

# Job Board: Job Seekers

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## Contents

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### About

### Job Seeker Features

### Jobs Listing

### Posting Resumes

Non-searchable (private) Resume

Searchable (public) Resume

### Advanced Search & Saving Searches

### My Account

Resumes

Saved Jobs

Saved Searches

### How a job seeker can edit their resume

View and then Edit

From the Actions drop-down next to the resume

### How a job seeker can renew an expired resume

### How a job seeker can delete a resume

### How a job seeker can make a non-searchable (private) resume searchable and public

### Read More

## About

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This page describes Job Board features available to job seekers. Job seekers can search and save job listings, submit resumes to employers, and manage their resumes through the Job Board interface.

Resume submissions can be private (non-searchable) or public (searchable by employers), depending on how the resume is submitted and whether the job seeker chooses to list it. Job seekers manage resumes, saved jobs, and saved searches through the **My Account** area.

## Job Seeker Features

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- Build their resume online using a simple web form.
- Add as many Education or Experience sections as needed

- Include an optional cover letter
- Attach PDF or Word resume files with their resume
- Paste their full resume into the form
- Send a link to their resume from a job post
- Set their resume to be "Featured"
- Save jobs to their account/print job listings
- Simple or Advanced job search / save searches
- Edit resumes
- Renew expired resumes
- iCalendar (ics) file link included in receipt email for the resume expiration date

***A job seeker can only view available jobs and their own resumes unless you have other settings enabled:***

- [Anonymous Resumes Browsing](#)
- [Allow Users Full Access](#)

## Jobs Listing

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After a job seeker logs in or if "[Anonymous Jobs Browsing](#)" is turned on, the user is presented with the list of available jobs.

Example:

Jobs / Post Resume / Advanced Search / My Account

### FIND A JOB

BROWSE OR SEARCH AVAILABLE JOBS

All Categories Search for... Search

CLIENT SERVICES MANAGER Internet4associations	Chicago	Full Time	Negotiable	2/29/2016
MAIL ROOM CLERK Internet4associations	Chicago	Full Time	Negotiable	2/29/2016

*The jobs pictured above were submitted as "featured" by the Employer. Featured jobs are listed at the top of the resume listing sorted by newest first. Then jobs are sorted by not-featured newest to oldest.*

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. If they're not already logged in, they can log in or create an account in order to send a resume.

## **Posting Resumes**

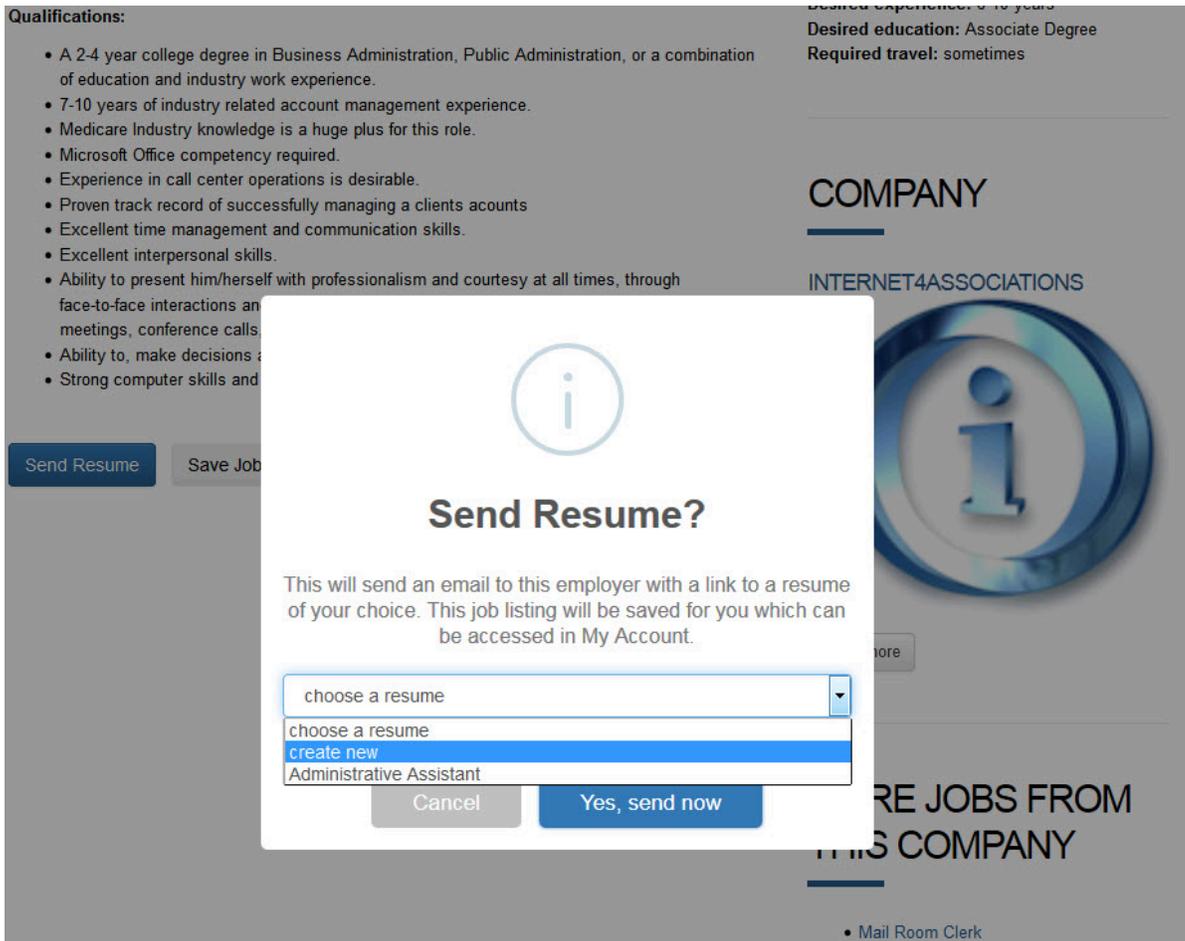
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### **Non-searchable (private) Resume**

A job seeker has the option to send a resume without having that resume visible on the site for employers to find. This is a non-searchable resume - meaning that it does not display in the resumes listing that employers see and it won't be returned in any search results. There is no charge for this type of resume.

The job seeker locates a job, views the job details and clicks "Send Resume" at the bottom.

They are then presented with a window where they can choose an existing resume to send or create new. If they select "create new" when sending a resume to an employer, then that new resume is always free and is non-searchable. The job seeker can later decide to list the resume and at that time will be charged any fee you have set up for resume posting, the resume will then be searchable (public).



## Searchable (public) Resume

If a job seeker would like to post a resume to be available on the site for Employers to find by searching or browsing a list of resumes, they can click "Post Resume" in the Job Board menu at the top. Any resume posted by a job seeker can be sent to an employer through their job listing on the site.

Click [here \(http://wiki.internet4associations.com/mediawiki/images/b/b7/Chresumesamplepostform.jpg\)](http://wiki.internet4associations.com/mediawiki/images/b/b7/Chresumesamplepostform.jpg) to see an example of a resume posting form with pricing options selected.

Staff/admins set the duration and pricing options in [admin](#) and the options available job type, experience, education level, salary, travel.

The Job Board resume posting form (and job form) allows the user to store their payment information or use a stored payment method to make payment. ([Authorize.net](#) with CIM required. See [Stored Payment Profiles](#) and [Electronic Check Payment](#) for more information.)

## Advanced Search & Saving Searches

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Advanced search allows the job seeker to search for jobs based on keywords and the following.

- City
- State

- Country
- Category
- Position Type (Full time, part time, etc)\*
- Industry Experience\*
- Education Level\*
- Salary Range\*
- Travel\*

\* If enabled in Module Defaults.

Example:

Jobs / Post Resume / Advanced Search / My Account

## ADVANCED SEARCH

TARGET YOUR JOB SEARCH

Skills/keywords 

City

Country

State

Category

Job type

Industry experience

Education level

Salary range

Travel required

[Search →](#)

If in Job Board's Module Defaults, position, experience, education, salary or travel are disabled, they won't be a part of the advanced search options.

Once a user conducts a search, they may save that search for future use by clicking [Save Search](#). The criteria the searcher submitted are then saved and accessible at any time under "My Account" under the "Saved Searches" tab.

## My Account

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These are the various tabs and features available for a job seeker under My Account.

### Resumes

The resumes tab of My Account lists all of the resumes that the job seeker has under their account.

Here's an example of the Resumes tab. Mary Silva has posted one searchable (public) resume.

Jobs / Post Resume / Advanced Search / My Account

## MY ACCOUNT

MARY SILVA

Resumes Saved Jobs Saved Searches

MARY SILVA 2/29/2016  
Administrative Assistant Spokane 6-10 years \$ 50,000-75,000

Searchable: yes  
Status: active  
Expires: 5/30/2016  
Actions

Post a Resume

Mary may click on the resume to view what it looks like on the site. She may edit the resume from this view by clicking edit at the bottom of the resume or selecting Edit from the Actions drop-down.

## Saved Jobs

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.

Example:

Jobs / Post Resume / Advanced Search / My Account

## MY ACCOUNT

MARY SILVA

Resumes Saved Jobs Saved Searches

CLIENT SERVICES MANAGER 2/29/2016  
Internet4associations Chicago Full Time \$ Negotiable

Resume Sent Remove

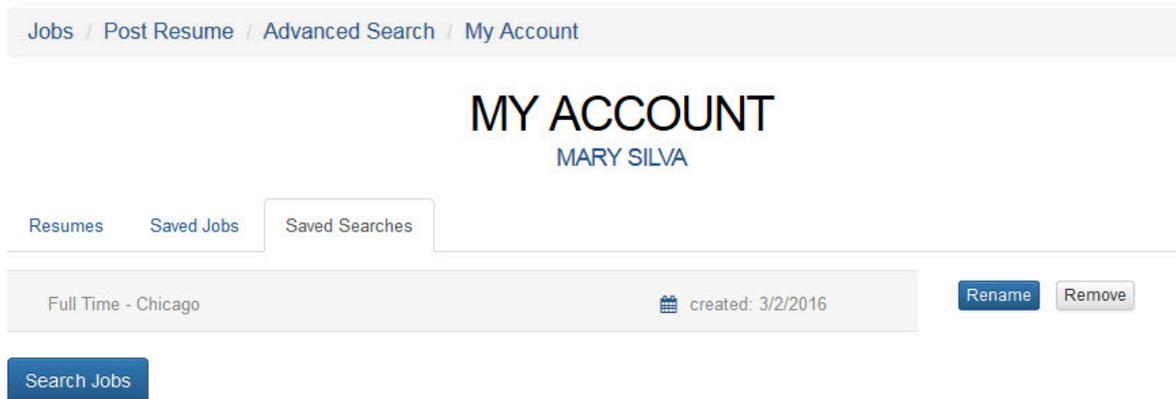
Search Jobs

## Saved Searches

Whether the job seeker uses the keyword search above the job listing or the Advanced Search option, they may save that search to their account. They can then execute that search again from the Saved Searches tab in their account without having to set up the search parameters again.

They would set up their search and then on the results page, click the .

Example of the Saved Searches tab.



The user would click on the saved search to run it.

Click **Rename** to change its name.

Click **Remove** to delete the saved search from their account.

## How a job seeker can edit their resume

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There are two ways for a job seeker to edit their resume. Staff/Admins can edit jobs and resumes in the admin interface.

1. View it first, then edit it
2. Select Edit from the Actions drop-down to the right of the resume as listed under My Account > Resumes tab.

### View and then Edit

From the My Account area, they can click the resume they want to view from their resumes listed on the Resumes tab.

Click  at the bottom of the page.

They can change the information in the form and then click .

### From the Actions drop-down next to the resume

From the My Account area, click the Actions button next to the resume they wish to edit, choose Edit from the drop-down.

## MY ACCOUNT

MARY SILVA

Resumes Saved Jobs Saved Searches

MARY SILVA  
Administrative Assistant

Spokane

6-10 years

\$ 50,000-75,000

2/29/2016

Searchable: yes

Status: active

Expires: 5/30/2016

Actions

Renew

Edit

Delete

Post a Resume

## How a job seeker can renew an expired 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.*

Searchable: yes

Status: active

Expires: 5/30/2016

Actions

Renew

Edit

Delete

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.

## RENEW

RENEW YOUR RESUME

### ADMINISTRATIVE ASSISTANT

Duration & price \*

Make it featured? \* 

Renew →

Once they select the pricing options, the payment area will display and they can proceed from there.

If they renew before the expiration date, whatever duration they choose when renewing, that number of days will be added to the existing expiration date.

If they renew on or after the resume's expiration date, the duration number of days will be added to the date they renew to calculate the new expiration date.

Resume details cannot be edited during a renewal.

The following happens when a resume is renewed:

1) Expiration date is updated.

- If they renew the resume before its expiration date, whatever duration they choose when renewing, that number of days will be added to the existing expiration date.
- If they renew on or after the resume's expiration date, the duration number of days will be added to the date they renew to calculate the new expiration date.

2) A receipt is emailed and copied to the Job Board Email set up in [Module Defaults](#) > Basics tab.

3) A renewal is a new transaction, thus the [Invoice](#) number in Job Board [admin](#) will be updated to the new [invoice](#) number.

4) The renewal transaction is added to the user's AR history and all relative accounting areas in the software.

Staff/admins do not need to activate or reactive an active resume that has been renewed.

## How a job seeker can delete a resume

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

Jobs / Post Resume / Advanced Search / My Account

## MY ACCOUNT

MARY SILVA

Resumes   Saved Jobs   Saved Searches

MARY SILVA  
Administrative Assistant   2/29/2016

Spokane   6-10 years   \$ 50,000-75,000

Searchable: yes   Status: active   Expires: 5/30/2016

Actions

- Renew
- Edit
- Delete

Post a Resume

When a resume is deleted it is deleted from the job seeker's account, deleted from any employer accounts where it might be saved, and deleted from the Resumes tab in Job Board admin. The accounting-related information is retained in the system, however.

***Delete cannot be undone.***

## **How a job seeker can make a non-searchable (private) resume searchable and public**

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A private resume submission is listed in Job Board admin on the resumes tab. This type of submission cannot be activated by staff.

If the user wants this type of resume to be available on the site for employers to find, they can click the Actions button and select List Now and then select from the available options for pricing and duration.

# MY ACCOUNT

MARY SILVA

Resumes   Saved Jobs   Saved Searches

MARY SILVA My Resume Title	Spokane	Entry Level	Negotiable	3/2/2016	<b>Searchable:</b> no <b>Status:</b> pending Actions <b>List Now</b> Edit Delete <b>Expires:</b> 5/30/2016 Actions
MARY SILVA Administrative Assistant	Spokane	6-10 years	50,000-75,000	2/29/2016	

Post a Resume

## Read More

- [Job Board Setup](#)
- [Job Board: Working with Jobs and Resumes in Admin](#)
- [Adding and Editing Jobs and Resumes in Admin](#)
- [Job Board: Employers - overview of what the users see and do](#)
- [Job Board FAQs](#)
- [Job Board CSS](#)

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