

Posting a Job

A short tutorial for the

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Locate “Purchase Products”

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

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

IDEAL PHYSICIAN JOB SEARCH FORMULA Is this the job search success formula you are looking for? [LEARN MORE](#)

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

Find the best talent

Advertise Jobs | Search Resumes

Recruiting News, Trends & Tips | Latest Products


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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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](#)

Purchase Confirmation

- Once you've completed your purchase, you will receive a confirmation email and a separate receipt email. Please retain the receipt for your records.

From: Auto-Receipt [<mailto:noreply@mail.authorize.net>]
Sent: Thursday, April 13, 2017 4:13 PM
To: Julian Knight
Subject: Transaction Receipt from Frontline Medical Communications Inc. for \$0.01 (USD)

Thank you for your purchase! The details of your purchase are below.

Order Information

Description: Goods or Services

Invoice Number 1557

Billing Information

J Knight
Frontline
Parsippany, NJ
jknight@frontlinemedcom.com

Shipping Information

Item #	Name	Description	Qty	Taxable	Unit Price	Item Total
#1	Candidate/CV Databank - Full Ac		1	N	\$0.01 (USD)	\$0.01 (USD)

Total: \$0.01 (USD)

Payment Information

Date/Time: 13-Apr-2017 13:12:59 PDT
Transaction ID: 60086526855
Payment Method: American Express xxxx2014
Transaction Type: Purchase
Auth Code: 185116

Merchant Contact Information

Frontline Medical Communications Inc.
Parsippany, NJ 07054
US
bcurth@frontlinemedcom.com

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Dear [REDACTED]

Congratulations! Following packages were purchased:

Basic - 30 Day Job Posting (1 - 599.0)

Thank you for choosing the SHM Career Center. We appreciate your business!

7 Century Drive, Suite 302, Parsippany, NJ 07054-4609


Post a Job

- Once you've completed your purchase, go to the "Post Jobs" page located under "Jobs Manager."
- Here you will find the form used in order to post a job.

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

Post job

Job Title: *

Job Ref:

Specialty: *

- Hospitalist Physician
-Family Practice
-Internal Medicine
-Nocturnist
-Obstetrics & Gynecology

Profession: Select please...

Facility:

City:

State: Select please...

Post a Job (cont.)

- Once you've reached the end of the form, you can preview your job posting, publish it, or save it as a draft.
- By clicking "Publish" you will enable the job for the time period purchased - in this example, 30 days.

The screenshot shows a job posting form with the following fields and options:

- Government Position:** Sole Practitioner
- Employment Type:** Select please...
- Loan Repayment/Assistance:** Select please...
- Malpractice Coverage:** Select please...
- Compensation:** [Empty text field]
- Accepts J1/H1:** Select please...
- Job Description:** [Rich text editor with toolbar]
- Contact Information:**
 - Contact Name:** [Text field]
 - Phone:** [Text field]
 - Fax:** [Text field]
- Send application:**
 - Apply to default account email
 - Send apply via email
 - Redirect to web page

At the bottom right, there are three buttons: **Preview**, **Publish**, and **Save as draft**. A blue arrow points to the **Publish** button.

Success!

- If you would like to check on your job, simply visit the “Edit Jobs” page under the “Jobs Manager” for a complete list of active and expired jobs. Here we see our job has been posted for the time purchased.
- If you have any questions, feel free to contact us at info@shmcareers.com or by calling (973) 206-2317.

The screenshot displays the SHM Career Center Jobs Manager interface. At the top right, the user is identified as Alison Davids with 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 the IDEAL PHYSICIAN JOB SEARCH FORMULA is visible, with a LEARN MORE button. The main section is titled "My jobs" and includes a status filter dropdown set to "Select please..." 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 job listings table has the following data:

#	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	

At the bottom of the page, there is a banner image with the text "Find the best talent".