Posting a Job

1. Login to your HERC account by click on the 'Member Institution Login' link on the top-right of any page in the HERC website. *If the system doesn't recognize your password, click the 'Can't Access Your Account?' link to enter your email address and have the system send you a password reset email. If your email address is not recognized, please contact customer support for assistance (*herc@boxwoodtech.com *).*

2. From the Overview screen, click on the 'Post Jobs' tab or any of the 'Post a Job' links further down the page.

3. Complete the job posting information – required fields are indicated with a "+" symbol and all other fields are optional.

If copying your job description from a Word doc, use 'Paste from Word' 📋 for better formatting.

Include EEO statements in the 'Description' or 'Requirements' section of your job.

If you do not want candidates to apply electronically (i.e., via your website or via email) be sure to include application instructions in the 'Requirements' section.

The Job Closing Date is not displayed to end users – your job will be closed automatically on the closing date. You will receive an email at that time in case you'd like to extend the posting for additional time.

After selecting one of the three main HERC categories, you can select multiple sub-categories under that category, if needed.

The 'Organization Type' is pulled from your institution record, but can be changed for a specific job, if needed.

Screen shot continued on next page

Need Help? You can reach our Customer Service Team between 8:30 am and 5:30 pm eastern time at 888-491-8833 (press 4 for 'employers,' and then dial ext. 2334). You can also email us at herc@boxwoodtech.com

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The 'Display company as' field allows you to modify your institution name for just this job in case you'd like to specify a particular department or school.

For 'Send Applicants to' we encourage you to have applicants taken to the URL of the job listing on your institution website so they can apply directly with your institution. You can also choose to have applications delivered to you from the HERC system via email or you can disable the electronic application options completely – if you choose this option, be sure to put application instructions in your job listing.

'Search Words' allow you to specify keywords that are relevant for your job but not necessarily in your job listing itself. That way job seekers will find your job when searching on those keywords.

4. After you complete the form, click 'Save and Preview Job' to review your ad. Your ad is now saved as a "Pending Job" in case you aren't ready to complete the posting at this time.

5. If you need to make any changes click the 'Make Changes' button and when satisfied, click 'Proceed to Checkout.' Jobs are indexed every 20 minutes so your job will be live within 20 minutes after you complete your posting.

If your job volume is high enough that you'd like to evaluate automated job posting options, please contact customer service for options and information.

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Managing Jobs

1. You can copy, edit or delete your active jobs at anytime. You can also retrieve inactive jobs and use them to quickly create a new job posting. After logging into your account, hover over the 'Your Account' tab and select 'Manage Jobs'
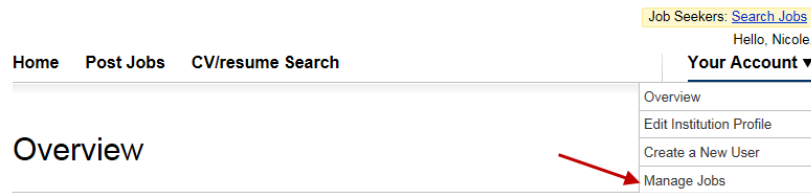
2. Select whether you wish to manage an active, pending or inactive job:
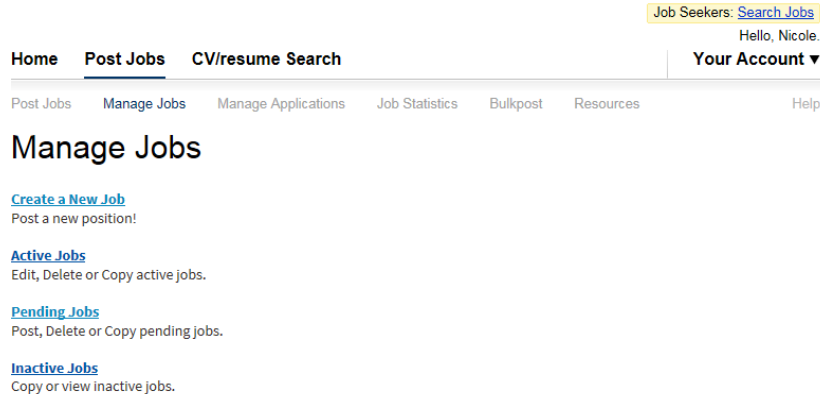
3. Select the appropriate icon for the action you wish to take with that job:
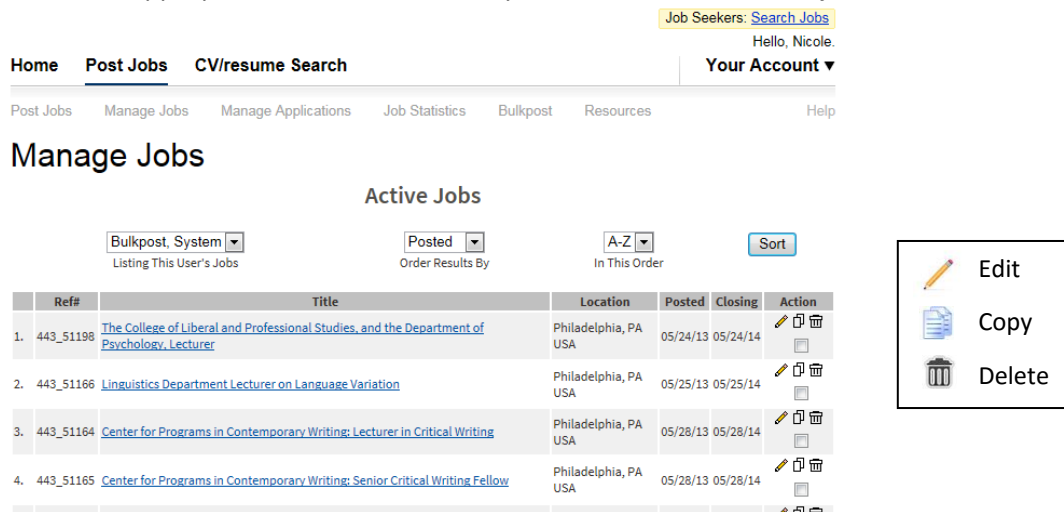
4. After making the necessary changes to the job, click 'Save and Preview' to review, then 'Proceed to Checkout' to activate your listing.