

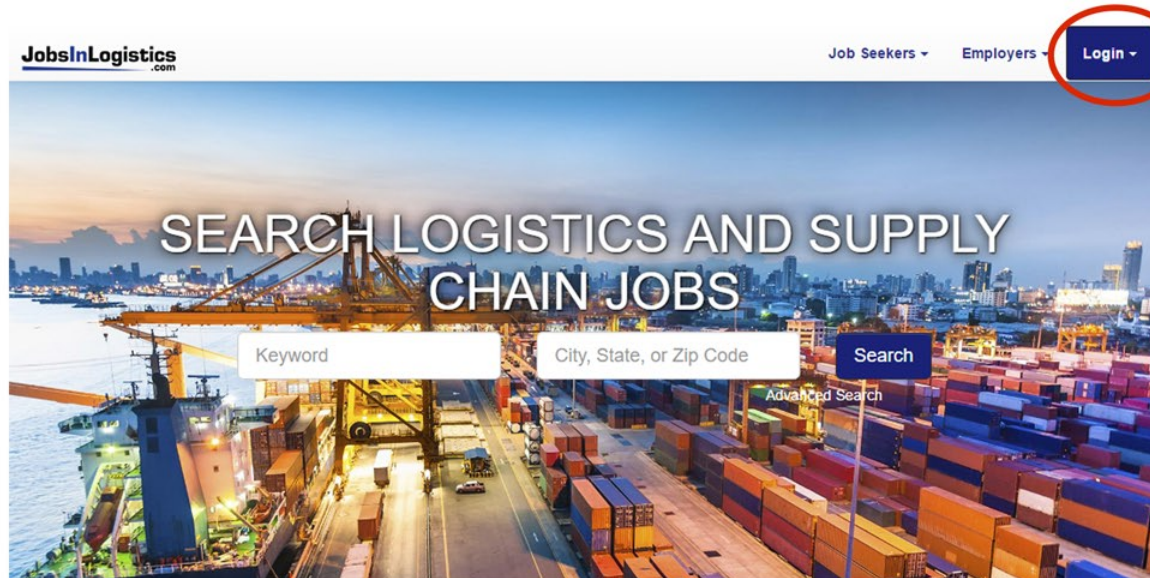


# **JobsInLogistics** **.com**

**The Fast and Easy Way to Find Quality Candidates**

**Job Posting & Resume Search Instructions**

Log On to your account by clicking on the “Login” button on the top right side of the screen.



## Who We Are

JobsInLogistics.com is the first and largest online logistics job board specializing in career opportunities in logistics, supply chain, distribution, transportation, warehousing, freight forwarding, manufacturing, purchasing and inventory management. With the most extensive database of logistics resumes on the Internet, we connect over 35,000 employers and recruiters in the supply chain industry with qualified logistics professionals and hourly associates. Our mission is to assist job seekers find their ideal logistics careers.

JobsInLogistics.com provides companies and recruiters the best online source for qualified logistics candidates.

## Featured Companies

[Agility Logistics](#)

[BNSF Logistics](#)

[Kuehne + Nagel](#)

[National Guard](#)

[Staff Management | SMX](#)

[The Timken Company](#)



# Employer / Recruiter Main Menu

**Search Resumes** – Click here to begin searching resumes. This option will say “Preview Resume Search” if resume search has not been purchased.

**Post Jobs** – Click here to begin posting jobs. This option will not appear if job postings have not been purchased.

## JobsInLogistics.com

[Job Search](#) | [Job Seekers](#) | [Employers/Recruiters](#)

Thousands of  
Driver Profiles  
Added  
Every Month!

Welcome

Click on any field to take the appropriate action.

JOBS	RESUMES	EDIT / REVIEW
<p><a href="#">Candidate Tracker</a></p> <p>Store &amp; Track your Apply Online Responses by Job, Date or Candidate Name. <b>It's Free!</b></p>	<p><a href="#">Search Resumes</a></p> <p>You have resume search access up to 12/31/2016.</p> <p><a href="#">Saved Searches</a></p> <p>We have improved the Saved Resume Search interface! Now you can easily search, edit, copy and delete your searches from one convenient list! Click "Saved Searches" above to begin.</p>	<p><a href="#">Edit Registration</a></p> <p>Edit your registration data.</p>
<p><a href="#">Post Jobs</a></p> <p><b>Jobs Available: 1</b></p> <p>Post Jobs to find qualified Logistics Candidates.</p>	<p><a href="#">Purchase Resume Search</a></p> <p>Purchase more time for Resume Search access!</p>	<p><a href="#">Review Your Jobs</a></p> <ul style="list-style-type: none"> <li>Review and edit Jobs posted to your account during the last 120 days.</li> <li>Clone Jobs</li> <li>Delete Jobs</li> <li>Re-post expired or deleted Jobs, or refresh active Jobs to the TOP of the list.</li> </ul>
<p><a href="#">Clone Job</a></p> <p>Use an existing job as a template to post a new job.</p>		<p><a href="#">Special Pricing</a></p> <p>View Job Posting and Resume Search pricing and information.</p>
<p><a href="#">Purchase More Jobs</a></p> <p>Purchase one or more Jobs. Multiple Job Packages available.</p>		

All areas in **RED** must be filled out in order to post the job. If optional areas are not selected within the job posting, the selections will automatically default to minimum requirements, which will be visible on the job posting.

Postings are for one location (city and state or statewide posting) and for one position only. When choosing a city, be sure to select the corresponding state or province.

**Compensation (Optional)** – Select hourly or annually depending on the pay rate.

**Job Type** – This can be either FT or PT and/or Contract or Temporary.

**Education Requirements, Experience Requirements and Travel Requirements (Optional)** – These are drop-down menu options.

## Post Job Page

**POST JOB** : Complete the Job Outline and Details below.

This data will be used in our database to help candidates sort jobs to meet their specific requirements.

(Note: Required fields are indicated in **RED** text)

JOB OUTLINE	
<b>Position</b>	Title : <input type="text"/>
<b>Job Location</b>	City : <input type="text"/>
	Enter only <b>ONE</b> actual city name above or leave blank
<b>State / Province</b>	: (select one) <input type="text"/>
<b>Country</b>	: <input checked="" type="radio"/> USA <input type="radio"/> Canada <input type="radio"/> Other: <input type="text"/>
<b>Compensation</b>	
	<input type="radio"/> Annually (\$ / yr.) (example \$45,000)
	<input type="radio"/> Hourly (\$ / hr.) (example \$11)
	Minimum: \$ <input type="text"/> Maximum: \$ <input type="text"/>
<b>Job Type</b>	: <input checked="" type="radio"/> Full Time <input type="radio"/> Part Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary
<b>Education Required</b>	: None <input type="text"/>
<b>Experience Required</b>	: Entry Level <input type="text"/>
<b>Travel Required</b>	: Negligible <input type="text"/>

You may select up to 6 categories to classify your position. To choose more than one category, hold down the control key (Cmd on Mac) and click on multiple categories to highlight them.

Reference Number (Optional) – May contain any number/letter combination that indicates the job that the candidate is applying for.

Contact Options - This section contains 6 options, and is automatically filled in based on your registration information. Check at least one of the last four boxes (email, phone number, fax number and address).

For confidential postings, do not select contact or company name. Contact email may be used, as your email address remains confidential and will NOT be visible in the job posting.

A direct URL can be placed in the email box area to direct candidates to your ATS system.

## Post Job Page

Category (select at least 1) - maximum of 6 selections	
<b>For multiple selections, Hold down Ctrl key (Cmd on Mac) and click each selection.</b>	<div style="border: 1px solid gray; padding: 2px;">           Administration            Air Freight / Aviation            Analyst            Business Development            Consulting            Customer Service            Customs Brokerage         </div>
<b>Hint</b> <b>Select multiple categories for more exposure. (Maximum of 6)</b>	
<b>Reference Number :</b> <input type="text"/> (optional)	
<b>Contact Options :</b> (Displayed when a job seeker views your job)	
Check the boxes next to each contact option you want visible on your job posting.	<input type="checkbox"/> <b>Show Contact Name:</b> <input type="text"/> <input type="checkbox"/> <b>Show Company Name:</b> <input type="text"/> <b>You must select at least one contact option below.</b> <input type="checkbox"/> <b>Contact E-mail or URL:</b> <input type="text"/> <small>Enter E-mail address or URL for candidates to respond to.            E-mails are not visible on job postings for your privacy.            URLs must begin with http:// or https:// and lead to application form            Example E-mail: <a href="mailto:john.smith@yourcompany.com">john.smith@yourcompany.com</a>            Example URL: <a href="http://www.yourcompany.com/apply/?job=123456">http://www.yourcompany.com/apply/?job=123456</a></small>
<b>Unchecked contact options will not be shown.</b>	
<b>You may change the contact information displayed for this job in the fields to the right of each option. This will not affect your registration.</b>	<input type="checkbox"/> <b>Show Phone Number:</b> <input type="text"/> <input type="checkbox"/> <b>Show Fax Number:</b> <input type="text"/> <input type="checkbox"/> <b>Show Address:</b> <input style="width: 100%; height: 40px;" type="text"/>
<b>Optional Display Messages:</b>	
<input type="checkbox"/> This position is for local residents only.	
<input type="checkbox"/> Sorry, visa / sponsorship not available.	

Contact information can be changed for each posting, and will not affect the main registration information.

**Job Description** - Type, or copy and paste your job description into this field (up to 10,000 characters). You may include job requirements here, or use the second field, “job requirements”, to describe the minimum qualifications needed for the position.

**Company Information (Optional / Recommended)** - Use this field to include background information on the company and desirability of working for your organization. Company information is included at the top of the posting.

Once you have completed the job outline, click the continue button. You will have the opportunity to review your job posting before posting live. If you need to make any changes before posting, click “Edit Job First”. This will bring you back to the job outline. If no changes are needed, click “Post Now”.

## Post Job Page

### JOB DETAILS

If you are copy and pasting, use **Job Description** box below.  
Job Requirements and Company Profile are optional.

**Job Description - Required** (Maximum Length: 10,000 characters - No URLs)  
*Right-click inside box, then select "Paste" to paste information.  
(This field automatically wraps text)*

**Job Requirements - Optional** (Maximum Length: 5,000 characters - No URLs)  
*(This field automatically wraps text)*

**Company Profile - Optional** (Maximum Length: 5,000 characters - No URLs)  
*(This field automatically wraps text)*

CONTINUE

You may add basic html to your text in order to bold, highlight, add bullets, color, center and increase your font size.

All areas in **RED** must be selected.

**Save Your Search (Optional)** – You may save your search criteria for future needs using this tool. Simply enter a title for your search criteria, in order to save your selected options. All saved searches can be found in the “Saved Search Menu” on your login page.

**Category (Required)** – To select multiple categories, hold down the control key (cmd on Mac) and click your desired categories. The default is ‘all’. Select the categories that best describe your job, including responsibilities, qualifications and requirements. You may wish to include at least one of the major categories, which include Logistics, Supply Chain, Transportation and Distribution.

## Resume Search Page

**JobsInLogistics**.com

[Job Search](#) | [Job Seekers](#) | [Employers/Recruiters](#)

Post Driver Jobs  
and  
Search  
Driver Profiles

### RESUME SEARCH:

[click for search tips](#)

Save your search criteria and save time!

To save your search criteria for future use, simply type a name for your search in the box (Example: VP Logistics).

- Save unlimited searches!
- You can then search with a *single click* from your [Saved Search Menu](#).

#### 1. Category (select at least 1)

All  
Administration  
Air Freight / Aviation  
Analyst  
Business Development  
Consulting  
Customer Service

**Location (Optional)** - Select a region, state or province. To narrow your search, by typing in a city, you must select a state as well. You can also perform a radius search of up to 50 miles.

**Relocation (Optional)** – To view only local candidates, living in your selected location, keep “Local Candidates Only” as yes. If you wish to view all candidates who fit your search criteria who are willing to relocate, select “No” in this section.

**Compensation (Optional)** – Should you decide to enter this information, be sure to use the same format as the examples. Although we do not show the candidate’s desired salary, our search engine will only show candidates that are seeking salaries within your chosen range.

**Type of Job (Optional)** – Select the type of job you are trying to fill. You may select more than one by holding down the control key (cmd on Mac) and clicking on each one. Any resume satisfying at least one job type will be included in the search.

## Resume Search Page

<b>2. Location</b>	
<b>Search by City (optional)</b>	<b>Region / State / Province</b>
City: <input type="text"/> <small>(State / Province must be selected for City Search)</small>  Radius: <input type="text" value="Up to 50 miles"/> <input type="button" value="v"/> <small>(Radius search works for continental USA only)</small>	All USA Canada International Northeast (USA) Southeast (USA) Central (USA) Northwest (USA) Southwest (USA) Alabama Alaska
<b>Relocation</b>	
<b>LOCAL CANDIDATES ONLY ?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>3. Compensation</b> (select either Annual Salary or Hourly Wage) <small>(What salary or wage range fits the position you are filling?)</small>	
<input type="radio"/> <b>Annually (\$ / yr.)</b> (example \$45,000) <input type="radio"/> <b>Hourly (\$ / hr.)</b> (example \$11) Minimum: \$ <input type="text"/> Maximum: \$ <input type="text"/>	
<b>4. Type of Job</b> (what type of job is the position you are filling?)	
<input type="checkbox"/> Full Time <input type="checkbox"/> Intern / PT <input type="checkbox"/> Temporary <input type="checkbox"/> Contract	<b>Select any job types to search for.</b> <b>Any resume satisfying at least one job type will be included in the search.</b>



**Keyword Search (Optional)** – Use this tool to narrow down your search by indicating specific skills, accomplishments or experience. Use quotes around keyword phrases such as “supply chain”. List your desired keywords, separating each word with a single space (no comma), and select to match “any” or “all” of your keywords.

Note: By selecting appropriate categories (above) you may not need to use keywords for most searches.

Select your results - 25, 50 or 100 resumes per page, then click Search Now.

## Resume Search Page

<b>5. Ability to Travel</b> (how much travel does the position you are filling require?)	
<input type="radio"/> No travel required	<input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> Globetrotter
<b>6. Minimum Education Requirements</b>	
<input type="radio"/> Any	<input type="radio"/> College (2 yrs)
<input type="radio"/> High School or G.E.D.	<input type="radio"/> College (4 yrs)
<input type="radio"/> Trade School	<input type="radio"/> Post Graduate
<b>7. Minimum Experience Requirements</b>	
<input type="radio"/> Entry level	<input type="radio"/> 5 - 10 years
<input type="radio"/> 6 mo. - 2 years	<input type="radio"/> 10+ years
<input type="radio"/> 2 - 5 years	
<b>8. Keyword Search:</b> <input type="text"/>	
Match: <input type="radio"/> Any word <input type="radio"/> All words	
(Optional: Use to narrow down your search by indicating specific skills, accomplishments or experience.) List each keyword with a space in between. Use quotes around keyword phrases such as "supply chain".	
<b>Results per page:</b> 25 ▾	
<input type="button" value="Search Now"/>	<input type="button" value="Reset Form"/>

Your search criteria are summarized at the top of the Search Results page. The number of pages and resumes that match your search criteria will be displayed, followed by the candidates' summaries (most recently posted resumes appear first).



**Save Search** - You may save your search criteria from this page. Simply enter a title for your search criteria in the "Enter Search Name" box, and click on "Save This Search" in order to save your search criteria. All saved searches can be found in the "Saved Search Menu" on your login page.

**Summary** – Includes the candidate's name, location, education level, years of experience, desired position, brief resume summary and the date the resume was posted.

**Viewing the Resume** – Click on the "View Details" box to open the candidate's resume. You may also click on the double box next to "View Details" in order to open the resume in a new window. The resume will be formatted exactly how the job seeker entered it.


## Resume Search Page

### Resume Search ([View Saved Resume Searches](#))

Legend for Resume Summaries: All Resume Summaries are listed in the below format.		
To view further details for a resume, click the <a href="#">View Details</a> link for that resume.		
Click the  icon to open the details in a new window.		
<a href="#">Scroll down to view your search results.</a>		
<b>Candidate Name</b>	<b>Education</b>	<b>Desired Position</b>
<b>Location</b>	<b>Experience</b>	<b>Resume Summary</b>
<b>Date Posted</b>	<a href="#">View Details</a>  = open in new window	
Search Criteria		
Categories: <a href="#">Logistics</a>		
Location: <a href="#">All locations</a>		
Local Candidates Only: <a href="#">Yes</a>		
Compensation: <a href="#">Any</a>		Type of Job: <a href="#">FT</a>
Travel Required: <a href="#">No travel required</a>		Minimum Education: <a href="#">Any</a>
Minimum Experience: <a href="#">Any</a>		Keywords: --
<b>Enter Search Name:</b> <input type="text"/>		<input type="button" value="Save This Search"/>

Page 1 of 9981

Summary 1 - 25 from 249502 resumes found

<b>Tom Cunningham</b>	<b>4 year degree</b>	<b>Operations Director, VP Operations, Director Supply Chain</b>
<b>Reno, NV</b>	<b>&gt;10 years exp.</b>	Director of Operations with over 15 years of experience growing distribution networks, overseeing complex expansions into new markets, reducing operating costs, and negotiating contracts. Incredibly skilled at building and growing strong team environ
<b>Posted 12/28/16</b>	<a href="#">View Details</a> 	

# Resume Forwarding Tool

Below every resume, there is a convenient resume forwarding feature, which allows you to forward resumes via email.

**Send this resume by E-mail**

**From:** hf@mycompany.com

**To:**

**Subject:** Resume forwarded from HR

(optional) **Introduction:**