

**Transcript**  
**Intro to Employer Acct**

Hello and Thank you for checking out our brief video tutorial. In the next few minutes I will provide you with an **Introduction to your Employer Account** on HERCJobs.

- Once an account has been established for you and you have reset your password, you can then proceed to login to your employer account using these credentials by clicking on the “Institution Sign In” link in the upper right corner of the Employer home page.
- Once logged in you will be directed to your Overview page. Within your account you will be able to post your open positions, manage applications that you have received, search CV or resume database and also set up to receive email notifications of any applicants that would meet your criteria.
- Let’s briefly review your account.
  - o Upon initial login you will see your organization name at the top.
  - o If you haven’t already, the system will prompt you to add a logo to your profile. This will appear with any active positions that you have on the site
  - o Coming down the page you will see the
    - “Post a Job” button – this will direct you to the job creation page to begin posting your positions.
    - The “Manage Jobs” button will allow you to edit any existing listings, review pending jobs or repost any that have expired on the site.
    - The “Manage Account” button includes some housekeeping items such as updating your institution profile, updating your personal information or changing your password.
  - o Also on the Overview page it will link to your Active, Pending or Inactive jobs and also show you the applications that you have received from your active position.
  - o It will show you the total number of searchable resumes in the database that you can review
  - o And at the bottom provides you with some additional information for the Enhanced Member Profile, which is an added member benefit that will assist in getting your Institution additional exposure throughout the site.
- Lastly if you happen to have any questions or need assistance through the posting process or CV search, you can access the “Help” link in the upper right which will direct you to our FAQ’s. If you do not see the answer to your question feel free to reach out to our customer service team for additional assistance. (3:03)