

Premium Jobs

A short tutorial for the

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What are Premium Jobs?

- A Premium Job Post is highlighted and moved to the top of the search results allowing your job to stand out from the rest and be the first one seen by job seekers.
- To begin, you'll need to purchase a premium job package from the "Purchase Products" page under the "Account Manager" section.

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

Physician Sourcing Dashboard

Jobs Manager: <ul style="list-style-type: none">Post Jobs Create a job postingEdit Jobs Manage your posted jobsFeatured Jobs Manage featured job slotsView Applies View candidates who have applied to your job(s)	Candidate Sourcing: <ul style="list-style-type: none">Search Resumes Perform advanced resume searchesSaved Resumes Review your saved resumesResume Agent Manager Create new resume notificationsIntelligent Sourcing Access information of those who have viewed your jobs	Account Manager: <ul style="list-style-type: none">Purchase Products Buy job postings and candidate sourcing productsCompany Profile Manage your company profile information and logoLogin Details Manage the settings to access your accountSub-Accounts Create and manage sub-accounts for other members of your organization
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Purchase Package

- In order to get started, you'll need to purchase a Premium Job package. In our online store, our 90 Day Job Posting comes with this feature.
- If you are interested in purchasing a Premium 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 & Publish as Premium

- Once your purchase is complete, you can go to the “Post Jobs” page under the “Jobs Manager” to post your new job.
- Once you’ve finished filling out the form, simply click the “Publish as premium” button in order to publish this job as premium for the amount of time purchased.

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

- Employment Type:** A dropdown menu with options: Telemedicine, Government Position, Sole Practitioner.
- Loan Repayment/Assistance:** A dropdown menu with the option: Select please...
- Malpractice Coverage:** A dropdown menu with the option: Select please...
- Compensation:** A text input field.
- Accepts J1/H1:** A dropdown menu with the option: Select please...
- Job Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image.
- Contact Information:**
 - Contact Name:** A text input field.
 - Phone:** A text input field.
 - Fax:** A text input field.
- Send application:** A section with three radio button options:
 - Apply to default account email
 - Send apply via email
 - Redirect to web page

At the bottom of the form, there are four buttons: **Preview**, **Publish**, **Publish as premium**, and **Save as draft**. A blue arrow points to the **Publish as premium** button.


Success!

- When you visit the “Edit Jobs” page, you will see your newly posted job with the tag “Premium,” today’s post date and an expiration date appropriate for the job package purchased – in this case, 90 days.

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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 (Premium)	Nocturnist	04/12/2017	07/11/2017	04/12/2017	0	0	0	0	
2	TEST - DO NOT APPLY (Expired)	Nocturnist	04/11/2017	04/11/2017	04/11/2017	0	0	0	0	

<< first < prev 1 next > last >>

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Renewing a Job as Premium

- Another option you have with the premium job purchase is to use it to renew an expired job. This will make the job live and premium status for the amount of time purchased.
- To do this, after your purchase you would go directly to the “Edit Jobs” page under the “Jobs Manager,” select the job you want to renew, and click the “Publish as Premium” button above.

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 navigation bar includes Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, and Contact Us. A promotional banner for 'IDEAL PHYSICIAN JOB SEARCH FORMULA' is visible, 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	<input type="checkbox"/>	TEST - DO NOT APPLY (Premium)	Nocturnist	04/12/2017	07/11/2017	04/12/2017	0	0	0	0	
2	<input type="checkbox"/>	TEST - DO NOT APPLY (Expired)	Nocturnist	04/11/2017	04/11/2017	04/11/2017	0	0	0	0	

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Live Premium Job

- Whichever option you choose, the result will be a premium job post on our website which will always sit at the top of the search results making sure candidates see your job first.
- As always, if you have any questions, please feel free to [contact us!](#)

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Geisinger Health System | Pennsylvania (PA) [View](#) [Apply](#) [Save](#)

TEST - DO NOT APPLY
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam dignissim, leo a accumsan auctor, nisi elit venenatis purus, in consequat sem ex eget elit. Proin eget dignissim leo, vel vestibulum lacus. Nunc finibus tellus ac elit auctor, id molestie nisi scelerisque. Sed a eros non ligula maximus viverra vitae eu...

Demo | [View](#) [Apply](#) [Save](#)

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[Create Alert](#)

Featured Jobs:
TEST - DO NOT APPLY
Demo
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Centra Health
[Hospitalists Needed for Our Employed Team outside of Savannah, GA and in Hilton Head, South Carolina](#)