

Editing a Job

A short tutorial for the

shm | CAREER CENTER

Locate “Edit Jobs”

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

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

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Physician Sourcing Dashboard

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

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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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My jobs

Status:

<< first < prev 1 next > last >>

#	Job Title	Specialty	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST - DO NOT APPLY	Nocturnist	04/11/2017	05/11/2017	04/11/2017	0	0	0	0	
2	TEST - DO NOT APPLY (Expired)	Nocturnist	04/11/2017	04/11/2017	04/11/2017	0	0	0	0	

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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 SHM Career Center interface. At the top right, there is a user profile for 'Alison Davids' and a 'LOGOUT' link. The main header features the 'shm CAREER CENTER' logo. Below the header is a navigation menu with options: 'Dashboard', 'Jobs Manager', 'Candidate Sourcing', 'Account Manager', and 'Contact Us'. A promotional banner for 'IDEAL PHYSICIAN JOB SEARCH FORMULA' is displayed, asking 'Is this the job search success formula you are looking for?' with a 'LEARN MORE' button.

My jobs

Status:

<< first < prev 1 next > last >>

#	Job Title	Specialty	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST - DO NOT APPLY	Nocturnist	04/11/2017	05/11/2017	04/11/2017	0	0	0	0	

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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 shows the SHM Career Center Jobs Manager interface. At the top, there is a navigation bar with 'Dashboard', 'Jobs Manager', 'Candidate Sourcing', 'Account Manager', and 'Contact Us'. Below this is a banner for 'IDEAL PHYSICIAN JOB SEARCH FORMULA' with a 'LEARN MORE' button. The main section is titled 'My jobs' and features a 'Status' dropdown menu set to 'Active' and a 'Filter' button. Below the status menu is a row of action buttons: 'Publish', 'Publish as premium', 'Roll', 'Expire', 'Draft', 'Copy', and 'Delete'. A pagination control shows '1' selected out of 10 items. The main content is a table with the following columns: '#', 'Job Title', 'Specialty', 'Post Date', 'Expiration Date', 'Update Date', 'Apps', 'Mobile Apps', 'Views', 'Mobile Views', and 'Action'. The first row contains the following data: '# 1', 'TEST - DO NOT APPLY', 'Nocturnist', '04/11/2017', '05/11/2017', '04/11/2017', '0', '0', '0', '0', and an edit icon. A blue arrow points from the 'Roll' button to the checkbox in the first row of the table. At the bottom, there is a banner with the text 'Find the best talent' and two buttons: 'Advertise Jobs' and 'Search Resumes'.

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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 - DO NOT APPLY	Nocturnist	04/11/2017	05/11/2017	04/11/2017	0	0	0	0	

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Advertise Jobs Search Resumes

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 shows the SHM Career Center dashboard. At the top right, there is a user profile for 'Alison Davids' and a 'LOGOUT' link. The main header features the 'shm CAREER CENTER' logo. Below the header is a navigation menu with options: 'Dashboard', 'Jobs Manager', 'Candidate Sourcing', 'Account Manager', and 'Contact Us'. A promotional banner for 'IDEAL PHYSICIAN JOB SEARCH FORMULA' is displayed, asking 'Is this the job search success formula you are looking for?' with a 'LEARN MORE' button. The 'My jobs' section is active, showing a filter for 'Status: Active' and a 'Filter' button. Below this are buttons for 'Publish', 'Publish as premium', 'Roll', 'Expire', 'Draft', 'Copy', and 'Delete'. A pagination control shows '1' of 10 items. 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 with the title 'TEST - DO NOT APPLY', specialty 'Nocturnist', and an 'Action' button. A blue arrow points to the 'Action' button. At the bottom, a banner reads 'Find the best talent' with buttons for 'Advertise Jobs' and 'Search Resumes'.

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My jobs

Status: Active [Filter](#)

[Publish](#) [Publish as premium](#) [Roll](#) [Expire](#) [Draft](#) [Copy](#) [Delete](#)

<< 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	Nocturnist	04/11/2017	05/11/2017	04/11/2017	0	0	0	0	Action

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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@shmcareers.com or by calling (973) 206-2317.

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Post job

Job Title: *

Job Ref:

Specialty: *
..... Family Practice
..... Internal Medicine
..... **Nocturnist**
..... Obstetrics & Gynecology

Profession:

Facility:

City:

State: