

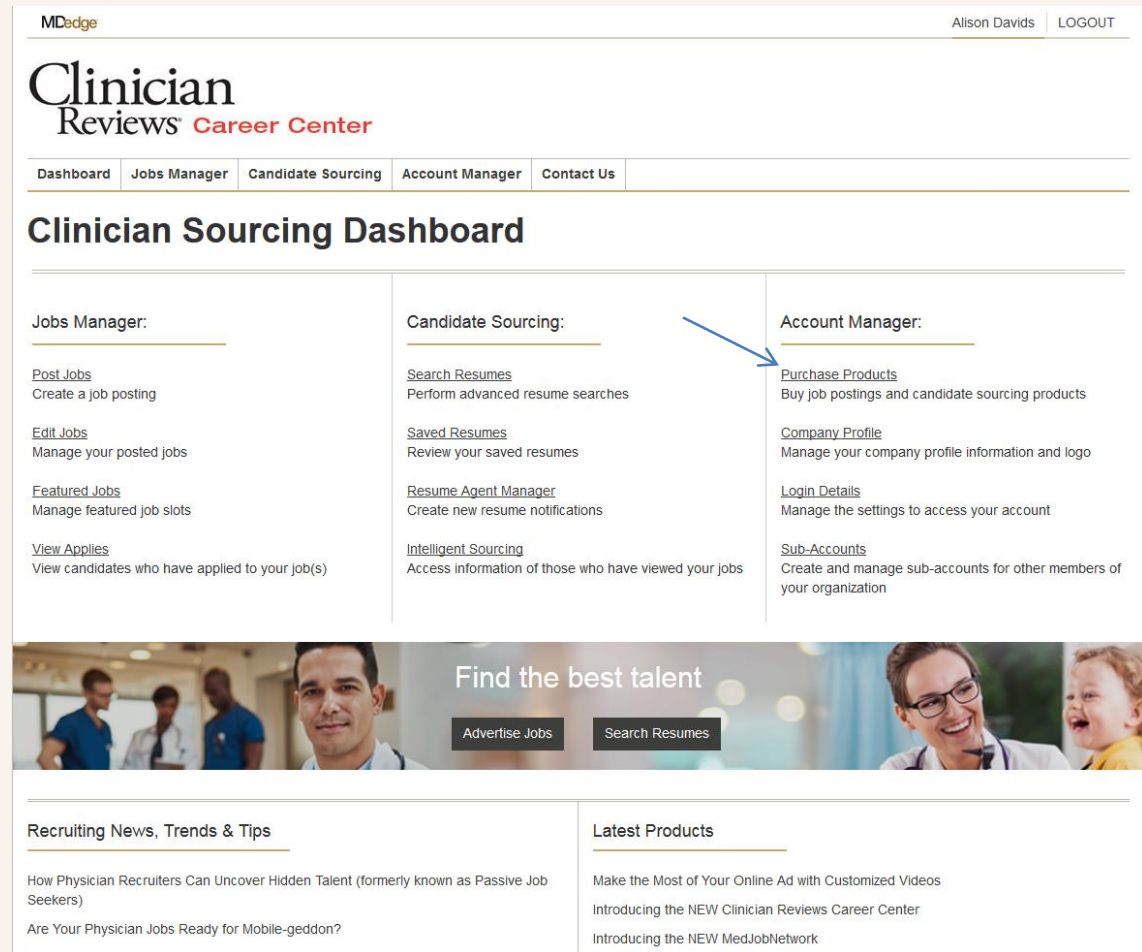
# Renewing a Job

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 highlighted with a blue arrow pointing to the "Purchase Products" link. Below the navigation bar, the "Clinician Sourcing Dashboard" is shown, divided into three columns: "Jobs Manager", "Candidate Sourcing", and "Account Manager". The "Account Manager" column contains the following links and descriptions:

- [Purchase Products](#): Buy job postings and candidate sourcing products
- [Company Profile](#): Manage your company profile information and logo
- [Login Details](#): Manage the settings to access your account
- [Sub-Accounts](#): Create and manage sub-accounts for other members of your organization

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".

# 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](#)

# (Re) Publish Job

- Once you've completed your purchase, go to the "Edit Jobs" page located under "Jobs Manager."
- Here you will see all of your past and current jobs.
- In order to renew a job, select the box next to the appropriate title. Then click "Publish" above. This will renew your job for the amount of time purchased.
- *Note: This process is only intended to renew expired jobs, not to extend the expiration date of live jobs.*

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 >> 10

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

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

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? [Click here](#)

Latest Products

Make the Most of Your Online Ad with Customized Videos

Introducing the NEW Clinician Reviews Career Center

# Success!

- Once you have renewed your job, the “(Expired)” tag will disappear. Your “Post Date” will be replaced with today’s date, and your “Expiration Date” will be the appropriate amount of time in the future – in this case, 30 days.
- If you have any questions, feel free to contact us at [info@medjobnetwork.com](mailto:info@medjobnetwork.com) or by calling (973) 206-2317.

The screenshot shows the MDedge Clinician Reviews Career Center dashboard. At the top right, the user is identified as Alison Davids with a LOGOUT link. The main navigation bar includes Dashboard, Jobs Manager, Candidate Sourcing, Account Manager, and Contact Us. The page title is "My jobs". Below this, there is a status filter set to "Select please" 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 content is a table with the following data:

#	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 dashboard, there is a banner for "Find the best talent" with buttons for "Advertise Jobs" and "Search Resumes". The footer contains two sections: "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