

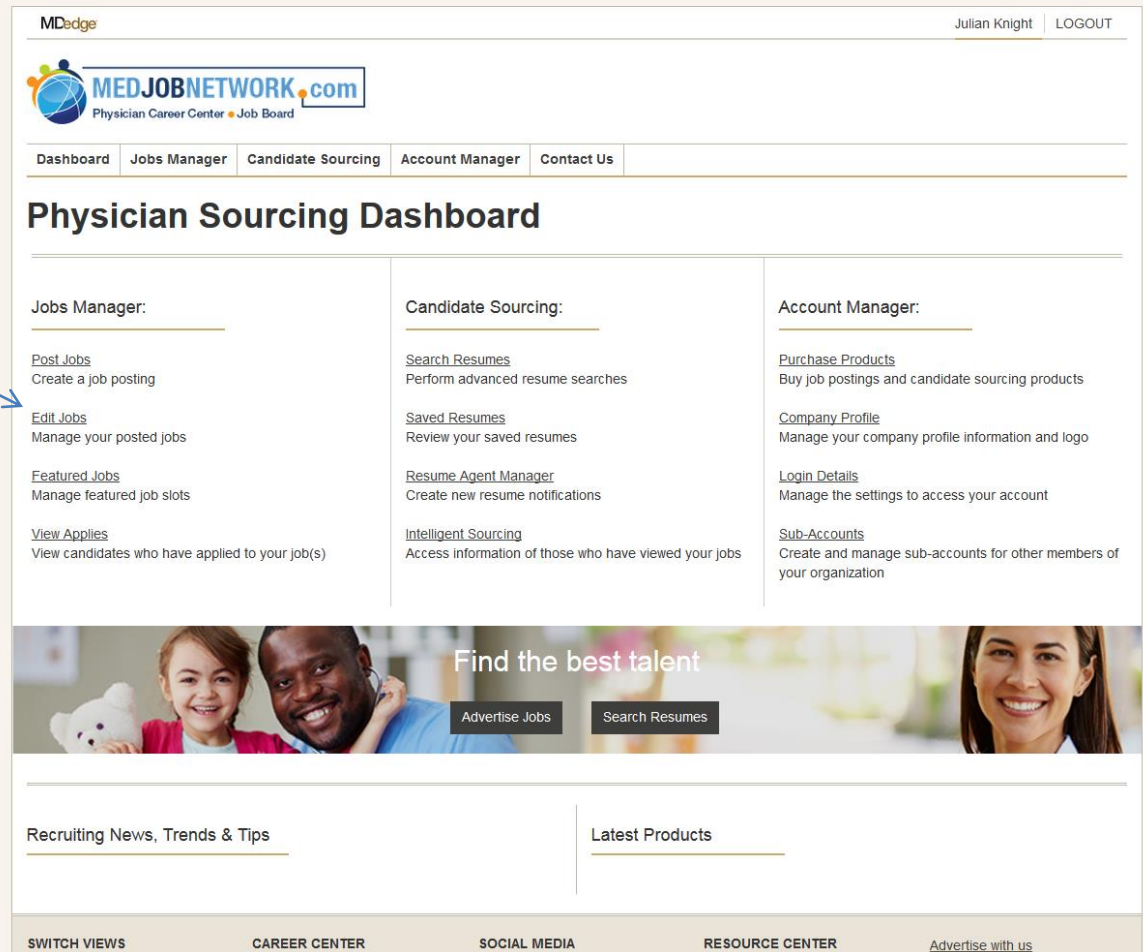
# Editing a Job

A short tutorial for the



# Locate “Edit Jobs”

- After logging in to your account, locate the “Edit Jobs” link under the “Jobs Manager” section.



MDedge Julian Knight | LOGOUT

**MEDJOBNETWORK.com**  
Physician Career Center • Job Board

Dashboard | **Jobs Manager** | Candidate Sourcing | Account Manager | Contact Us

## Physician Sourcing Dashboard

Jobs Manager:	Candidate Sourcing:	Account Manager:
<a href="#">Post Jobs</a> Create a job posting	<a href="#">Search Resumes</a> Perform advanced resume searches	<a href="#">Purchase Products</a> Buy job postings and candidate sourcing products
<a href="#">Edit Jobs</a> Manage your posted jobs	<a href="#">Saved Resumes</a> Review your saved resumes	<a href="#">Company Profile</a> Manage your company profile information and logo
<a href="#">Featured Jobs</a> Manage featured job slots	<a href="#">Resume Agent Manager</a> Create new resume notifications	<a href="#">Login Details</a> Manage the settings to access your account
<a href="#">View Applies</a> View candidates who have applied to your job(s)	<a href="#">Intelligent Sourcing</a> Access information of those who have viewed your jobs	<a href="#">Sub-Accounts</a> Create and manage sub-accounts for other members of your organization

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Recruiting News, Trends & Tips | Latest Products

SWITCH VIEWS | CAREER CENTER | SOCIAL MEDIA | RESOURCE CENTER | [Advertise with us](#)

# Your Jobs

- This page will show you all of your current and expired jobs and provide a number of tasks you can complete.
- Within the table you will find:
  - The job title
  - The specialty of the posting
  - The post date
  - The expiration date
  - The date the job was last updated
  - The number of applies & mobile applies
  - The number of views & mobile views

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Dashboard | **Jobs Manager** | Candidate Sourcing | Account Manager | Contact Us | Help Desk

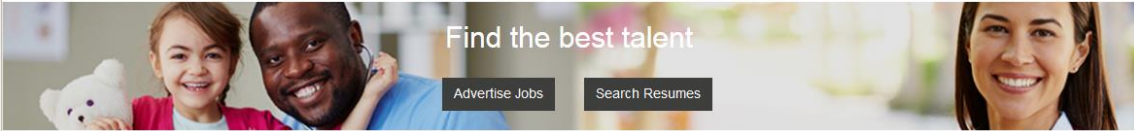
## My jobs

status:

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#	___	Job Title	Specialty	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	<input type="checkbox"/>	TEST	Allergy/Immunology	04/07/2017	05/07/2017	04/07/2017	0	0	0	0	
2	<input type="checkbox"/>	test Do Not Apply 3 (Expired)	Anesthesiology	03/23/2017	03/23/2017	01/30/2017	0	0	12	0	
3	<input type="checkbox"/>	TEST - DO NOT APPLY (Expired)	Academics	03/23/2017	03/23/2017	03/08/2017	0	0	1	0	

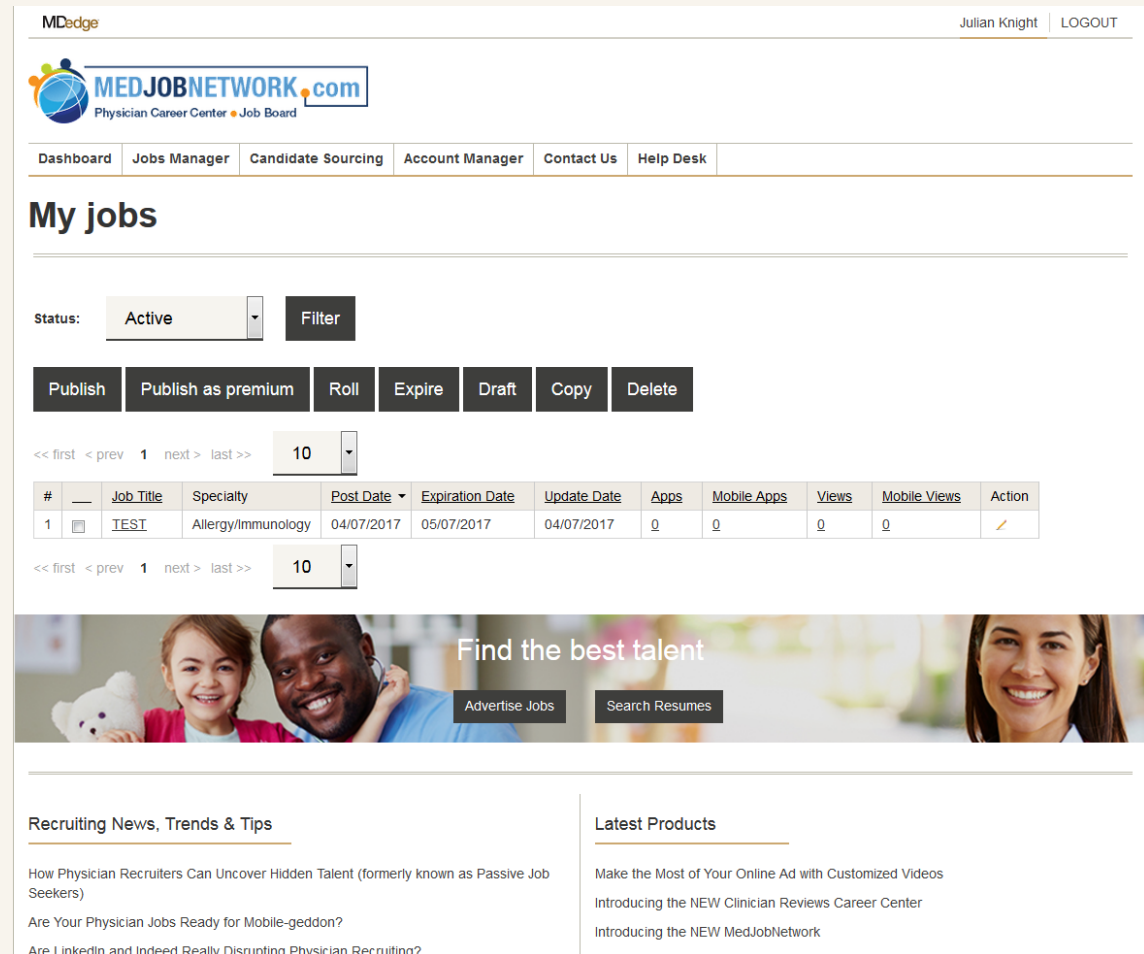
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Find the best talent

# Filter by Status

- One of the first functions to cover is the filtering option. You can filter which jobs are visible in the table by status. Statuses include:
  - Active
  - Expired
  - Drafted
  - Featured
- In this example, we've filtered the view to show only active jobs.



The screenshot shows the MEDJOBNETWORK.com website interface. At the top right, the user 'Julian Knight' is logged in. The main navigation includes 'Dashboard', 'Jobs Manager', 'Candidate Sourcing', 'Account Manager', 'Contact Us', and 'Help Desk'. The 'My jobs' section features a 'Status' dropdown menu set to 'Active' and a 'Filter' button. Below this are action buttons: 'Publish', 'Publish as premium', 'Roll', 'Expire', 'Draft', 'Copy', and 'Delete'. A pagination control shows '1' of 10 items. The job listing table is as follows:

#	Job Title	Specialty	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST	Allergy/Immunology	04/07/2017	05/07/2017	04/07/2017	0	0	0	0	

Below the table is another pagination control showing '1' of 10 items. A banner at the bottom of the main content area reads 'Find the best talent' with buttons for 'Advertise Jobs' and 'Search Resumes'. The footer contains two columns: 'Recruiting News, Trends & Tips' with links like 'How Physician Recruiters Can Uncover Hidden Talent' and 'Are Your Physician Jobs Ready for Mobile-geddon?', and 'Latest Products' with links like 'Make the Most of Your Online Ad with Customized Videos'.

# Editing Options: Status Changes

- There are a number of editing options that can be done from here.
- In order to make a status change to a job, first select the box next to the appropriate job. Depending on what features you have purchased you can then:
  - Publish: Make a job live.
  - Publish as premium: Make a job premium.
  - Roll: Make the job live for another month from date of click.
  - Expire: Expire a job.
  - Draft: Make a job a draft.
  - Copy: Copy a job
  - Delete: Delete a job.

The screenshot displays the user interface for managing jobs on the MEDJOBNETWORK.com platform. At the top, the user is identified as Julian Knight with a LOGOUT option. The navigation menu includes Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, Contact Us, and Help Desk. The main heading is "My jobs".

Below the heading, there is a "status:" dropdown menu currently set to "Active" and a "Filter" button. A row of action buttons includes Publish, Publish as premium, Roll, Expire, Draft, Copy, and Delete. A pagination control shows "1" of 10 items.

#	Job Title	Specialty	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST	Allergy/immunology	04/07/2017	05/07/2017	04/07/2017	0	0	0	0	[Action Icon]

Below the table, there is another pagination control showing "1" of 10 items. A banner image features a family and a smiling woman, with the text "Find the best talent" and buttons for "Advertise Jobs" and "Search Resumes".

The bottom section is divided into two columns: "Recruiting News, Trends & Tips" and "Latest Products".

**Recruiting News, Trends & Tips**

- How Physician Recruiters Can Uncover Hidden Talent (formerly known as Passive Job Seekers)
- Are Your Physician Jobs Ready for Mobile-geddon?
- Are LinkedIn and Indeed Really Disrupting Physician Recruiting?

**Latest Products**

- Make the Most of Your Online Ad with Customized Videos
- Introducing the NEW Clinician Reviews Career Center
- Introducing the NEW MedJobNetwork

# Editing Options: Editorial Changes

- Finally, if you would like to make editorial changes to a job posting, you would simply click on the title of the job or the action button at the end of the line item.

The screenshot displays the MDedge MEDJOBNETWORK.com interface. At the top, the user is identified as Julian Knight with a LOGOUT option. The main navigation includes Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, Contact Us, and Help Desk. The 'My jobs' section features a status filter set to 'Active' and a 'Filter' button. Below this are action buttons: Publish, Publish as premium, Roll, Expire, Draft, Copy, and Delete. A pagination control shows 10 items per page. The main table lists job postings with columns for #, Job Title, Specialty, Post Date, Expiration Date, Update Date, Apps, Mobile Apps, Views, Mobile Views, and Action. The first row shows a job titled 'TEST' in the 'Allergy/Immunology' specialty, posted on 04/07/2017 and expiring on 05/07/2017. Blue arrows point to the 'Job Title' and 'Action' columns. Below the table is another pagination control. The bottom section of the page includes a banner for 'Find the best talent' with 'Advertise Jobs' and 'Search Resumes' buttons, and two columns of content: 'Recruiting News, Trends & Tips' and 'Latest Products'.

MDedge Julian Knight | LOGOUT

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## My jobs

Status: Active Filter

Publish Publish as premium Roll Expire Draft Copy Delete

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#	Job Title	Specialty	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST	Allergy/Immunology	04/07/2017	05/07/2017	04/07/2017	0	0	0	0	

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**Find the best talent**  
Advertise Jobs Search Resumes

### Recruiting News, Trends & Tips

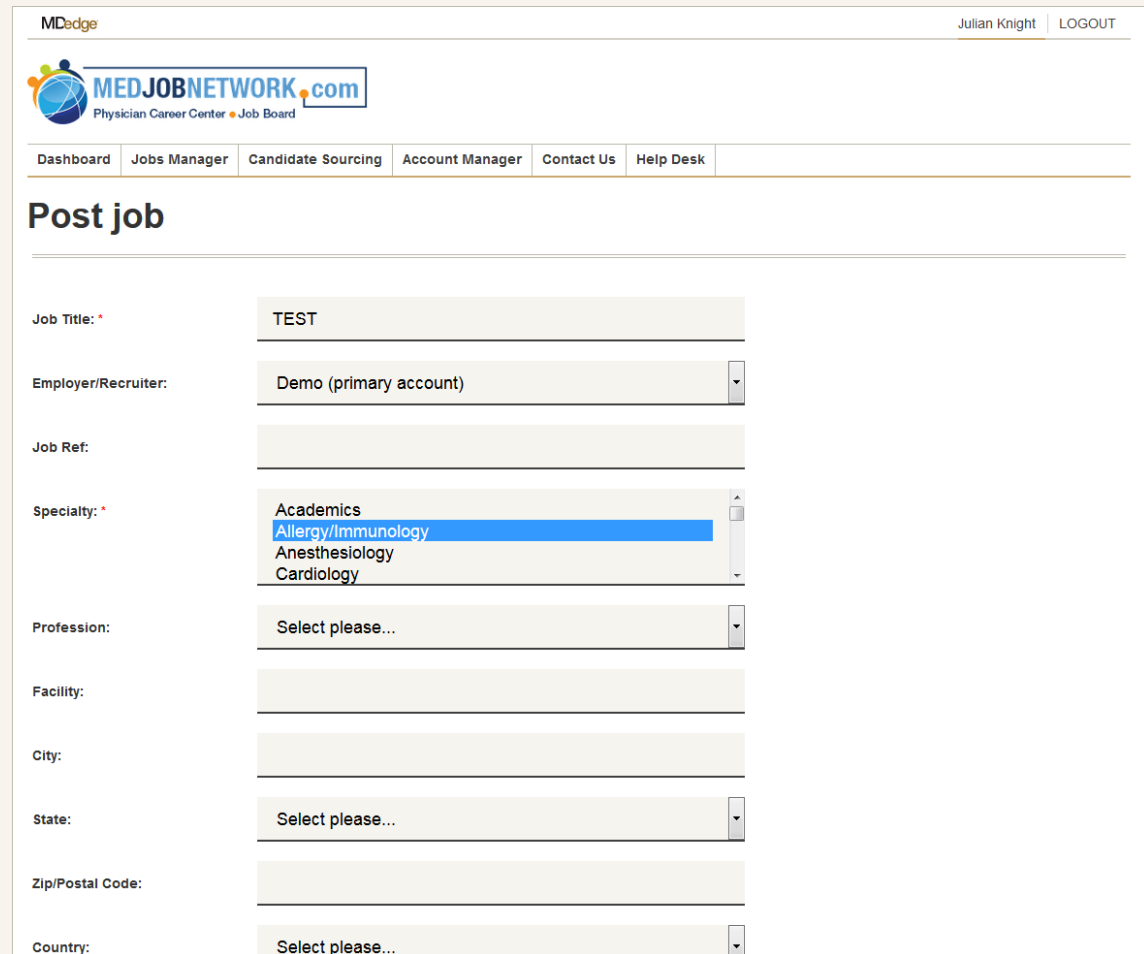
- How Physician Recruiters Can Uncover Hidden Talent (formerly known as Passive Job Seekers)
- Are Your Physician Jobs Ready for Mobile-geddon?
- Are LinkedIn and Indeed Really Disrupting Physician Recruiting?

### Latest Products

- Make the Most of Your Online Ad with Customized Videos
- Introducing the NEW Clinician Reviews Career Center
- Introducing the NEW MedJobNetwork

# Editing Options: Editorial Changes

- Either click will bring you back to the editing page for that particular job.
- From here you can make any changes to the job needed. Once you've made all the necessary changes, simply click "Publish" at the bottom of the form to save the changes.
- If you have any questions, feel free to contact us at [info@medjobnetwork.com](mailto:info@medjobnetwork.com) or by calling (973) 206-2317.



The screenshot shows the MEDJOBNETWORK.com interface for editing a job post. The page header includes the MDedge logo, the user name Julian Knight, and a LOGOUT link. The main navigation menu contains Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, Contact Us, and Help Desk. The page title is "Post job". The form fields are as follows:

Job Title: *	TEST
Employer/Recruiter:	Demo (primary account)
Job Ref:	
Specialty: *	Academics Allergy/Immunology Anesthesiology Cardiology
Profession:	Select please...
Facility:	
City:	
State:	Select please...
Zip/Postal Code:	
Country:	Select please...