

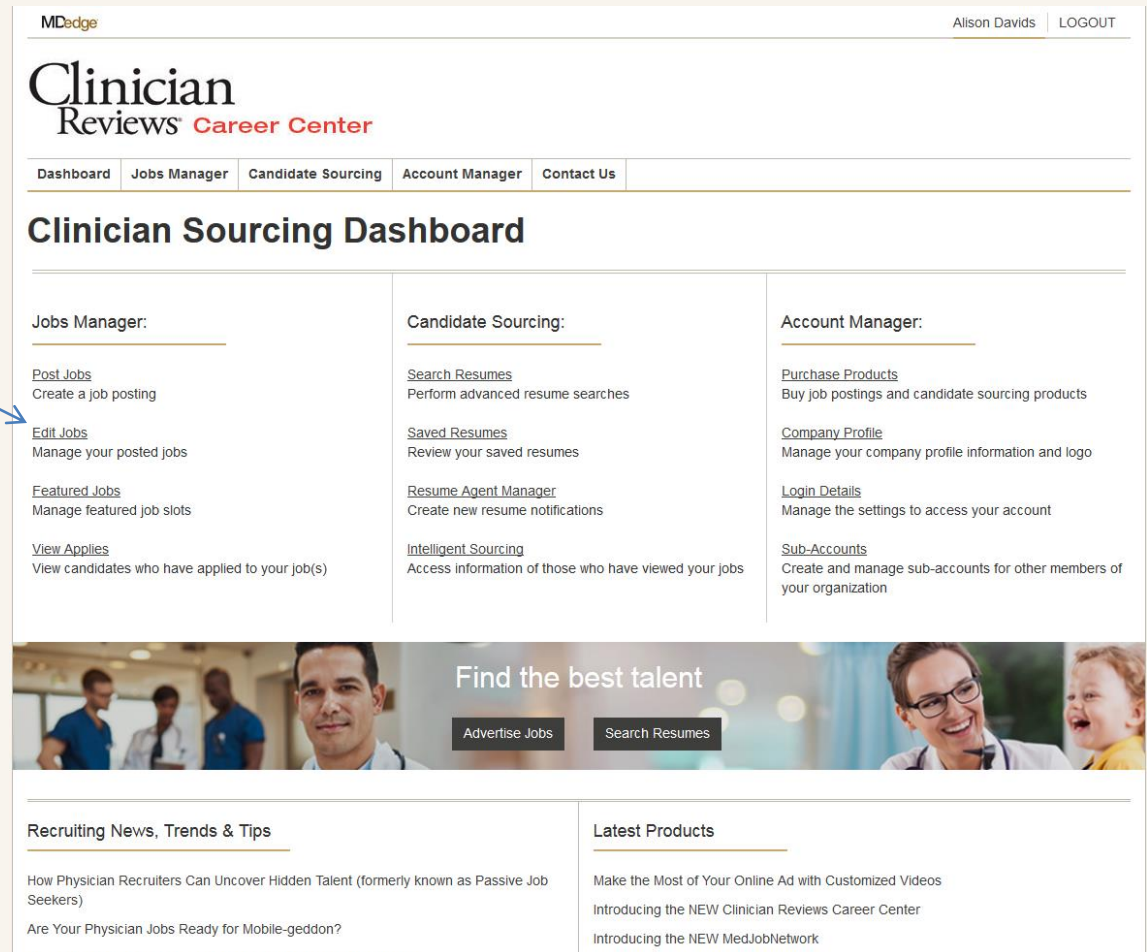
Editing a Job

A short tutorial for the

Clinician
Reviews[®] Career Center

Locate “Edit Jobs”

- After logging in to your account, locate the “Edit Jobs” link under the “Jobs Manager” section.



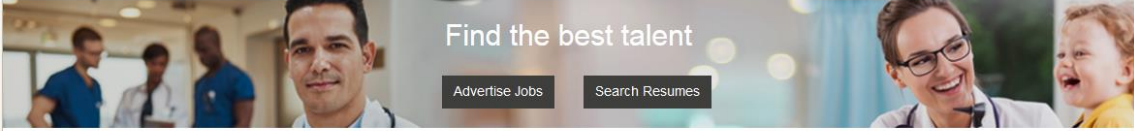
MDDodge Alison Davids | LOGOUT

Clinician Reviews Career Center

Dashboard | **Jobs Manager** | Candidate Sourcing | Account Manager | Contact Us

Clinician Sourcing Dashboard

Jobs Manager:	Candidate Sourcing:	Account Manager:
Post Jobs Create a job posting	Search Resumes Perform advanced resume searches	Purchase Products Buy job postings and candidate sourcing products
Edit Jobs Manage your posted jobs	Saved Resumes Review your saved resumes	Company Profile Manage your company profile information and logo
Featured Jobs Manage featured job slots	Resume Agent Manager Create new resume notifications	Login Details Manage the settings to access your account
View Applies View candidates who have applied to your job(s)	Intelligent Sourcing Access information of those who have viewed your jobs	Sub-Accounts Create and manage sub-accounts for other members of your organization



Find the best talent

[Advertise Jobs](#) [Search Resumes](#)

Recruiting News, Trends & Tips	Latest Products
How Physician Recruiters Can Uncover Hidden Talent (formerly known as Passive Job Seekers)	Make the Most of Your Online Ad with Customized Videos
Are Your Physician Jobs Ready for Mobile-geddon?	Introducing the NEW Clinician Reviews Career Center
Are LinkedIn and Indeed Really Disrupting Physician Recruiters?	Introducing the NEW MedJobNetwork

Your Jobs

- This page will show you all of your current and expired jobs and provide a number of tasks you can complete.
- Within the table you will find:
 - The job title
 - The specialty of the posting
 - The post date
 - The expiration date
 - The date the job was last updated
 - The number of applies & mobile applies
 - The number of views & mobile views

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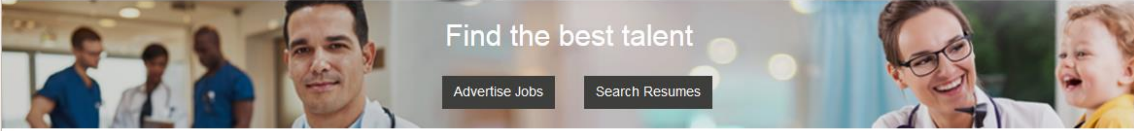
My jobs

status:

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#	___	Job Title	Job Ref	Specialty	City	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	<input type="checkbox"/>	TEST JOB		Acute Care		04/07/2017	05/07/2017	04/07/2017	2	0	15	2	
2	<input type="checkbox"/>	TEST JOB (Expired)		Acute Care		04/07/2017	04/07/2017	04/07/2017	0	0	0	0	

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Filter by Status

- One of the first functions to cover is the filtering option. You can filter which jobs are visible in the table by status. Statuses include:
 - Active
 - Expired
 - Drafted
 - Featured
- In this example, we've filtered the view to show only active jobs.

The screenshot shows the MDedge Clinician Reviews Career Center interface. At the top right, the user is identified as Alison Davids with a LOGOUT link. The main navigation includes Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, and Contact Us. The page title is "My jobs". Below this, there is a "status:" dropdown menu set to "Active" and a "Filter" button. A row of action buttons includes Publish, Publish as premium, Roll, Expire, Draft, Copy, and Delete. A pagination control shows "10" items per page. The main table displays one job listing:

#	Job Title	Job Ref	Specialty	City	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST JOB		Acute Care		04/07/2017	05/07/2017	04/07/2017	2	0	15	2	

Below the table, there is another pagination control showing "10" items per page. At the bottom of the page, there is a banner for "Find the best talent" with buttons for "Advertise Jobs" and "Search Resumes". The footer contains two columns: "Recruiting News, Trends & Tips" and "Latest Products".

Recruiting News, Trends & Tips

- How Physician Recruiters Can Uncover Hidden Talent (formerly known as Passive Job Seekers)
- Are Your Physician Jobs Ready for Mobile-geddon?

Latest Products

- Make the Most of Your Online Ad with Customized Videos
- Introducing the NEW Clinician Reviews Career Center
- Introducing the NEW MedJobNetwork

Editing Options: Status Changes

- There are a number of editing options that can be done from here.
- In order to make a status change to a job, first select the box next to the appropriate job. Depending on what features you have purchased you can then:
 - Publish: Make a job live.
 - Publish as premium: Make a job premium.
 - Roll: Make the job live for another month from date of click.
 - Expire: Expire a job.
 - Draft: Make a job a draft.
 - Copy: Copy a job
 - Delete: Delete a job.

The screenshot shows the MDedge Clinician Reviews Career Center interface. At the top, there is a navigation bar with 'Dashboard', 'Jobs Manager', 'Candidate Sourcing', 'Account Manager', and 'Contact Us'. Below this is a section titled 'My jobs'. A 'status:' dropdown menu is set to 'Active', with a 'Filter' button next to it. Below the status menu is a row of action buttons: 'Publish', 'Publish as premium', 'Roll', 'Expire', 'Draft', 'Copy', and 'Delete'. A pagination control shows '10' items per page. Below this is a table of jobs with columns: '#', 'Job Title', 'Job Ref', 'Specialty', 'City', 'Post Date', 'Expiration Date', 'Update Date', 'Apps', 'Mobile Apps', 'Views', 'Mobile Views', and 'Action'. The first row is highlighted with a blue arrow pointing to a checkbox in the '#' column. The job title is 'TEST JOB', specialty is 'Acute Care', post date is '04/07/2017', and expiration date is '05/07/2017'. Below the table is another pagination control showing '10' items per page. At the bottom of the page, there is a banner for 'Find the best talent' with 'Advertise Jobs' and 'Search Resumes' buttons. Below the banner are two columns of content: 'Recruiting News, Trends & Tips' and 'Latest Products'.

#	Job Title	Job Ref	Specialty	City	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST JOB		Acute Care		04/07/2017	05/07/2017	04/07/2017	2	0	15	2	

Editing Options: Editorial Changes

- Finally, if you would like to make editorial changes to a job posting, you would simply click on the title of the job or the action button at the end of the line item.

The screenshot shows the MDedge Clinician Reviews Career Center interface. At the top, there is a navigation bar with 'MDedge' on the left and 'Alison Davids | LOGOUT' on the right. Below this is the 'Clinician Reviews Career Center' logo. A secondary navigation bar contains links for 'Dashboard', 'Jobs Manager', 'Candidate Sourcing', 'Account Manager', and 'Contact Us'. The main heading is 'My jobs'. Below the heading, there is a 'Status:' dropdown menu set to 'Active' and a 'Filter' button. A row of action buttons includes 'Publish', 'Publish as premium', 'Roll', 'Expire', 'Draft', 'Copy', and 'Delete'. A pagination control shows '<< first < prev 1 next > last >>' and a dropdown menu set to '10'. The main table has the following columns: '#', 'Job Title', 'Job Ref', 'Specialty', 'City', 'Post Date', 'Expiration Date', 'Update Date', 'Apps', 'Mobile Apps', 'Views', 'Mobile Views', and 'Action'. The first row contains the following data: '# 1', 'Job Title TEST JOB', 'Job Ref', 'Specialty Acute Care', 'City', 'Post Date 04/07/2017', 'Expiration Date 05/07/2017', 'Update Date 04/07/2017', 'Apps 2', 'Mobile Apps 0', 'Views 15', 'Mobile Views 2', and 'Action'. A blue arrow points to the 'TEST JOB' link, and another blue arrow points to the 'Action' button. Below the table, there is another pagination control with '<< first < prev 1 next > last >>' and a dropdown menu set to '10'. At the bottom of the page, there is a banner for 'Find the best talent' with 'Advertise Jobs' and 'Search Resumes' buttons. Below the banner, there are two columns of content: 'Recruiting News, Trends & Tips' and 'Latest Products'. The 'Recruiting News, Trends & Tips' section includes articles like 'How Physician Recruiters Can Uncover Hidden Talent (formerly known as Passive Job Seekers)' and 'Are Your Physician Jobs Ready for Mobile-geddon?'. The 'Latest Products' section includes articles like 'Make the Most of Your Online Ad with Customized Videos', 'Introducing the NEW Clinician Reviews Career Center', and 'Introducing the NEW MedJobNetwork'.

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Clinician Reviews Career Center

Dashboard Jobs Manager Candidate Sourcing Account Manager Contact Us

My jobs

Status: Active Filter

Publish Publish as premium Roll Expire Draft Copy Delete

<< first < prev 1 next > last >> 10

#	Job Title	Job Ref	Specialty	City	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST JOB		Acute Care		04/07/2017	05/07/2017	04/07/2017	2	0	15	2	

<< first < prev 1 next > last >> 10

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Editing Options: Editorial Changes

- Either click will bring you back to the editing page for that particular job.
- From here you can make any changes to the job needed. Once you've made all the necessary changes, simply click "Publish" at the bottom of the form to save the changes.
- If you have any questions, feel free to contact us at info@medjobnetwork.com or by calling (973) 206-2317.

The screenshot shows the MDedge Clinician Reviews Career Center interface. At the top right, the user is identified as Alison Davids with a LOGOUT link. A navigation menu includes Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, and Contact Us. The main heading is "Post job". The form contains the following fields:

- Job Title: * (Text input: TEST JOB)
- Job Ref: (Text input)
- Specialty: * (Dropdown menu with options: Nurse Practitioner - All Specialties, Physician Assistant - All Specialties, Acute Care (highlighted), Adult Medicine)
- Profession: (Dropdown menu: Select please...)
- Facility: (Text input)
- City: (Text input)
- State: (Dropdown menu: Select please...)
- Country: (Dropdown menu: Select please...)
- Licensure: (Dropdown menu: Select please...)