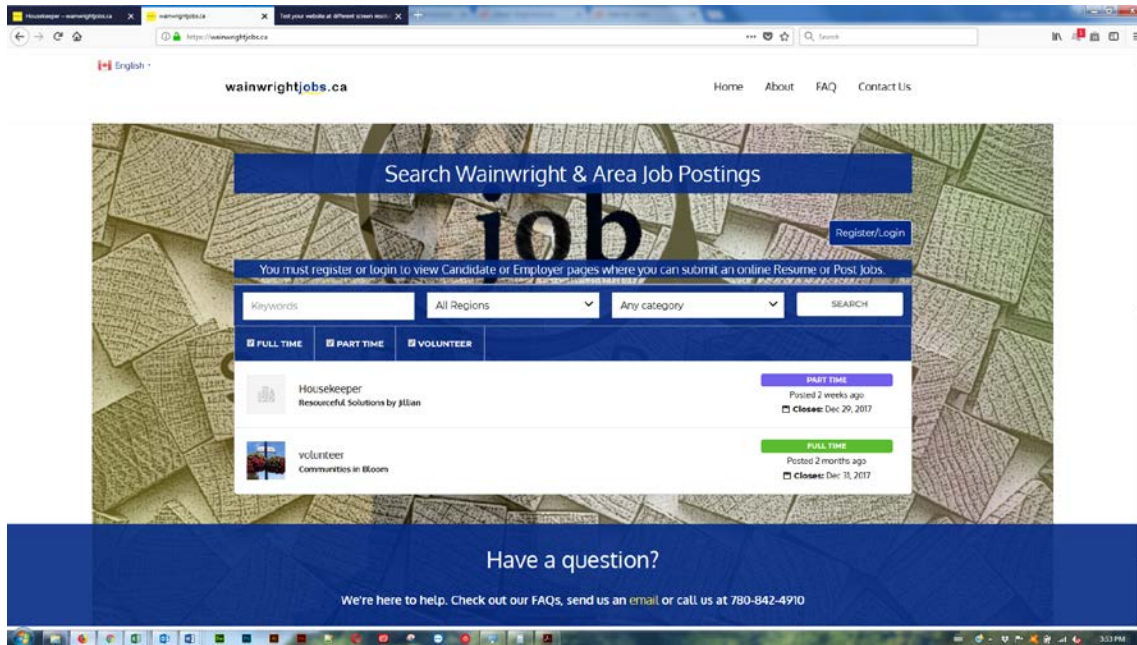


General

The Home Page



On the home page, users can Register or Login. (the registration form comes up but if the user scrolls to the bottom, the login button is there)

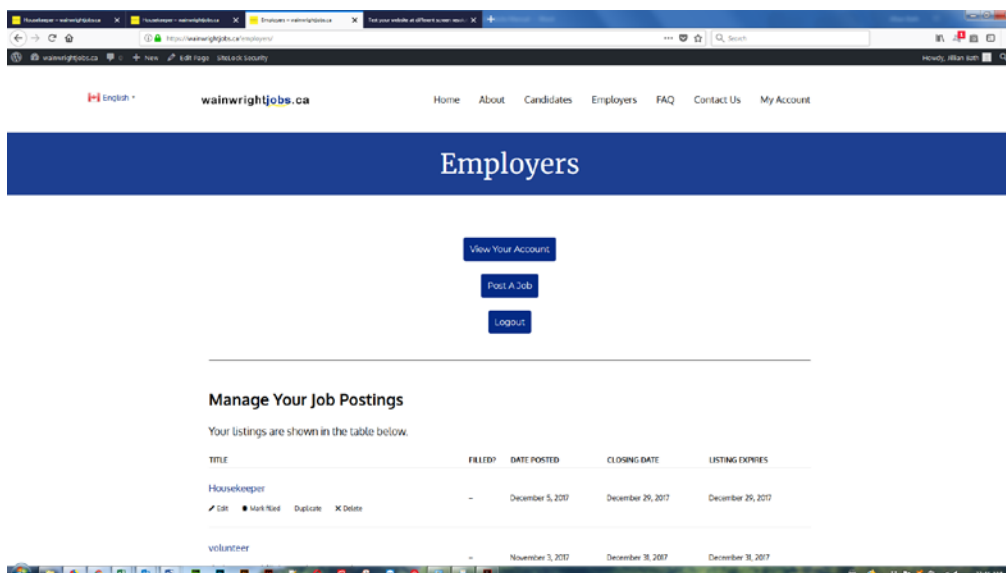
Users can enter the Keyword(s), Select a Region and/or choose a job Category then click Search to see the results. The user may also uncheck the boxes for Full Time, Part Time and/or Volunteer. However; at least one of the boxes must be checked or no Job Postings will show.

The other option is to click on the Title of the listed job(s) and it will take the user directly to that Job Listing. Once on the specific Job Listing page, the user can Apply for the Job, Bookmark the job, set up Alerts to Jobs “like” the current one and also can click the Company Name just under the page title and to the far right and this will take them to a page where all the jobs that company has available will be listed.

*NOTE: users cannot view the Candidate or Employer pages unless they are logged in. They may need to register first. Users will receive an email confirming their registration details.

*If a user needs to change their password, clicking “Forgot Password” on the Login page is the best option.

Employers



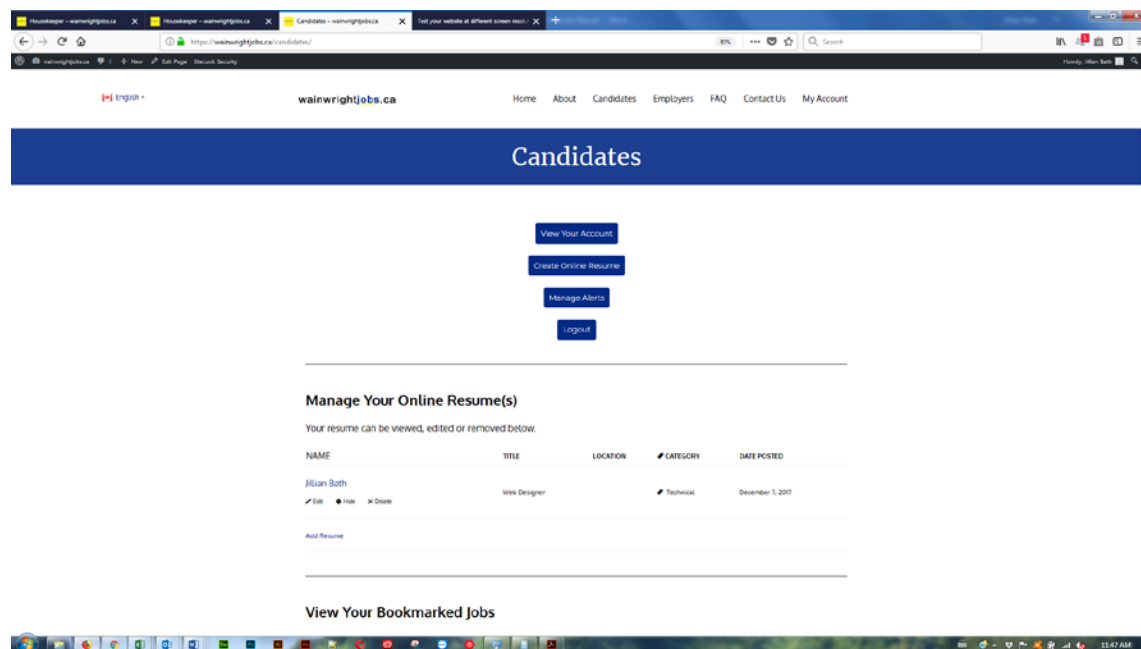
Employers must register or login and then they can submit/edit jobs. They can also edit their account information and logout on the Employers page.

Employers only have access to Resume's that have been emailed to them by candidates, when candidates use the Apply for Job button. The Employer will receive an email with the Candidates Resume information in the body of the email and if the Candidate had attached an electronic copy of their resume as well, that will appear as an attachment in the email to the Employer. There is a link on this email that the Employer can click to see the online resume and they may click "Contact" which will bring up a form to send an email to the Candidate. (the Employer will also receive the contact email for the Candidate in the email and may just choose to contact them using that)

When Employers want to edit a Job Listing, they will go to the Employers page and click Edit which is underneath the job title. If they just click the job title it will only bring them to the job listing page, not the edit page.

Employers should be aware that all Job Listings will expire after 60 days and need to be re-posted if the Job(s) are still available.

Candidates



Candidates may view/edit their Account information, Manage Alerts (set/delete alerts to jobs in categories they are interested in), create/edit Online Resume(s), view and manage Bookmarked jobs and view available jobs in the area, the same as on the home page.

Candidates should ensure their resume is as complete as possible. When applying for Jobs, this information is emailed to potential Employers so it should be as professional as possible. Including an uploaded electronic version of your Resume, such as a PDF document is a good option if the Candidate wants to have more intricate formatting for their resume.

When a Candidate applies for a job with their Online Resume, the Employer will receive an email with the Online Resume information in the body of the email and if the Candidate had attached an electronic copy of their resume as well, that will appear as an attachment in the email to the Employer. The Candidate will also receive an email telling them their resume has been sent to the Employer.

Contact Us

The information entered into the Contact Us form will email directly to the site admin.