

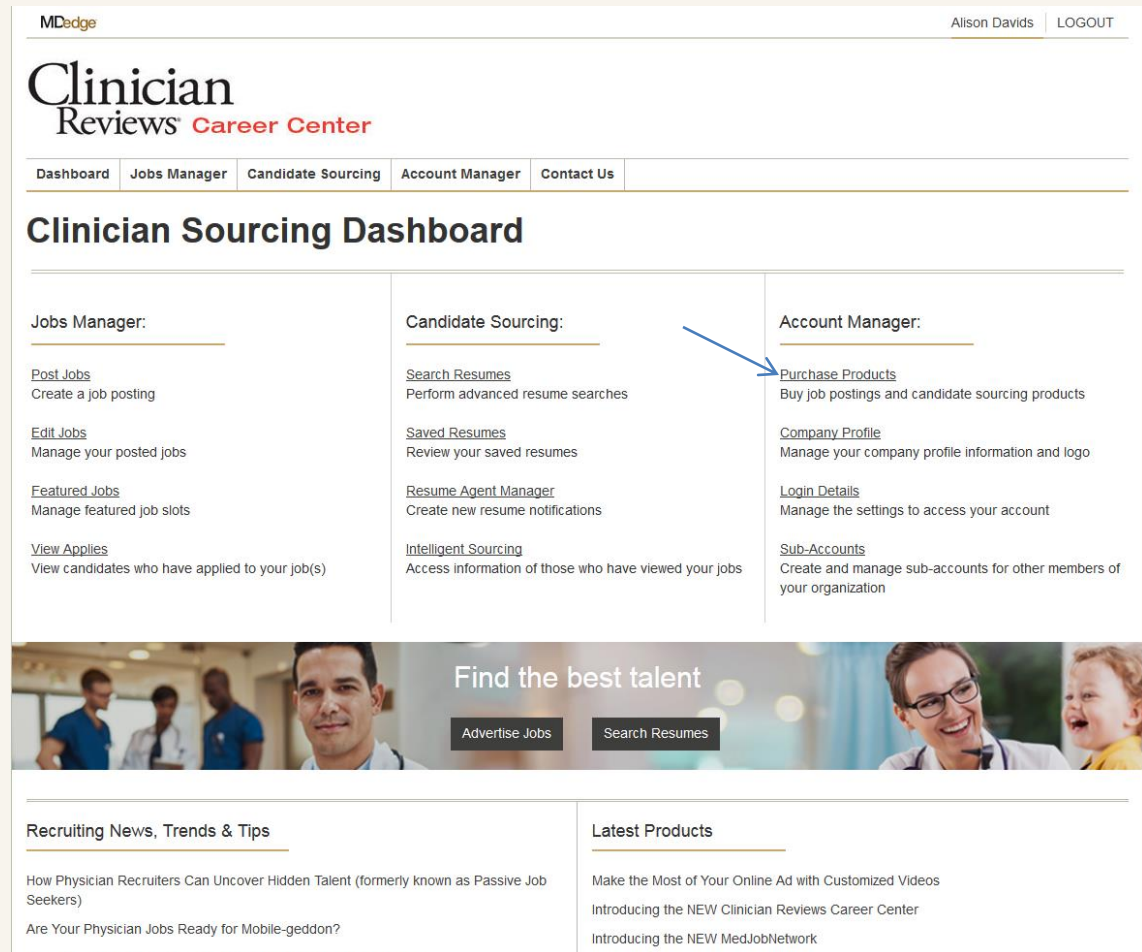
# Posting a Job

A short tutorial for the

**Clinician**  
Reviews<sup>®</sup> Career Center

# Locate “Purchase Products”

- After logging in to your account, locate the “Purchase Products” link under “Account Manager.”



The screenshot displays the MDDodge Clinician Reviews Career Center Account Manager dashboard. At the top right, the user name "Alison Davids" and a "LOGOUT" link are visible. The main navigation bar includes "Dashboard", "Jobs Manager", "Candidate Sourcing", "Account Manager", and "Contact Us". The "Account Manager" section is expanded, showing several options: "Purchase Products" (highlighted with a blue arrow), "Company Profile", "Login Details", and "Sub-Accounts". Below the dashboard, there is a banner for "Find the best talent" with buttons for "Advertise Jobs" and "Search Resumes". At the bottom, there are sections for "Recruiting News, Trends & Tips" and "Latest Products".

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

**Find the best talent**

Advertise Jobs | Search Resumes

#### 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?
- Are LinkedIn and Indeed Really Disrupting Physician Recruiters?

#### Latest Products

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

# Purchase Package

- Purchase the appropriate job package using the form provided. In this example, we'll purchase the "Basic – 30 Day Job Posting."

MDedge Alison Davids | LOGOUT

## Clinician Reviews Career Center

[Dashboard](#) | [Jobs Manager](#) | [Candidate Sourcing](#) | [Account Manager](#) | [Contact Us](#)

### Purchase products


[Purchase using coupon](#)

Have a coupon code? Enter it here:

Or, please select at least one package:  
Please select at least one package:

#	Name	Price	Currency	Quantity
1.	<a href="#">Basic - 30 Day Job Posting</a>	449.00	USD	<input type="text"/>
2.	<a href="#">60 Day Featured Job Posting</a>	599.00	USD	<input type="text"/>
3.	<a href="#">90 Day Premium Job Posting</a>	749.00	USD	<input type="text"/>
4.	<a href="#">180 Day (6 Month) Job Posting</a>	990.00	USD	<input type="text"/>
5.	<a href="#">1 Year (12 Month) Job Posting</a>	1,800.00	USD	<input type="text"/>

Total cost: 0.00 USD

Payment system:  
 **SECURE CHECKOUT**

[Purchased Products](#)

# Purchase Confirmation

- Once you've completed your purchase, you will receive a confirmation email and a separate receipt email. Please retain the receipt for your records.

**From:** Auto-Receipt [<mailto:noreply@mail.authorize.net>]  
**Sent:** Thursday, April 13, 2017 4:13 PM  
**To:** Julian Knight  
**Subject:** Transaction Receipt from Frontline Medical Communications Inc. for \$0.01 (USD)

Thank you for your purchase! The details of your purchase are below.

#### Order Information

Description: Goods or Services

Invoice Number 1557

#### Billing Information

J Knight  
Frontline  
Parsippany, NJ  
[jknight@frontlinemedcom.com](mailto:jknight@frontlinemedcom.com)

#### Shipping Information

Item #	Name	Description	Qty	Taxable	Unit Price	Item Total
#1	Candidate/CV Databank - Full Ac		1	N	\$0.01 (USD)	\$0.01 (USD)

**Total: \$0.01 (USD)**

#### Payment Information

Date/Time: 13-Apr-2017 13:12:59 PDT  
Transaction ID: [REDACTED]  
Payment Method: [REDACTED]  
Transaction Type: Purchase  
Auth Code: [REDACTED]

#### Merchant Contact Information

Frontline Medical Communications Inc.  
Parsippany, NJ 07054  
US  
[bcurth@frontlinemedcom.com](mailto:bcurth@frontlinemedcom.com)

**Clinician  
Reviews Career Center**

CLINICIAN REVIEWS CAREER CENTER

Dear \$employer\_first\_name \$employer\_last\_name,

Congratulations! Following packages were purchased:

#foreach(\$pkg in \$packages) \${pkg.name} (\${pkg.quantity} - \${pkg.price}) #end

Thank you for choosing the Clinician Reviews Career Center. We appreciate your business!

7 Century Drive, Suite 302, Parsippany, NJ 07054-4609

# Post a Job

- Once you've completed your purchase, go to the "Post Jobs" page located under "Jobs Manager."
- Here you will find the form used in order to post a job.

The screenshot shows the 'Post job' form on the MDEdge Clinician Reviews Career Center website. The page header includes the MDEdge logo, the user name 'Alison Davids', and a 'LOGOUT' link. The main navigation menu contains 'Dashboard', 'Jobs Manager', 'Candidate Sourcing', 'Account Manager', and 'Contact Us'. The form itself is titled 'Post job' and contains the following fields:

- Job Title:** A text input field.
- Job Ref:** A text input field.
- Specialty:** A dropdown menu with options: 'Nurse Practitioner - All Specialties', 'Physician Assistant - All Specialties', 'Acute Care', and 'Adult Medicine'.
- Profession:** A dropdown menu with the option 'Select please...'.
- Facility:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with the option 'Select please...'.
- Country:** A dropdown menu with the option 'Select please...'.
- Licensure:** A dropdown menu with the option 'Select please...'.

# Post a Job (cont.)

- Once you've reached the end of the form, you can preview your job posting, publish it, or save it as a draft.
- By clicking "Publish" you will enable the job for the time period purchased - in this example, 30 days.

The screenshot shows a job posting form with the following fields and options:

- Loan Repayment/Assistance:** Select please...
- Malpractice Coverage:** Select please...
- Compensation:** [Empty text field]
- Accepts J1/H1:** Select please...
- Job Description:** [Rich text editor with toolbar]
- Contact Information:**
  - Contact Name:** [Empty text field]
  - Zip/Postal Code:** [Empty text field]
  - Phone:** [Empty text field]
  - Fax:** [Empty text field]
- Registration type for apply:**
  - Full Registration
  - Quick Registration
  - No Registration
- Send application:**
  - Apply to default account email
  - Send apply via email
  - Redirect to web page

At the bottom of the form, there are three buttons: **Preview**, **Publish**, and **Save as draft**. A blue arrow points to the **Publish** button.

# Success!

- If you would like to check on your job, simply visit the “Edit Jobs” page under the “Jobs Manager” for a complete list of active and expired jobs. Here we see our job has been posted for the time purchased.
- If you have any questions, feel free to contact us at [info@medjobnetwork.com](mailto:info@medjobnetwork.com) or by calling (973) 206-2317.

MDedge Alison Davids | LOGOUT

## Clinician Reviews Career Center

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

### My jobs

Status:

<< first < prev 1 next > last >>

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

<< first < prev 1 next > last >>

Find the best talent

#### 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