

Renewing a Job

A short tutorial for the

shm | CAREER CENTER

Locate “Purchase Products”

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

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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: 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
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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](#)

(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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IDEAL PHYSICIAN JOB SEARCH FORMULA

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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	<input type="checkbox"/>	TEST - DO NOT APPLY (Expired)	Nocturnist	04/11/2017	04/11/2017	04/11/2017	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	

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

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

The screenshot shows the SHM Career Center dashboard. 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 links for Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, and Contact Us. A promotional banner for 'IDEAL PHYSICIAN JOB SEARCH FORMULA' is displayed, asking if it's the success formula being sought, with a 'LEARN MORE' button. The 'My jobs' section 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 '1' of 10 items. The main content is a table with 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 dashboard, there is a banner image of two people shaking hands with the text 'Find the best talent'.