

Renewing a Job

A short tutorial for the



Locate “Purchase Products”

- After logging in to your account, locate the “Purchase Products” link under “Account Manager.”

The screenshot shows the MEDJOBNETWORK.com Physician Sourcing Dashboard. At the top, there is a navigation bar with the MDedge logo on the left and the user name 'Julian Knight' and 'LOGOUT' on the right. Below the navigation bar is the MEDJOBNETWORK.com logo and the tagline 'Physician Career Center • Job Board'. A secondary navigation bar contains links for 'Dashboard', 'Jobs Manager', 'Candidate Sourcing', 'Account Manager', and 'Contact Us'. The main content area is titled 'Physician Sourcing Dashboard' and is divided into three columns:


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

A blue arrow points to the 'Purchase Products' link in the Account Manager section. Below the dashboard is a banner with the text 'Find the best talent' and two buttons: 'Advertise Jobs' and 'Search Resumes'. At the bottom, there are sections for 'Recruiting News, Trends & Tips' and 'Latest Products'. The footer contains links for 'SWITCH VIEWS', 'CAREER CENTER', 'SOCIAL MEDIA', 'RESOURCE CENTER', and 'Advertise with us'.

Purchase Package

- Purchase the appropriate job package using the form provided. In this example, we'll purchase the "Basic – 30 Day Job Posting."

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

Purchase products

[Purchase using coupon](#)


Have a coupon code? Enter it here:

Or, please select at least one package:

Please select at least one package:

#	Name	Price	Currency	Quantity
1.	Basic - 30 Day Job Posting	449.00	USD	<input type="text"/>
2.	60 Day Featured Job Posting	599.00	USD	<input type="text"/>
3.	90 Day Premium Job Posting	749.00	USD	<input type="text"/>
4.	180 Day (6 Month) Job Posting	990.00	USD	<input type="text"/>
5.	1 Year (12 Month) Job Posting	1,800.00	USD	<input type="text"/>

Total cost: 0.00 USD

Payment system:
 Authorize.Net
SECURE CHECKOUT

[Purchased Products](#)

Find the best talent

(Re) Publish Job

- Once you've completed your purchase, go to the "Edit Jobs" page located under "Jobs Manager."
- Here you will see all of your past and current jobs.
- In order to renew a job, select the box next to the appropriate title. Then click "Publish" above. This will renew your job for the amount of time purchased.
- *Note: This process is only intended to renew expired jobs, not to extend the expiration date of live jobs.*

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Dashboard Jobs Manager Candidate Sourcing Account Manager Contact Us

My jobs

Status:

<< first < prev 1 next > last >> 10

#	___	Job Title	Speciality	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	<input type="checkbox"/>	TEST - DO NOT APPLY (Expired)	Academics	03/23/2017	03/23/2017	03/08/2017	0	0	1	0	
2	<input type="checkbox"/>	test Do Not Apply (Expired)	Anesthesiology	01/30/2017	02/08/2017	01/30/2017	0	0	12	0	
3	<input type="checkbox"/>	TEST (Expired)	Allergy/Immunology	01/18/2017	01/18/2017	01/18/2017	0	0	0	0	


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Find the best talent

Success!

- Once you have renewed your job, the “(Expired)” tag will disappear. Your “Post Date” will be replaced with today’s date, and your “Expiration Date” will be the appropriate amount of time in the future – in this case, 30 days.
- If you have any questions, feel free to contact us at info@medjobnetwork.com or by calling (973) 206-2317.

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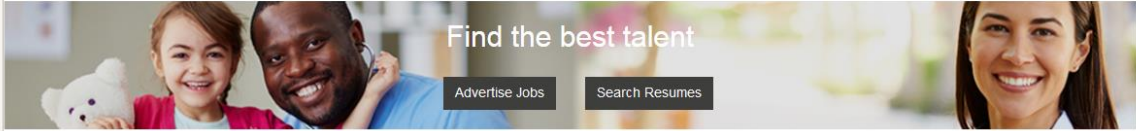
My jobs

status:

<< first < prev 1 next > last >> 10

#	Job Title	Specialty	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST - DO NOT APPLY	Academics	03/23/2017	04/22/2017	03/08/2017	0	0	1	0	
2	test Do Not Apply (Expired)	Anesthesiology	01/30/2017	02/08/2017	01/30/2017	0	0	12	0	
3	TEST (Expired)	Allergy/Immunology	01/18/2017	01/18/2017	01/18/2017	0	0	0	0	

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 Find the best talent