

Managing Your Jobs

Once you complete the Create & Post a Job process, a folder for that Vacancy Announcement will be added to your account. Each Vacancy Announcement folder contains:

- Job Seekers (sourced and applied online)
- Postings (vacancies posted to USAJOBS and Studentjobs)
- Job Information (Vacancy Announcement)
- Screening Questionnaires (if applicable)

To access your folders, click the **Manage Folders** link on the Employer Services homepage.

JOB POSTINGS ICONS

 **Preview**

Allows you to view the Vacancy Announcement information in a selected folder.

 **Edit**

Allows you to edit the Vacancy Announcement information in a selected folder.

RESOURCES

Click the HELP link at the top of each page for assistance.

Contact a Support Representative at
866-one-gov1
(866-663-4681)
8 AM – 8 PM EST

Managing FOLDERS

By default, the Manage Folders page displays all folders in your account. To modify the view, use the filter at the top of the page. Folders can also be sorted by results per page, creator and date range. You can also choose to "hide" selected folders; a convenient feature for excluding inactive folders.

When a folder is created, access by team members is assigned by the folder's creator. Click the Folder Access link to modify access. To view and manage a folder's contents, click on the folder name. To manage a folder's contents, click on one of the following subfolders or files:

● **JOB SEEKERS**

Displays all job seekers in the candidate pool for the associated vacancies. Information includes Priority (the status you've assigned to the job seeker or vacancy), Round (stage of hiring process), date added, and questionnaire score (if applicable). To view a job seeker's resume, click on their name.

● **POSTINGS**

Displays vacancies posted to USAJOBS and Studentjobs. Information includes: Post I.D., Control Number, number of times the vacancy has been viewed online, number of seekers in pool, and the open and close date. Additionally, displayed vacancies can be extended or cancelled, and Vacancy Announcement information can be previewed and/or edited.

● **JOB INFORMATION**

Allows you to view and edit the Vacancy Announcement information that you entered during the Create & Post A Job process. To view and edit information for individual vacancies, click the Postings folder.

● **SCREENING QUESTIONNAIRES**

Allows you to view and edit the optional job seeker questionnaire that you've associated with a vacancy.