate to the profile icon and click '*profile settings*.'
- 2. Connect JobTarget:** Locate JobTarget within '*Premium Job Boards*' and click Connect. This will create an account within JobTarget, allowing you to begin advertising jobs.



Advertise Your Job

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

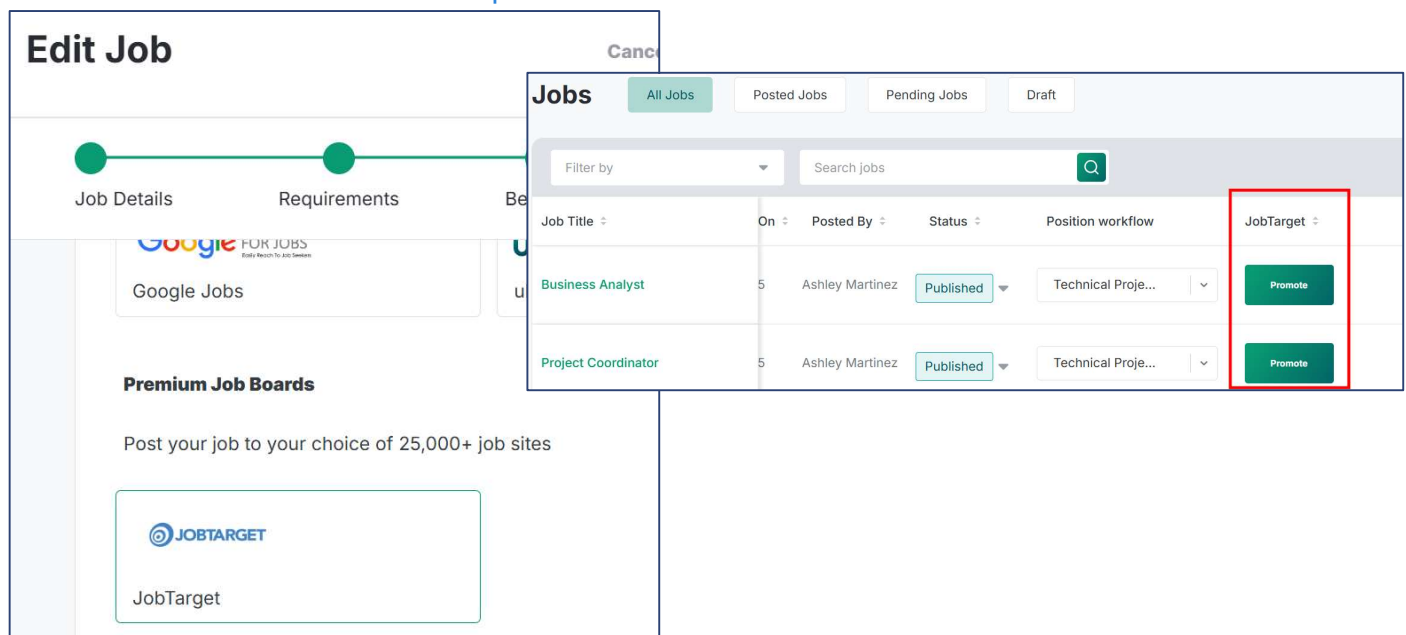
How it works

1. Open the job

- Go to the list of all open requisitions within uRecruits to select which position you'd like to promote.

2. Access JobTarget

- Locate the JobTarget column and click the green 'Promote' button.
- The JobTarget Marketplace will open, where you can proceed to select a site to advertise or navigate your account.
- 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 your ATS.

How it works

- [Access the job requisition within uRecruits](#)
 1. Make any changes within the specific job and save within your ATS.
 2. JobTarget will capture the changes within 24-hours and then send them out to any job board the position is posted to.

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 uRecruits](#)
 - Update the job's status to closed or paused, which will remove it from the job boards it is posted to.
 - If it is multi-location, both jobs will be stopped.
 - If the job is moved to On-Hold, it will also stop the job.
- [Within JobTarget](#)
 - Access JobTarget via uRecruits and stop the job ad(s) individually with Job Manager.

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.
- **Multi-Location:** Customers with job requisitions with multiple locations are fully supported.
 - When you bring over a job with two or more locations, JobTarget will automatically generate separate job postings for each area, ensuring all positions are available for advertising.
 - This eliminates the need to manually create multiple requisitions in your ATS for the same role.



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