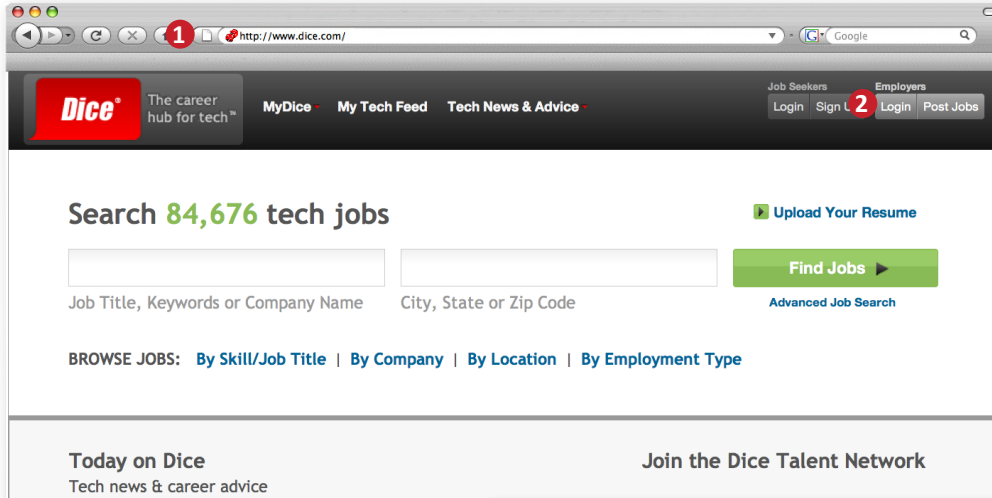
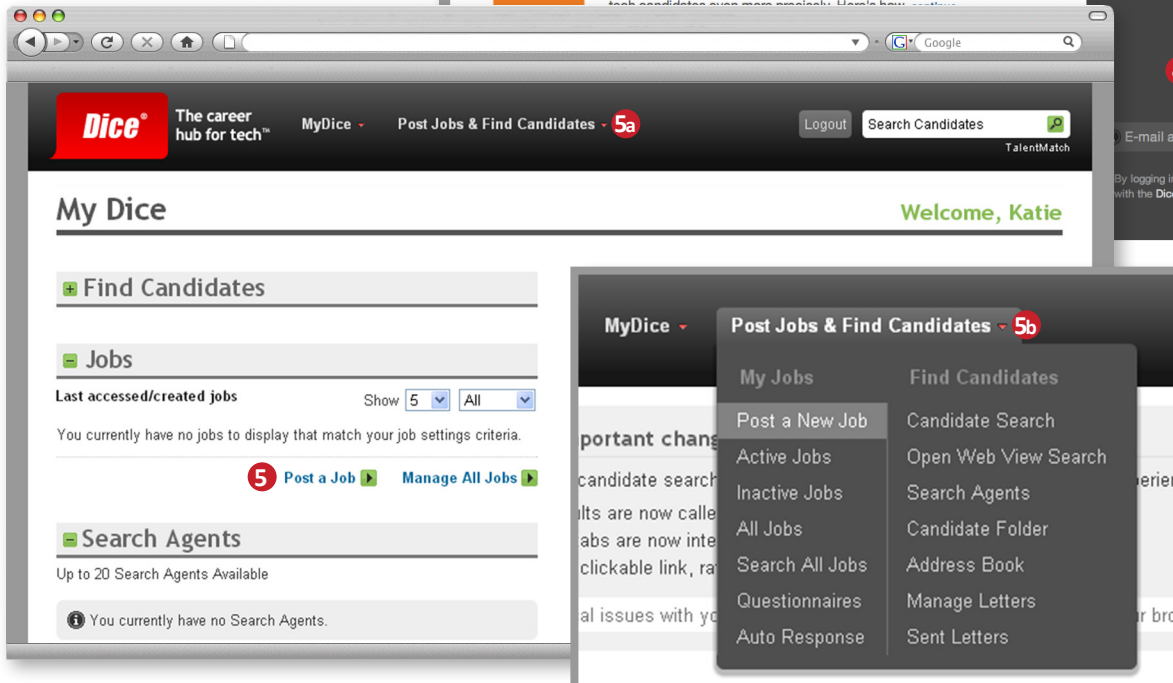
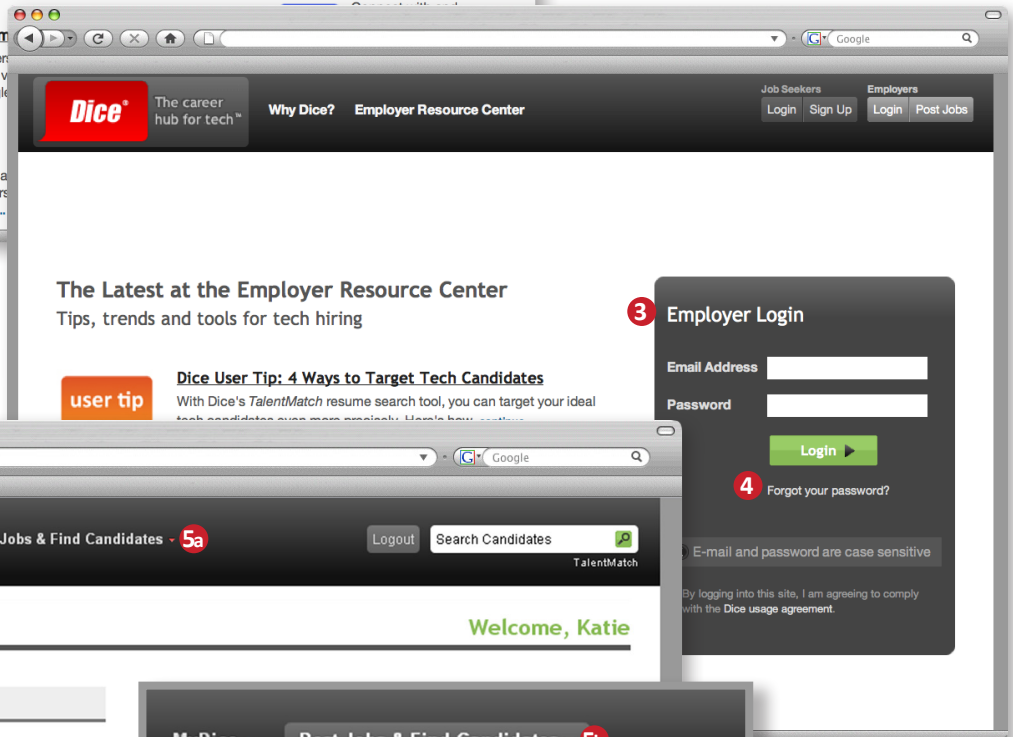


# Posting a New Job



1. Start at the Dice.com home page.
2. Click on the **Employers Login** button.
3. Log in with your email address and password.
4. If you don't know your password, click on **Forgot Your Password?**
5. To post a job from the Dashboard, go to **Jobs**, and click on **Post a Job**. **OR**
  - a. On the black toolbar, click on **Post Jobs & Find Candidates**.
  - b. Under My Jobs click on **Post a New Job**.



## Complete the Following Fields:

1. Enter **job title**.
2. **Job Number (Position ID)**: No spaces or special characters are allowed. This is a great place to reference an internal job ID or posting date.
3. **Position Type (Tax term)**: Rolling over this field will bring up an explanation of each of the terms. Select one or many, using the CTRL button.
4. **Pay Rate**: Salary or hourly ranges will give you better results than open terms like "negotiable."
5. **Application Method**: How do you want candidates to apply to this job? Select either a direct email option, external URL, or to store the applications *only* within the Dice application.
  - **Apply-to email & CC email** - Job seekers' applications will be directed to the email addresses you provide as well as to your Application Tracking results. If someone other than you is listed, you may not list him in the job description.
  - **Apply-to URL** - Candidates will be redirected to your company URL as you enter it here, and will not be included in the Dice Application Tracking results.
  - **Dice Application Tracking** - Job seekers' applications will be maintained in the Dice Application itself. If this last option is chosen, no email notification will be sent to you.
6. **Questionnaires**: (Optional) Pre-screen your candidates on their hard and soft skills with multiple choice or yes/no and free-form questions that you design and save for re-use.
  - Each Questionnaire may contain up to 10 questions and can be scored.
  - The email you receive from the candidate will show his/her score.
  - a. Choose from a list of questionnaires you've created in the past, or design a new test that will help you pre-screen candidates specifically for this job.
  - b. To create a new questionnaire, click **Create Questionnaire**.
  - c. Click **Add Question**, and choose the type of question you would like to include.

The screenshot shows the 'Edit Job' form on the Dice website. Numbered callouts indicate the following fields and actions:

- 1: Job title field
- 2: Job number field (893704)
- 3: Position type dropdown menu (showing options like Full-time, Part-time, etc.)
- 4: Pay Rate field
- 5: Application Method section (radio buttons for Apply to Email, Apply to URL, Dice Application Tracking)
- 6: Questionnaire dropdown menu (showing Front End Developer and PHP Developer options)
- 7: Auto Response dropdown menu (showing Front End Developer and PHP Developer options)
- 7a: Create Questionnaire button
- 7b: Create Auto Response button

The screenshot shows the 'Create Questionnaire' form. Callout 6c points to the 'Add Question' button, which has a dropdown menu showing options: Yes/No, Choice, and Free-Form.

**7. Auto Response Letters: (Optional)**  
Create letter templates that will be sent to candidates automatically when they apply to your jobs to let them know you received their applications.

- a. Choose from a list of Auto Responses you've created in the past, or write a new template that will be sent automatically to all candidates
- b. To create a new Auto Response, click **Create Auto Response**.
- c. (see below) Copy and Paste the template keywords into the Email Body to personalize the template.

The screenshot shows the 'Create Letter Template' form. Callout 7c points to the 'Template Keywords' section, which lists keywords that can be used in the email body to personalize the template:

- \$TODAY\$ (today's date)
- \$FULL\_NAME\$ (seeker's first and last name)
- \$FIRST\_NAME\$ (seeker's first name)
- \$LAST\_NAME\$ (seeker's last name)
- \$JOB\_TITLE\$ (title of the job)
- \$JOB\_NUMBER\$ (job number)

## 8. Location:

- **City, State, & Area Code** - Required. An Area Code Lookup link is included for your reference.
- **Zip Code** - Required. The zip code must match the City/State. A Postal Code Lookup link is included for your reference.

## 9. Required Skills:

List the key skills needed for this role. No punctuation is needed between skills.

## 10. Job Description Field:

Sell the job to candidates. Expand on the required skills, list the nice-to-haves, and be clear on education and experience requirements. Explain what they'll be doing, what sort of environment they'll be in, and why this is a great opportunity for them. Sell the role, your company, and the benefits. Encourage them to apply NOW.

The Job Description field offers formatting including:

- Bolding
- Italics
- Underlining
- Links
- Bulleted Lists
- Indentation

## 11. Job Notes:

This field will not be seen by anyone but you. Use this section to note the original posting date for your records. You may list candidates' names, your technical interviewers, internal timelines and process notes.

## 12.

Click on **Continue** at the bottom of the page.

The screenshot shows the Dice job posting form. Callout 8 points to the 'Location' section with fields for Job City, Job State/Province, and Job Country. Callout 9 points to the 'Job Area Code' field with an 'Area Code Lookup' link. Callout 10 points to the 'Job Postal Code' field with a 'Postal Code Lookup' link. Callout 11 points to the 'Job Notes' field. Callout 12 points to the 'Continue' button at the bottom right.

## Preview, Edit, Save, and Post Your Job:

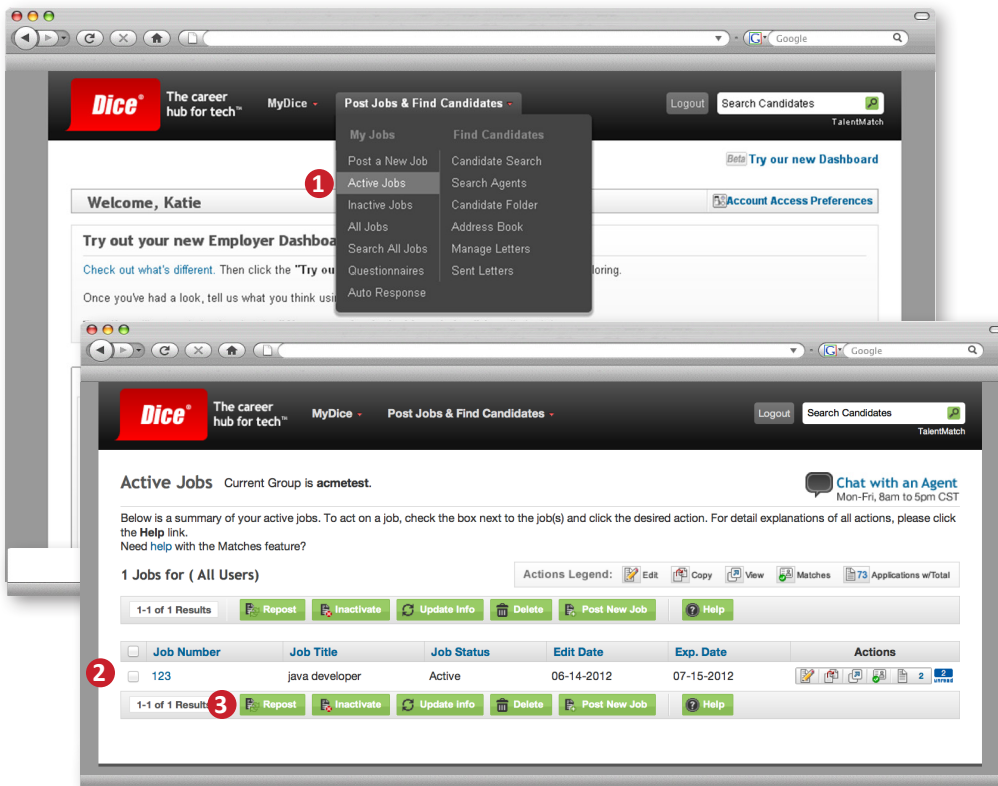
1. **Preview your job** – Check spelling, grammar, and the details of the job itself.
  - To edit the job, close the screen by clicking on **Close Preview**. You will return to **Preview Job and Choose Posting Options**.
2. **Edit** – Take this opportunity to go back and correct errors, or take steps to make the job more appealing to the job seekers.
3. **Save as Inactive** – Save the job without posting to job seekers at this time. You can access the job later from the **Inactive Jobs** tab under **Post Jobs & Find Candidates**.
4. **Post** – If everything is perfect, select Post. It may take up to 30 Minutes for the job to be visible to Job Seekers.

✓ **Tip:** The three fields automatically searched by the Dice search engine to find matching candidates are the following:

- Job Title
- Required Skills
- Job Description

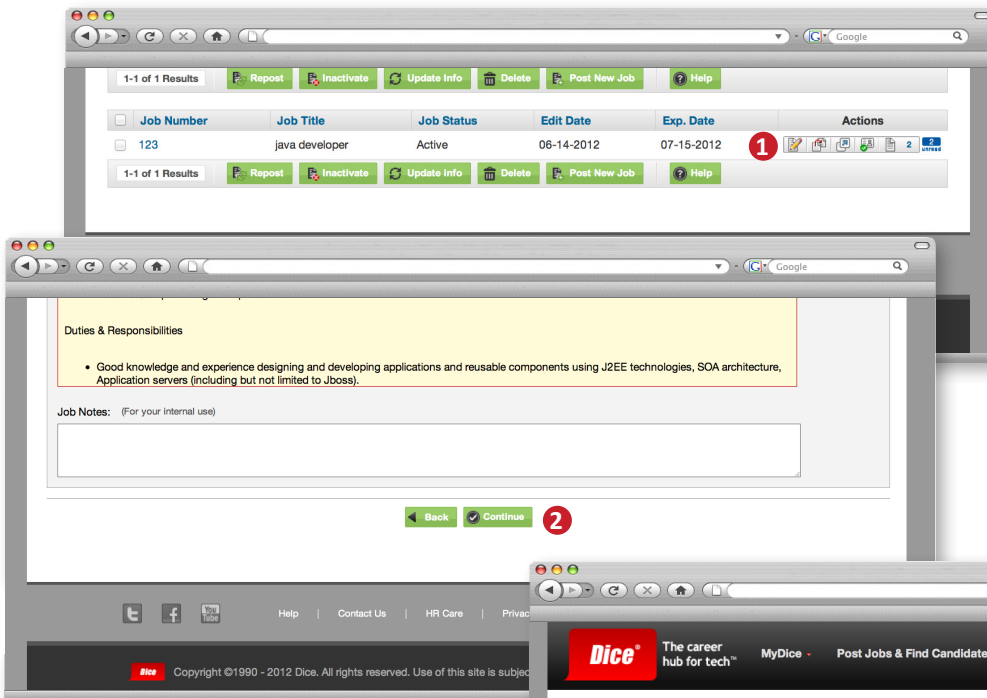
These fields are important.

The screenshot shows the 'Review Job' page on Dice. Callout 1 points to the 'Preview' button. Callout 2 points to the 'Back' button. Callout 3 points to the 'Save as Inactive' button. Callout 4 points to the 'Post' button. The page also shows a 'Step 2: Preview job and choose posting options.' section with a 'Preview Questionnaire' link and a 'Chat with an Agent' button.



## Repost (Refresh) your open jobs:

1. From your home page, select **Post Jobs & Find Candidates** and click on **Active Jobs**.
2. Check the box to the left of **Job Number**.
3. Click on **Repost**. Your job will stay active for 30 days if it is not refreshed/reposted or edited. After 30 days it will move to your Inactive jobs file.



## Edit an active or inactive job:

1. Click on the paper and pencil icon located under **Actions** at the right side of the posting for each job you wish to edit. You can only edit one job at a time.
2. Make any necessary edits and select **Continue**. You'll return to Preview/Edit/Save/Post.

## Inactivate a job:

3. To **inactivate a job** check the box to the left of the job number and click **Inactivate**.

