

## TECHNICAL NOTE: Posting Your Job

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Before you can post a job to [www.lynn.edu/studentjobs](http://www.lynn.edu/studentjobs) you need to set up “**Job Templates**” for the job you want to post. Please refer to the Creating a Job Template step-by-step guide for more help and information.

### Step One:

Login to the ApplicantPRO Admin Area:

<https://admin.applicantpro.com/>

Enter **Username** and **Password**

Username or Email:

Password:

[Forgot Your Password?](#)

### Step Two:

Select the “**Jobs**” icon at the top of your screen.



### Step Three:

Select the “**Job Listings**” tab from the jobs dashboard.

#### Lynn University – Jobs Dashboard



### Step Four:

Select the “**Green Plus**” Icon to add a new Job Listing.



### Step Five:

From the dropdown menu select the Job Template you would like to use for the open job.

**Add Job Listing** ✕

Job Template Select a Template...

The information from the Job Template will auto-populate into the “**Add Job Listing**” form. There are additional fields you will need to enter before you can proceed to posting and advertising a job.



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1. **Job Template** - On the previous screen you should have picked a template to use. If you would like to change the template, you can select a new template from the dropdown menu.
2. **Copy From Job Listing** - Here you can choose from a previous job listing to copy the settings from.
3. **Job Listing Notes**- You may add additional notes regarding the job you are adding in this space. The information listed in this field will not be seen by applicants.
4. **Title**- This will auto-populate from your Job Template form. If you would like to add any additional information, such as a location or store for specific hiring purposes, you may enter that here.
5. **Description**- This will auto-populate from your Job Template form. If you would like to make any changes, please do so here. This is the description that will show up on your career site. If you need to make any large changes, please do so by importing through the “click to paste a word document” button.
6. **Embed Video Code** - This is where you can paste a video embed code from the internet, to show up underneath the job description.
7. **Start and End Date**- Enter the length of time you would like the job posted on your careers site and job boards for receiving applicants. If you are keeping the job open indefinitely place the End Date in the future by a few years. This way the job will remain on your careers page for an extended period of time.
8. **Pay Rate & Pay Type** - If you would like to include a pay rate or pay type, enter it here. If you leave it blank, that information will not show up.
9. **Benefits**- If you want to include additional benefits for the job enter them here. This is not a required field.
10. **Employment Type**- Select the type of employment (Full Time, Part Time, Occasional/Seasonal).
11. **Department**- Select the Business Unit (department) the job belongs to.
12. **Job Type**- This is where you choose if you job is Internal or External, or both.
13. **Notification Email**- This is the email that receives a notification once somebody applies for this job. You do not have to assign a notification email.
14. **Screening Questions Group**- If you would like to attach a group of questions to the application for additional screening purposes, select the group from the dropdown menu. This is an optional feature.
15. **Country, City, State, and Zip Code**- Enter the location information.

### Step Seven:

By selecting “**Save Listing**”, it will make the job show up on your career site. If you want to continue with pushing your job out to the job boards, click on “**Save and Push to Job Boards**”.

