

Transcript
Review Job Posting, Stats and cross-posting

Once your Account has been established and you have posted your positions, you may now be interested to see how your positions are performing. With your HERCJobs account you have the ability to **review your job posting, stats and other sites your job was posted to** at any time during the duration of the job. *As an added member benefit, HERC does cross-post all your jobs to other sites besides what is listed on your employer jobs stats page. You can find more information on HERConnect, your member portal, at member.hercjobs.org under the Recruitment tab and then OFCCP Compliance.* In the next steps I'll show you how to access your jobs postings, stats and cross-postings sites.

- Once logged into your account, be sure that you are on the "Overview" page
- Here you will see the total number of Active jobs that you as an individual posted. If there are active jobs you will see the "View Statistics" link. If your job postings are automated you can click on the "Manage Jobs" button to view all jobs posted, both your listing and statistics can be viewed from this page.
- You have the ability to filter your job postings or you can go right in and click on the position title or the dropdown to the left of the title and you will be presented with options to "Edit" the listing, Extend, Copy, Deactivate or you can View it as it appears on the website.
- For each job you can see the job title, sites your jobs were cross-posted to.
- If you would like to view the stats for the position, simply click on the right arrow icon and it will scroll to the stats
 - o You can see the total number of views your position has received, Apply Clicks, Candidates Delivered if you are directing them to an external URL or ATS to apply, Applications received and job alerts it has gone out to.
 - o Within this section, you also have the ability to maximize it to a full screen or export the information by clicking on the appropriate icon.
- You can also download a report of all your active or closed jobs posted. To do this set your criteria before you run your report, click on the report icon and it will download to your computer. Keep in mind that the cross-posted sites are not listed in the report but rather a total for the number of networks your job was posted to.
- Remember, if you want to know what sites your jobs cross-posted to you will have to review each job individually as shown earlier.