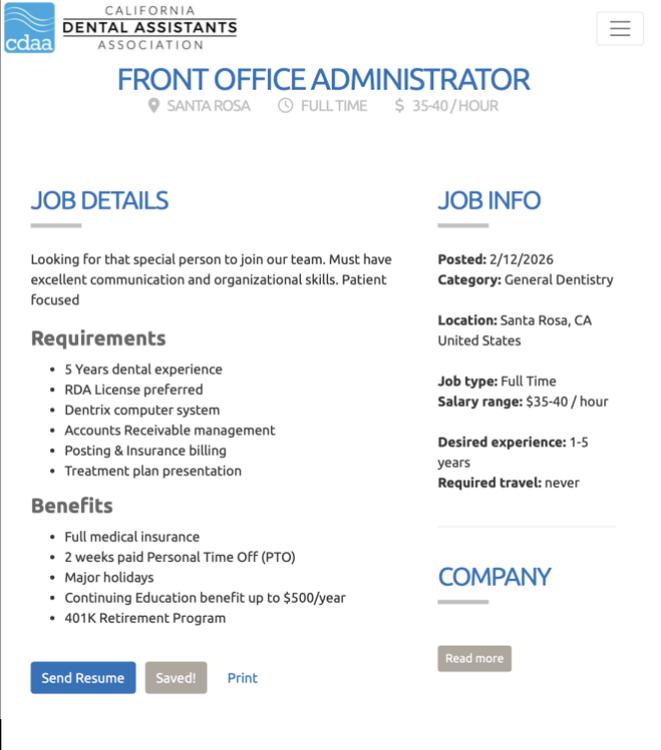
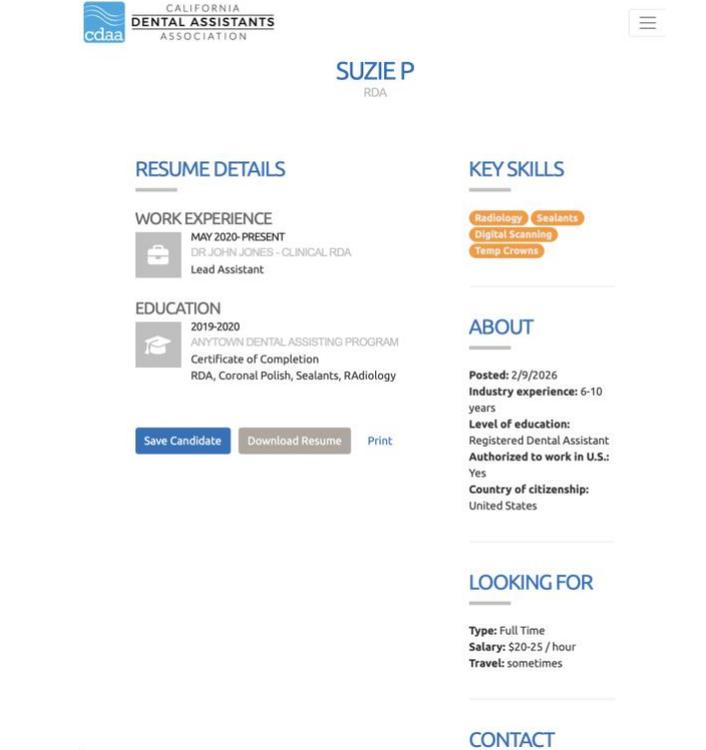


CDAA Job Board FAQs

What does a job posting look like on this site?	What does a resume posting look like on this site?
 <p>The screenshot shows a job posting for a "FRONT OFFICE ADMINISTRATOR" in Santa Rosa, CA, full-time, with a salary range of \$35-40/HOUR. The posting includes sections for Job Details, Job Info, Requirements, Benefits, and Company. The Job Info section lists the posting date as 2/12/2026, category as General Dentistry, location as Santa Rosa, CA, job type as Full Time, salary range as \$35-40/hour, desired experience as 1-5 years, and required travel as never. The Requirements section lists 5 years dental experience, RDA License preferred, Dentrix computer system, Accounts Receivable management, Posting & Insurance billing, and Treatment plan presentation. The Benefits section lists Full medical insurance, 2 weeks paid Personal Time Off (PTO), Major holidays, Continuing Education benefit up to \$500/year, and 401K Retirement Program. The Company section has a "Read more" button. At the bottom, there are buttons for "Send Resume", "Saved!", and "Print".</p>	 <p>The screenshot shows a resume posting for "SUZIE P" RDA. The resume details include Work Experience (MAY 2020-PRESENT, DR. JOHN JONES - CLINICAL RDA, Lead Assistant) and Education (2019-2020, ANYTOWN DENTAL ASSISTING PROGRAM, Certificate of Completion, RDA, Coronal Polish, Sealants, Radiology). The Key Skills section lists Radiology, Sealants, Digital Scanning, and Temp Crowns. The About section lists the posting date as 2/9/2026, industry experience as 6-10 years, level of education as Registered Dental Assistant, authorized to work in U.S. as Yes, and country of citizenship as United States. The Looking For section lists the type as Full Time, salary as \$20-25/hour, and travel as sometimes. At the bottom, there are buttons for "Save Candidate", "Download Resume", and "Print".</p>

Once I click “Find a Job” and log in, why can’t I see the option to “Post a job”?

The way the Job Board works by default is once someone accesses the module first time, they choose whether they are a Job Seeker - or - an Employer by clicking either "Find a Job" or "Post a Job". A user is not set up as both, but one or the other. So once someone is identified as a Job Seeker, they see content and options relating to job seekers, and once someone is identified as an Employer they see content and options only relating to employers. You are redirected to the correct page in the module once you log in.

What is a featured job or resume?

The user has the option to feature their job or resume for an additional fee. Featured jobs or resumes are listed first, sorted by date, newest first, and visually stand out from non-featured postings.

Featured jobs or resumes are listed first, sorted by date, newest first, and visually stand out from non-featured postings.

Here is an example of a featured resume appearing first in the list and visually different than the others.

	TRENT WOLDEN Accountant	<div style="border: 1px solid black; padding: 2px;"> Featured Resume. Listed first and is visually different than the others. </div>	 Beverly Hill	
	RICK RICHARDSON Mailroom Clerk seeking challenging role with opportunity for advancement	 Bloomington	 1-5 years	 Negotiable
	MARY SILVA Administrative Assistant	 Spokane	 6-10 years	 50,000-75,

How do I delete my job posting?

From the Jobs tab under My Account click the Actions button next to the job to delete and then select Delete.

When a job is deleted it is deleted from the employer's account, deleted from any job seekers' accounts where it might be saved.

How do I renew my job posting?

An employer can renew a job before or after its expiration date. The expiration date is shown to the right of the job. When the job becomes expired, this shows in red.

Expired jobs can still be viewed if saved to a job seeker's account; however, they don't display in search results or in the job listing for job seekers.

After selecting Renew, they are presented with a page where they can select the duration & price and choose whether or not to make it featured.

Searchable: yes 

Status: active

Expires: 5/29/2016

Poster: Mary Jones

Applicants: 1

Actions ▾

- Renew
- View Applicants
- Edit
- Delete

How does a job seeker find the jobs?

After a job seeker logs in the user is presented with the list of available jobs.

The job seeker can click on a job to view it or use the search bar or the advanced search to search for jobs.

When they find a job they are interested in, they can click the Send Resume button at the bottom of the job details.

When a job seeker views a job, they have the ability to save the job to their Account by clicking the Save Job button at the bottom of the job details. Saving the job does not send a resume to the employer.

How do I delete my resume?

From the Jobs tab under My Account click the Actions button next to the job to delete and select Delete. When a resume is deleted it is deleted from the job seeker's account, deleted from any employer accounts where it might be saved.

How do I renew my resume?

A job seeker can renew a resume before or after its expiration date. The expiration date is shown to the right of the resume. When the resume becomes expired, the word "Expired" is displayed in red.

Expired resumes can still be viewed if saved to an employer's account; however, they don't display in search results or in the resume listing for employers.

After selecting Renew, they are presented with a page where they can select the duration & price and choose whether or not to make it featured.

Searchable: yes ⓘ

Status: active

Expires: 5/30/2016

Actions ▾

Renew

Edit

Delete