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What is JobTarget?

Since 2001, JobTarget has been helping organizations and the right candidates find each other. Since its founding, its services have been used to post over 100 million jobs. JobTarget has assisted organizations by solving the most tedious tasks associated with the job posting. JobTarget, when integrated with Eddy, allows our customers to deliver their job postings to job boards available on the internet. You can post jobs directly from Eddy without managing separate accounts for each job board. You can also monitor status updates for each posting and the number of applicants coming through these job boards.

The JobTarget Marketplace will be presented in a pop-out app and provides a search mechanism based on job title and other key data. The boards vary in topic from general to niche and cost to no-cost.

After selection and checkout, the posted job board information is updated in Eddy. The user can edit or stop the jobs in JobTarget from Eddy.

Benefits

Save Time: Posting jobs is fast and straightforward. No need to access various job boards. You can enable JobTarget and start posting your job.

Save Money: Negotiates with the job boards and often gets you below retail rates.

Access Jobs Boards: It allows you to access more than 25,000 job boards to post your jobs.

Programmatic Posting: JobTarget algorithms auto-optimize your job posting strategy to determine the best and most relevant job boards that are more likely to deliver quality applicants.

Quality Support: Provides personnel on-call support.

Functionality

How to use JobTarget?

All users have access to utilize JobTarget within Eddy.

How does it work?

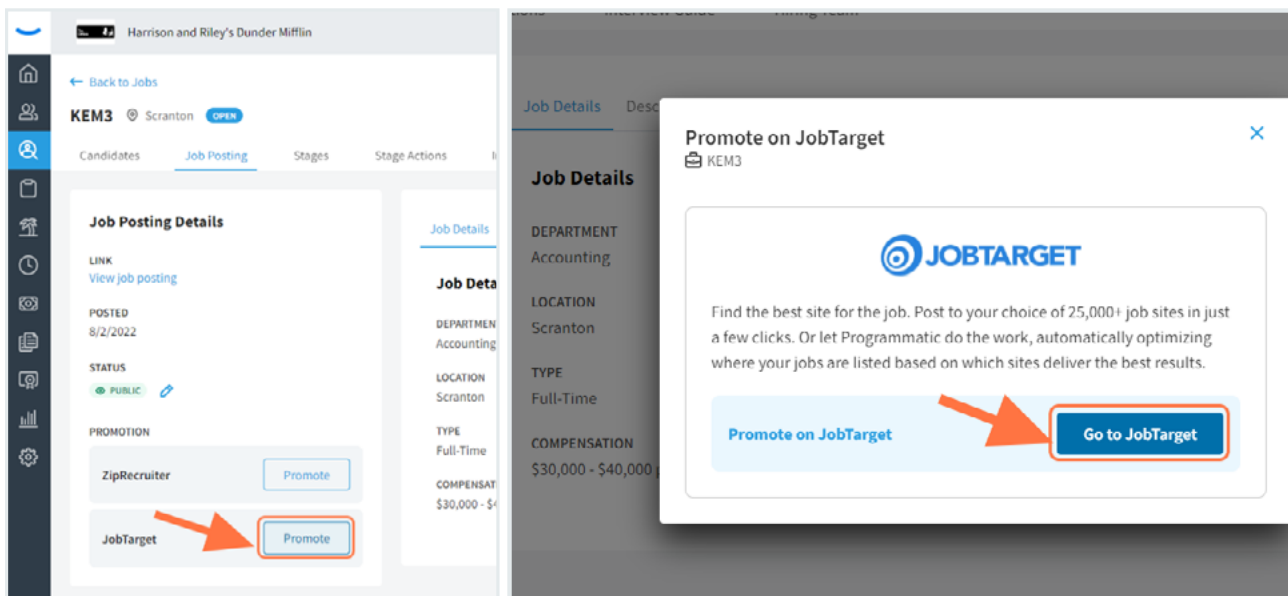
1. Create a job within Eddy
2. Select the job board(s) to send your job and add them to the Cart
3. Enter the posting information required by the job boards
4. Review your order and process your payment

Create Job

1. Create job requisition within the Eddy. Make sure the job is available externally to post via JobTarget.

Post a job

1. JobTarget will launch once you click "Promote" within the Job Posting details within Eddy. The user can post using JobTarget by clicking "Go to JobTarget."



Functionality

2. Within JobTarget, the user can search various job boards and add the job board product to the **Cart** to post.
3. Once all the desired job boards' are selected, click the **Cart** to view a list.
4. Review the **Cart** and follow the steps to complete the order.
 - a. The **Additional Information** section is where site-specific information may be required for each job posting.
 - b. If JobTarget needs clarification, the Posting Support Team will reach out through the **Message Center App**.

Job Details

The user can view the job posting details within the Eddy Jobs section.

Edit Posting

1. Edits should be made within the individual job in the ATS. Modifications will stream over to JobTarget, and the updates take approximately 24 hours to be sent out to the intended job board(s).

Stop Postings

1. All Sites
 - a. The user will go to the job they are looking to stop and return to JobTarget. There will be a drop-down called "Already Advertised On." There you will see an option to STOP ALL.
2. Single Site
 - a. The user will go to the job they are looking to stop and return to JobTarget. There will be a drop-down called "Already Advertised On." There you will see an option to STOP per site.

Working on Job: Job Title: Software Developer Location: Pittsburg, Hawaii					
▼ Already Advertised On: 2 Active 0 Expired Job Sites					
Jobsite	Location	Start Date	Expiration Date	Status	Actions
JobTarget Programmatic	Pittsburg, Hawaii, United States	08-09-2022	10-09-2022	Posted and Confirmed	STOP
Indeed	Pittsburg, Hawaii, United States	08-09-2022	09-09-2022	Delivery in Process	STOP

Please note that once you stop or close a job, it cannot be restarted on that job board. Another order will need to be placed since each order is per posting. Additionally, a new posting will need to be ordered if the job is reopened after removing or closing.

Easy Apply

While posting with JobTarget, it's possible to use the on-site apply flows ("Easy Apply") offered by leading job sites. Where available, it is also possible for these job sites to present additional screening questions required for your job application.

Job Details

For sites that do not have the ability to provide Easy Apply on their sites, JobTarget hosts its own Easy Apply experience for jobseekers to guarantee a high conversion rate. Where available, JobTarget Easy Apply can also serve additional questions to jobseekers, so that they are able to complete their application in one place

Tracking

JobTarget tracks job seeker clicks and applications when posted through JobTarget.

The data can be located within the JobTarget **Reports App** within **Settings**. Additionally, you may refer to your ATS for more information regarding source data.

Payment

Personal Credit Cards

The user will pay for posting with their personnel credit card per order. All charges on your credit card will appear from JobTarget.

Invoice

JobTarget may be able to offer invoicing on a case-by-case basis; please get in touch with [JobTarget Support](#) or your dedicated Relationship Manager to learn more.

Frequently Asked Questions

1. Is there a fee to use JobTarget?

While each board selected for posting has a \$5 delivery fee per site, there are no account fees to utilize JobTarget.

2. How do I access other JobTarget Apps?

Navigate to the waffle menu in the top right corner to view all JobTarget Apps.

3. If I complete the checkout process and close my posting before the expiration date, would I receive credit from JobTarget?

No, JobTarget does not provide a refund for any job postings that are removed.

4. Can I repost an expired job?

Yes, repost is available within the JobTarget. The user will go to the job they are looking to repost and get back into the JobTarget. From here, there will be a drop-down where you can show the "Already Advertised On" section. There you will see an option to repost.

5. What if I already have credits/slots/subscriptions with a job site?

For many job sites, you can use your credits, slots, and subscriptions through this service. Navigate to the hamburger menu and select "Add Job Site Inventory." JobTarget will be in touch to assist with setup.

6. Will Eddy bill my organization for purchases on JobTarget?

No, Eddy does not bill your organization for purchases on JobTarget. JobTarget charges a \$5 posting fee per site. For more information about billing or pricing, contact JobTarget.

Don't see what you are looking for? Contact JobTarget Support at Support@JobTarget.com