

Featuring a Job

A short tutorial for the

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What are Featured Jobs?

- Featured Job slots allow you to set up your jobs to show in the Featured Jobs section on the site. This is a great way to get your job in front of qualified physicians.

The screenshot displays the SHM Career Center website. At the top right, there are links for "SIGN IN / REGISTER" and "EMPLOYER". The main header features the "shm CAREER CENTER" logo. Below the header is a navigation menu with "Home", "Job Search", "Profile/CV", "Job Alerts", and "Career Blog", along with a "Visit Our Journals" dropdown. The main content area features a large image of a doctor shaking hands with a group of medical professionals, with the text "Your next great practice opportunity" overlaid. Below this image are search filters for "Specialty" and "State", and a "Search Jobs" button. A promotional banner for "IDEAL PHYSICIAN JOB SEARCH FORMULA" includes the text "Is this the job search success formula you are looking for?" and a "LEARN MORE" button. At the bottom, there are three columns: "Jobs by Specialty:" listing categories like Hospitalist Physician (69), Internal Medicine (48), Nocturnist (35), Pediatrics (5), and Other (2); "Jobs by Location:" listing states like California (CA) (7), Ohio (OH) (6), Illinois (IL) (4), Washington (WA) (3), and Maryland (MD) (2); and "Featured Jobs:" listing a specific job: "Hospitalist - Lynchburg General Hospital - Lynchburg, VA" at "Centra Health". A blue arrow points from the "Featured Jobs" header to the job listing.

SIGN IN / REGISTER | EMPLOYER

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Home | Job Search | Profile/CV | Job Alerts | Career Blog | Visit Our Journals ▾

Your next great practice opportunity

Specialty State

Search Jobs

IDEAL PHYSICIAN JOB SEARCH FORMULA

Is this the job search success formula you are looking for? LEARN MORE

Jobs by Specialty:

- Hospitalist Physician (69)
- Internal Medicine (48)
- Nocturnist (35)
- Pediatrics (5)
- Other (2)

Jobs by Location:

- California (CA) (7)
- Ohio (OH) (6)
- Illinois (IL) (4)
- Washington (WA) (3)
- Maryland (MD) (2)

Featured Jobs:

- Hospitalist - Lynchburg General Hospital - Lynchburg, VA
Centra Health


Purchase Package

- In order to get started, you'll need to purchase a Featured Job package. In our online store, our 60 Day Job Posting comes with this feature.
- If you are interested in purchasing a Featured Job slot for a different length posting, simply [contact us](#) here and we'll be happy to set it up for you.

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Purchase products

Purchase using coupon


Enter coupon code:

Or purchase online

Please select at least one package:

#	Name	Price	Currency	Quantity
1.	Basic - 30 Day Job Posting	599.00	USD	<input type="text"/>
2.	60 Day Featured Job Posting	900.00	USD	<input type="text"/>
3.	90 Day Premium Job Posting	1,200.00	USD	<input type="text"/>

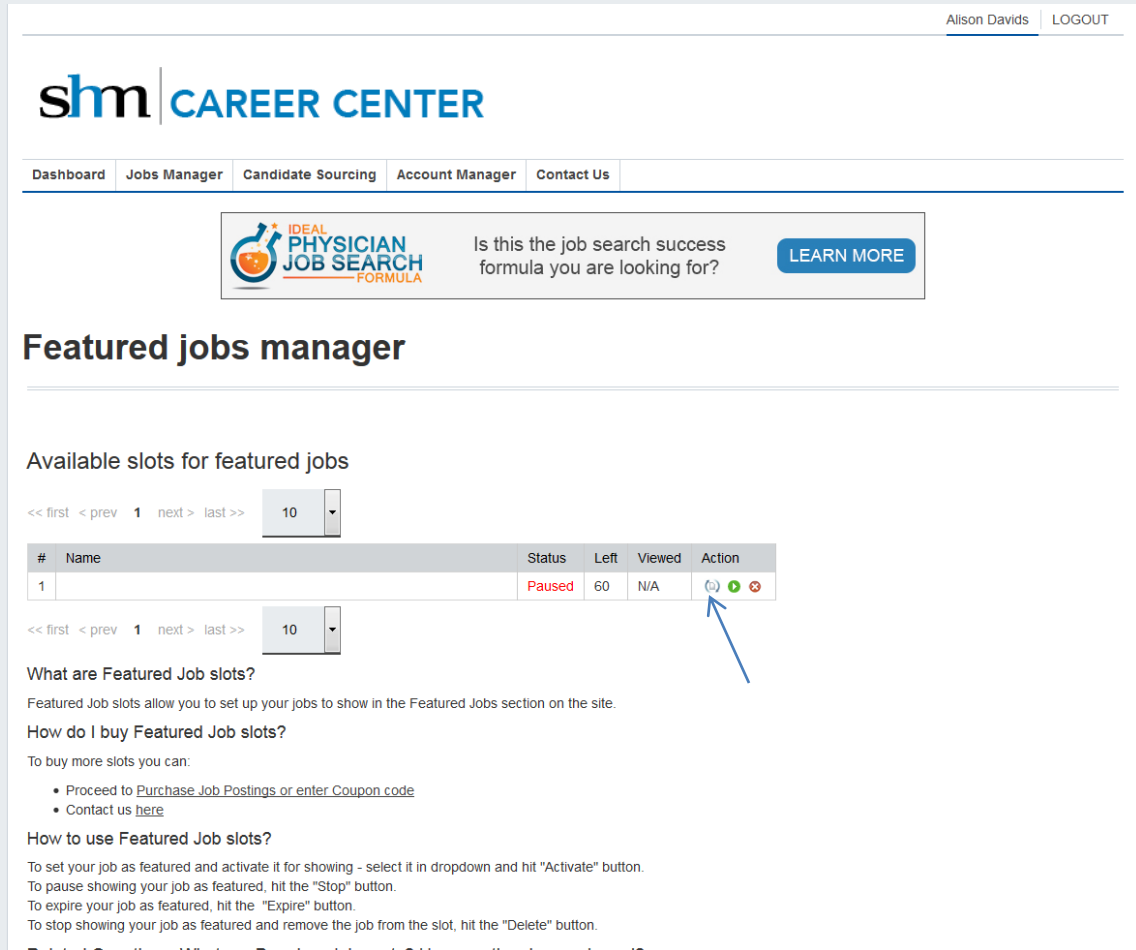
Total cost: 0.00 USD

Payment system:


[Purchased Products](#)

Post Job & Open Featured Jobs Manager


- Once you've completed your purchase, you will have purchased a 60 Day job posting as well as a 60 Day Featured Job slot. **The first step would be to post the job to the site.** You can learn more about that process [here](#).
- Once the job is live, the next step is to go to the "Featured Jobs" page under the "Jobs Manager". You will have one open Featured Job slot available.
- To begin, click the icon for a new slot, pointed out here.



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 Is this the job search success formula you are looking for? [LEARN MORE](#)

Featured jobs manager

Available slots for featured jobs

<< first < prev 1 next > last >> 10 ▾

#	Name	Status	Left	Viewed	Action
1		Paused	60	N/A	

<< first < prev 1 next > last >> 10 ▾

What are Featured Job slots?
Featured Job slots allow you to set up your jobs to show in the Featured Jobs section on the site.

How do I buy Featured Job slots?
To buy more slots you can:

- Proceed to [Purchase Job Postings or enter Coupon code](#)
- Contact us [here](#)

How to use Featured Job slots?
To set your job as featured and activate it for showing - select it in dropdown and hit "Activate" button.
To pause showing your job as featured, hit the "Stop" button.
To expire your job as featured, hit the "Expire" button.
To stop showing your job as featured and remove the job from the slot, hit the "Delete" button.

Related Questions: What are Premium Job posts? How can they be purchased?

Choose Job to Feature

- After you click the icon, a window will pop up to show you all of your jobs.
- Select the job you would like to feature, and click OK to move forward.
- *Note: Make sure to only choose active jobs as an expired job will not appear on the website.*

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IDEAL PHYSICIAN JOB SEARCH
Is this the job search success? [LEARN MORE](#)
Select please...

Featured jobs

What:

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

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

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

Available slots for feat

<< first < prev 1 next > last >>

#	Name
1	

<< first < prev 1 next > last >>

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Related Questions: [What are Premium Job posts? How can they be purchased?](#)


Activate Featured Job Slot

- Once you've selected the job you would like to feature, your screen will show the job in the Featured Job slot with a status of "Paused".
- To activate your Featured Job posting, click the green Activate button pointed out here.

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Featured jobs manager

Available slots for featured jobs

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

#	Name	Status	Left	Viewed	Action
1	TEST - DO NOT APPLY	Paused	60	N/A	   

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

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Almost there...

- Once you've activated the Featured Job, the status will change from "Paused" to "Pending". It will remain in this status until it is first seen in the Featured Jobs section on the site.
- Next to the Status, you will see how many days are left for this Featured Job slot, the date and time of the most recent view, and then three "Action" buttons. Details on these buttons are located in the directions on the site.

The screenshot shows the SHM Career Center Jobs Manager interface. At the top right, the user is logged in as Alison Davids. The navigation menu includes Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, and Contact Us. A banner for 'IDEAL PHYSICIAN JOB SEARCH FORMULA' is displayed, along with a 'LEARN MORE' button. The main heading is 'Featured jobs manager'. Below this, there is a section for 'Available slots for featured jobs' with a dropdown menu set to 10. A table lists the featured jobs:

#	Name	Status	Left	Viewed	Action
1	TEST - DO NOT APPLY	Pending	60	N/A	  

Below the table, there are instructions for featured job slots:

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Success!

- Once your job has been seen on the site under the Featured Jobs section, the Status will change to “Active”, the number of days left will start to tick off, and the most recent view date and time will appear.
- You can come back to this screen at any time to monitor the progress. If you have any questions, please feel free to [contact us!](#)

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Featured jobs manager

Available slots for featured jobs

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

#	Name	Status	Left	Viewed	Action
1	TEST - DO NOT APPLY	Active	59	04/11/2017 13:46	  

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

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