

Careers Manager

Users Manual



Careers Manager

The Careers Manager empowers your Human Resources personnel to take control of this section of the website without assistance from your internal IT or web design departments. New job listings can be posted within a matter of minutes allowing HR personnel to streamline the entire online resume generation process.

Locations

Empoweren will automatically have one location for the Careers Manager, but multiple locations can be created in the Enhanced Careers Manager. With the Enhanced Careers Manager you can add and delete locations by clicking on the Locations tab while inside the Careers section. Once in the Locations section, click on New Location, enter the location name, and select Save Location.

A screenshot of the "Locations" tab in the Careers Manager. At the top, there are three tabs: "Careers", "Locations" (which is selected), and "Departments". Below the tabs, there is a "New Location" button. Underneath this button is a bulleted list of existing locations: "Alton, Illinois", "Cedar Rapids, Iowa", "Little Rock, Arkansas", and "St. Paul, Minnesota". To the right of the list, there is a "Location Name:" label followed by a text input field. Below the input field is a "Save Location" button.

You can also update or delete an existing location, by clicking on the Location name and by following the simple directions shown below:

A screenshot of the form for updating or deleting a location. It features a "Location Name:" label above a text input field containing "St. Paul, Minnesota". Below the input field are two buttons: "Update Location" and "Delete Location".

Departments

To create a new posting, at least one department must exist to house this posting. To create a new department, click on the Department tab in the Careers section, then select the New Department button. Enter the department name and click Save Department.

A screenshot of the form for creating a new department. It features a "Department Name:" label above a text input field. Below the input field is a "Save Department" button.

Careers

To post a new career, click on the Careers tab in the Careers section and select the New Career button. This will open up the posting information fields on the right side. Select a department and posting date, enter a position title, and enter a Job ID (if applicable).

Once you have entered a Career Posting (Job Listing), these will show below the New Career button and you can click on the existing career postings in order to edit the.

Careers

Locations

Departments

New Career

Alton, Illinois

Corporate

- Marketing Manager

Cedar Rapids, Iowa

Sales

- Regional Sales Representative

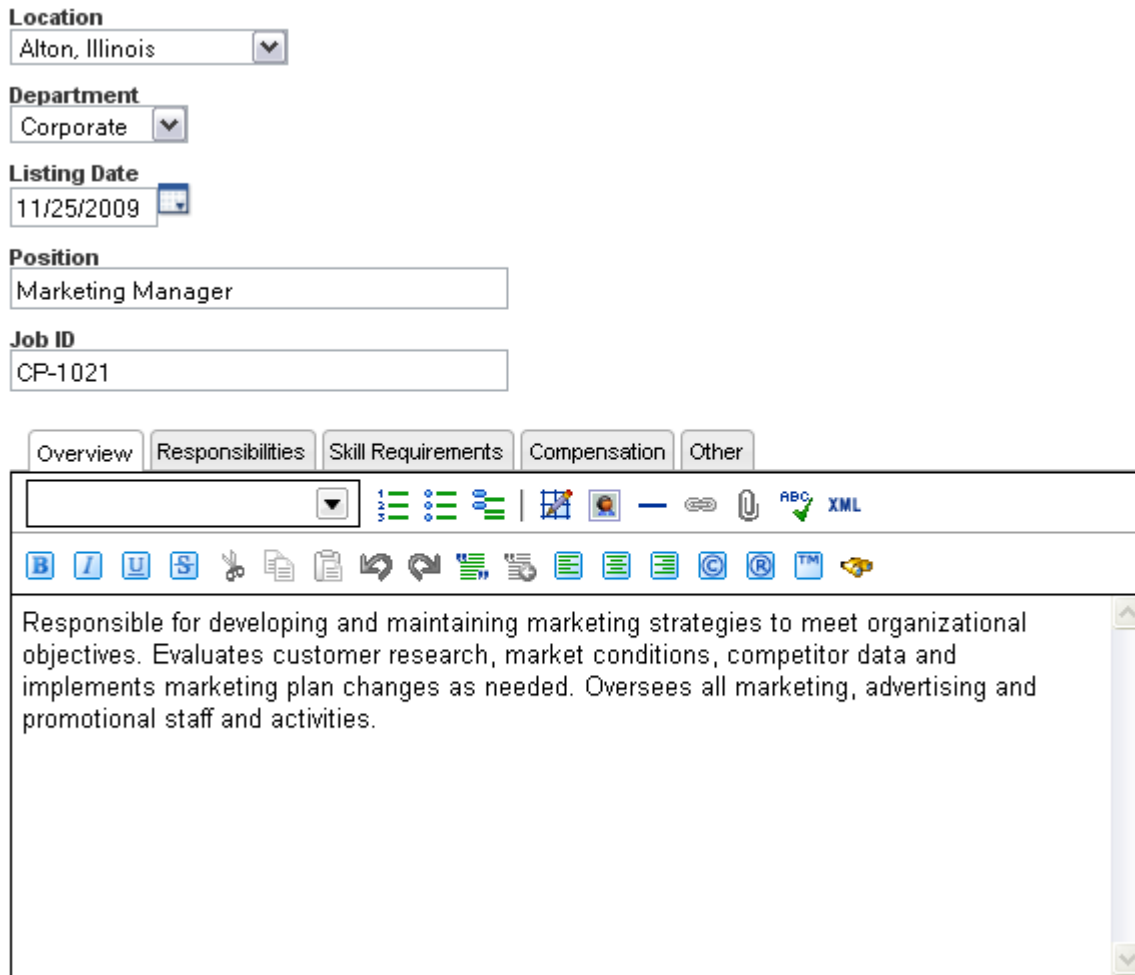
Little Rock, Arkansas

Warehouse

- Dock Fork Operator

St. Paul, Minnesota

Clicking on the New Career button or clicking to edit an existing listing will bring up the following elements to be completed.



Department - Choose a location from the dropdown box that you have populated.

Position – Enter the title of the position. This will show up as the career name within the Careers Tab and as the headline on the individual career page.

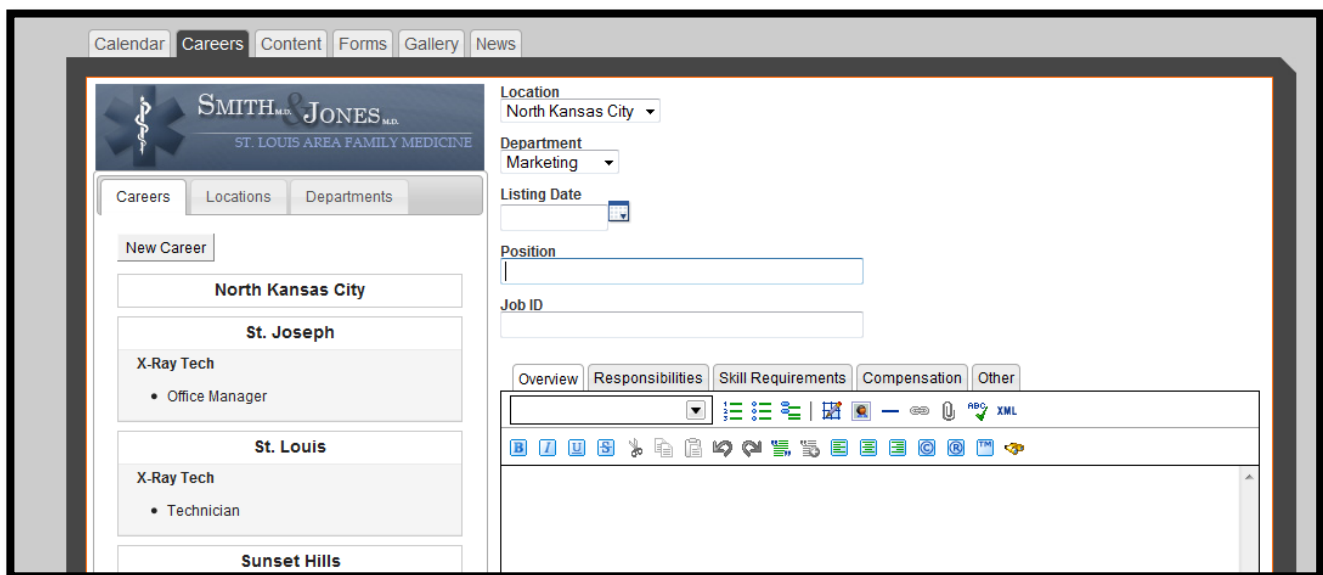
Job ID – This space is provided should you utilize any type of job ID or job numbers to your career postings.

After these fields is a WYSIWIG application so that you can construct job listings in any manner that you want. If you wish to use the 5 headers provided, then these sub-headlines and spacing will be integrated into the career posting page.

Overview/Responsibilities/Skills/Compensation/Other Tabs

The default tab of the editor is the Overview tab. Any information entered in the editor with the Overview tab selected will appear in the Overview section. To enter information in the other tab areas, select that tab and then enter the information in the text field of the editor.

*Only the tabs with content will show on the website. If you choose to not put information in any of the editor tabs, the entire section will not show on the website.



The screenshot shows a web application for Smith & Jones, St. Louis Area Family Medicine. The interface includes a sidebar with filters for Location (North Kansas City, St. Joseph, St. Louis, Sunset Hills) and Department (Marketing). The main editor area has tabs for Overview, Responsibilities, Skill Requirements, Compensation, and Other. The Overview tab is selected, showing a text editor with a toolbar and a list of job types (Office Manager, Technician).

Education/Experience/Type

To enter more information about the position, select the Job Type/Education Level/Experience Level section below the editor and enter the appropriate information.

► Job Type / Education Level / Experience Level

Resume Submission & Upload

This section will default to None, but you can select from the drop down the option to upload a resume. If you select this option, fields will open below for a custom thank you message and the email to send the document to.

► Resume Submission Options

▼ Resume Submission Options

Form with resume upload ▼

Acknowledgment

Show this "thank you" message:

Thank for applying for the Marketing Manager position in Alton, IL. We will contact you shortly.

Your Notifications

Email responses to:

careers@copeplastics.com

When the 'Form with Resume Upload' option is selected, the following form will be added at the end of the job posting with the default fields provided. Only the accepted formats will be uploaded and the file will come as an attachment to the form submission email.

Submit Resume

* Required

Name: *

Address: *

City: *

State: * MO ▼

Zip: *

Phone Number:

Email Address:

Resume: *

(Accepted formats: .doc, .docx, .rtf, .pdf, .txt, .zip)

Publishing Options


The publishing options follow the same principles as outlined in the Content section. One additional feature in this module is that you can make a page active for a certain date range. This allows you to easily set a day for the job posting to come down so that you can stop taking applications for the position.

► Publishing Options

▼ Publishing Options

Career is

☒ Active

☐ Active for these dates only  to

☐ Inactive

Meta Data

[Gabriel Group | A Marketing Resource Management Company](#) ————— *Title Tag*
Marketing resource management company with proprietary G3 web based technology for
automating direct mail and collateral printing and fulfillment programs. ————— *Meta Description*
www.gabrielgr.com/ - [Cached](#)

► Meta Data

▼ Meta Data

Meta Description

Learn more about the full-time Marketing Manager position available with Cope Plastics in Alton, IL.

Meta Keywords

marketing manager, marketing director, head of marketing

Inserting

It is only necessary to enter the careers section once on the desired page. Every position that is added after the careers section is inserted will automatically be updated on the site.

