

Welcome to Your New Career Center, Lets Get Started!

To post an opening, you will need to register on the site by going to:
Employers may post an opening, by registering on the site at the following link:
<http://careercenter.ohiopharmacists.org/register-employer>

Please create a username and password and fill in the required fields. If you would like to upload a logo, headshot or video you can do so under Company Logo and Video. Once you have reviewed the information, please select **Register**.

If you already have an account in the system please sign in with your account username and password at: <http://careercenter.ohiopharmacists.org/sign-in>

Once signed in you will see the employer dashboard. This is where you can post, edit and suspend positions, review and message applicants and search the resume database.

Posting a Position

Please note: if you are a member, you may be eligible to receive a *member-discounted rate*. This will require you to obtain a coupon code from the *OPA Members Only page/News and Info article* entitled "OPA Members' Only Comp Career Center Listing Info".

To post a position please select **Post a job**. Fill out the required bolded fields and any additional information you wish to include in the job listing.

You can choose to have candidates apply through the **Career Center, your email or your website**.

- **Your Email or through the Career Center** - If you choose for the candidate to apply through these two methods, you will be notified of each applicant via email with attachments and the applicant's information will be listed under Manage Applicants when logged into the career center.
- **Use your website** - If you choose for the candidate to apply through this method, we will count the number of clicks on the apply button but will not store the applicants information.

When all of the information is in the form, please select **Preview** to review your information. If you are satisfied with the information that is displayed continue the posting process by selecting **Next**. If you need to return to the posting form, please select **Back**. The information in the posting can always be edited at a later time on the **Manage Existing Jobs** page. *Please refer to Figure 1.*

On the Billing Information page please select the package you would like to use or purchase and then click **Next**.

Using a Coupon Code or Receiving a Membership Discount

If you are an OPA **member**, you will enter the coupon code from the Members Only webpage on the next page, **Billing Information**. You can review the discounted rate on the next page, and proceed through checkout.

Figure 1

The screenshot shows a multi-step job posting form. The top section is divided into two columns: 'JOB INFORMATION' and 'JOB INFORMATION (CONT.)'. The 'JOB INFORMATION' column includes fields for Job Title, State (a dropdown menu), City, Zip Code, Specialty, and Subspecialty. The 'JOB INFORMATION (CONT.)' column includes fields for Position Type, Practice Type, Visa Sponsorship, Loan Assistance, Manage Applicants (with a dropdown menu), and Apply to Email. A callout box with a black border and arrow points to the 'Manage Applicants' dropdown, containing the text: 'If you would like applicants to apply through a 3rd party URL, please select the dropdown to display "Use your website"'. Below these columns is the 'JOB DESCRIPTION' section, which has a 'Short Description' field and a 'Long Description' field with a rich text editor. The rich text editor contains text about 'Benefits of Working with Sheridan Healthcare' and a bulleted list of benefits. Below the description are two checkboxes: 'Make Facilities Name Confidential' and 'Include Link to Facility'. At the bottom of the form is a '+ Screening Questionnaire' section. At the very bottom are two buttons: 'Preview' (highlighted in green) and 'Next' (highlighted in orange). A callout box with a black border and arrow points to the 'Preview' button, containing the text: 'Review your job listing information by clicking here'.

Manage and Editing Existing Jobs

Once you have returned to the employer dashboard you can edit positions under **Manage Existing Jobs**. Please notice the dropdown defaults to **Active**. You can organize your postings by **Active**, **Incomplete**, **Expired** and **Suspended**. When you have found the position you are looking to edit, review or renew please click on the appropriate button on the right to make the desired changes. *Please refer to Figure 2.*

Please note: It can take up to 10 minutes for your changes to appear on that job when viewed in the search results.

Figure 2



Manage and Contacting Applicants

When a candidate has applied to a position you can review their resume, cover letter, email and message them in **Manage Applicants**. On this page, you can search by job title, candidate status and rating. Once you have found the candidate you are looking for please select their name. The **view applicant** page will allow you to email the candidate, add the candidate to another job listing that you have posted, rate the candidate for the opening and update the candidates status (New, Interviewed, Hired, Not a Fit, etc.).

If the candidate has applied for more than one position, please make sure you have selected the right position as the resumes and cover letters might differ between roles. Please refer to Figure 3.

Figure 3

