Optimal Resume

Employers

# Guide

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Creating an Account:

An Optimal Employer Account can be created in one of two ways:

1. An Institution Admin Creates the Account for the Employer
2. The Employer Creates the Account *from the Institution's Optimal Homepage*

    a. Go to the domain of the particular institution at which you would like to post a job and click the *Employers Click Here* button
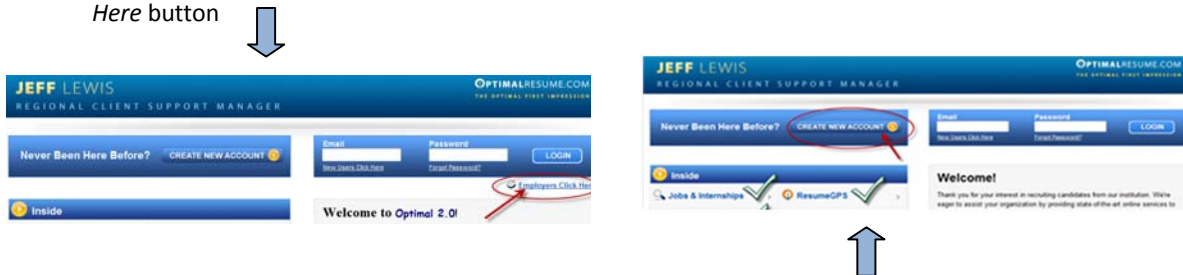
    b. This brings you to the Employer homepage where you will click the Create New Account Button. The page may look similar but if you look carefully you will see such topics as *Jobs & Internships* as well as *Resume GPS* and *Video Screening*

At this point the process is the same regardless of which method is being used

Completing Your Employer Profile:

1. Complete your *Employer Profile* and click *Create Account.* Shortly thereafter you will receive an e mail confirming the successful registration of your account. Be sure to be as thorough as possible in your account profile to ensure being validated.

NOTE:

For the safety of its subscribers, Optimal then conducts an investigation to ensure the validity of all potential employers. Among the things that may cause your account to be declined is any one or combination of the following:

- *Incomplete profile*
- *Lack of corporate website*
- *Lack of corporate e-mail address*
- *Other*

Optimal understands that not all businesses have corporate websites and/or corporate e mails so it is important to be as specific as you can in your profile to mitigate any potential erroneous declining of validation. If you believe your account to have been declined erroneously, please contact support@optimalresume.com or call (877) 998-7654

2. Check your email for *a second email approval message**, which will notify you that your account has been validated and is now ready to use. Wait for your e mail confirmation of account validation to arrive before trying to login. Optimal Resume has a policy of validating employers prior to allowing them access. This is usually completed within 24 hours.

Logging In at a School's Optimal Site:

1. Go to the school's optimal site and click *Employers Click Here*

2. Enter your e mail and password and click *Login*
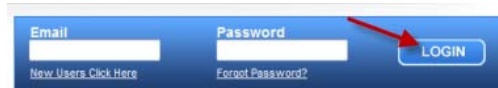
You are now logged in!

Posting a job a Job at School's Optimal Site:

1. This brings up the **Post Jobs** wizard for that particular institution. You can copy an existing job or create a new posting from scratch. To copy an existing job select the job you want copied and that data will preload for you, allowing you to edit where needed without having to enter everything from scratch. Then click *Continue*. If it is a new posting simply click *Continue* to begin the process

2. Enter *Job Information* and click *Continue*.

3. Add *Job Location*(s) using the drop down menu to select state, enter city name and click *ADD* button. Repeat for multiple locations. Click *Continue*

4. Enter the items you require from a candidate to apply and click *Continue*

5. Indicate your *Target Criteria* by enabling the desired field, selecting the desired option from the list and clicking the >> button. Scroll down and click *Continue*

6. Set *Duration* and click *Continue*.
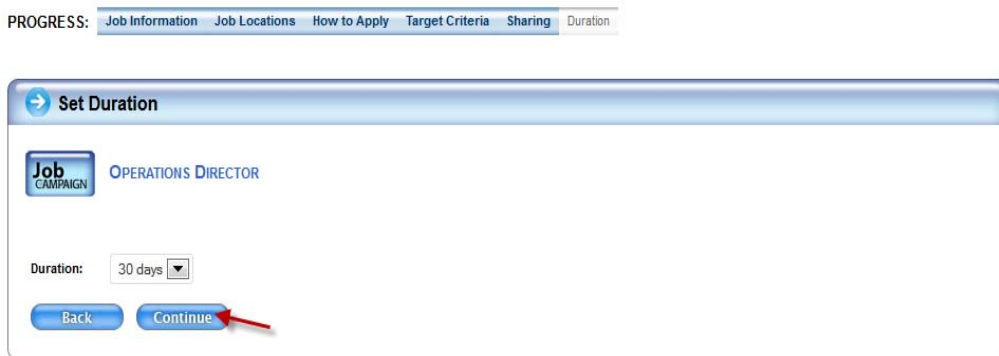
Congratulations! You have posted your job!

Editing a Job Posting:

Because Schools have the capability of approving or declining job postings employers are not allowed to edit postings once they have been approved as this would defeat the objective of schools controlling the content on their sites. Any information in a campaign may be edited up to 12 hours after being submitted for approval. At that point, in order to edit a posting you will need to either:
1. Contact the Career Center at the school at which the job was posted or
2. Contact Optimal Support by e mail*at Support@optimalresume.com or by phone at (877)-998-7654.
3. Post a new job by copying the existing job you want edited. Edit accordingly and then cancel the old job

> **NOTE:**
> *In addition to the edit(s) you want made, please be sure to include the name of the employer, the name of the posting and the school at which you posted for us to locate and edit the correct posting*

Extending/Cancelling a Job Campaign:

1. Login to your account and click the View Posted Jobs button and click the *View* button to reveal the details of the campaign
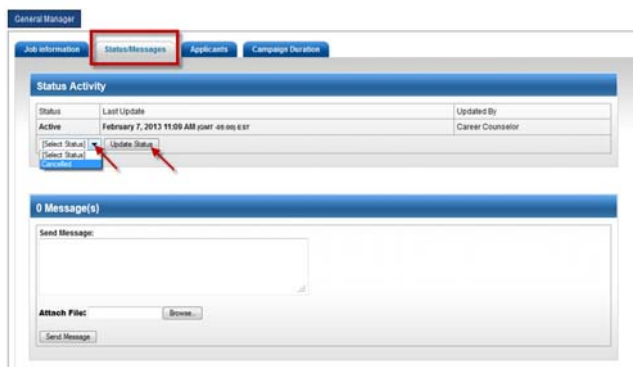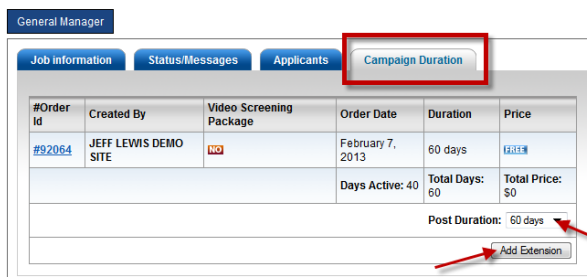
2. **To cancel the posting/campaign** click the *Status/Messages* tab and use the *Select Status* drop down menu to select *Cancelled* and click the *Update Status* button.
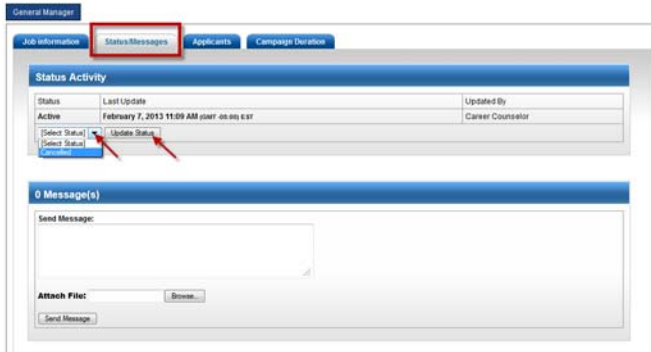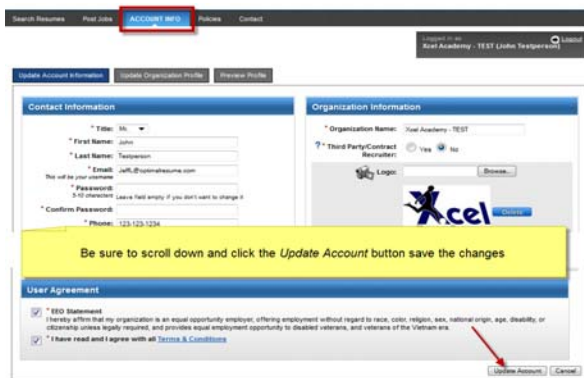
3. **To extend the campaign** click the *Campaign Duration* Tab and use the *Post Duration* drop down to select either 30, 60, or 90 days and then click *Add Extension*

To Edit/Update your Employer Profile

1. Login to your account and click the *Account Info* tab. After making your changes, scroll down and click the *Update Account* button

How to search for candidates using Resume GPS

1. Login to your account and click the *Search Resumes** button

2. This reveals a list of filters to help narrow your search using different criteria

a. Clicking on a filter will reveal more options. See below for a comprehensive listing

      i. *Education*

      ii. *Skills/Keywords* and *Location*

iii. *Work Experience* and *Work Status*

iv. *Language Skills* and *Career Preferences*

b. The results of your filtering will be reflected immediately in your list of potential candidates

3. **To View Candidates resume** click their name. This will reveal their resume in a downloadable html format. You will be able to such things as:

   a. Download as a MS Word compatible or PDF document
   b. Save the candidate
   c. Message the candidate
   d. Take notes about the candidate
   e. Report the resume
   f. Rate the candidate
   g. Schedule and conduct a Videoconference
   h. Create an Online Interview

> **NOTE:**
> *Candidates have the option of keeping their contact information private. You will still be able to see their credentials and communicate via the system; however, their personal contact information will remain hidden.*
>
> *If the student has decided to keep their contact information private you will see "Candidate Name" in place of their actual name.*
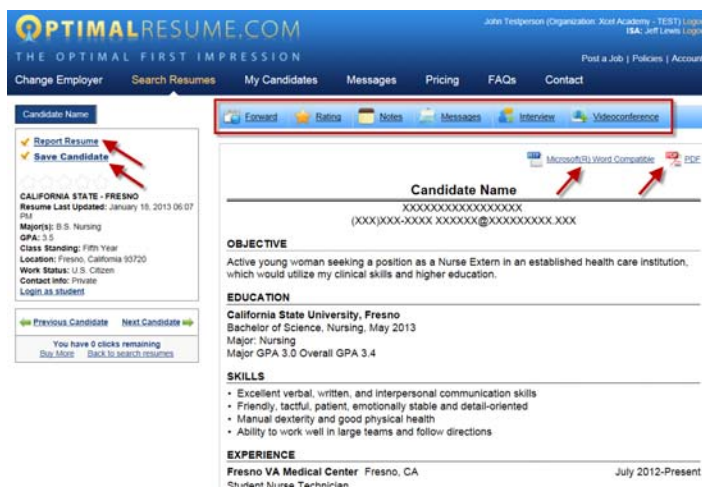
If the student has not used Optimal Resume to create their resume but rather uploaded a WORD doc into their account, then when an employer tries to view the document it will be displayed using a third party piece of software called VUZIT.
If VUZIT has trouble displaying the document you will see a message. You can try to view at a later date or move on to the next candidate.
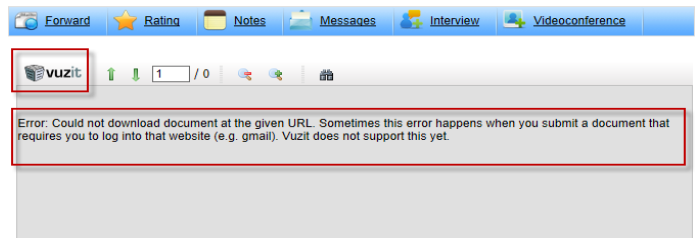
How to Create a Resume Book

Optimal allows you to view candidates' credentials prior to paying in order to help you decide whether any meet your needs.

1. Save the candidates that you like using the SAVE button
2. If and when you are ready, you may purchase Candidate Screening Package.

Additional questions?

Contact Optimal Support at support@optimalresume.com or toll free Monday-Friday, 9:00am – 5:00pm EST.