Haley Marketing Group

Job Board Integration with

COATS

Still have questions? Please visit our help center at helpme.haleymarketing.com. Here you can search our knowledgebase, view training videos, and submit support tickets for additional assistance.

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Introduction

As a COATS client, you may manage your job postings through your software and post them to the Haley Marketing Group job board linked to your website. Once we have set up your job board profile, you are ready to start publishing positions and accepting candidate applications.

NOTE: You must remember to Approve the job and Send File for the job to post to the job board. Your job file will automatically post to your site 6 times per day at 4 hour intervals starting at 2:00am Eastern.

Requirements to post jobs

1. COATS Online Applicant Entry System

2. Ensure you are signed up with COATS to run your jobs with the Haley job board.

How the Job Board Works

1. Enter a new job listing in COATS. If this position is ready to be published to the web, check the Activate on Web and Approved boxes. Once you are ready to publish your jobs, click Send File.
2. Throughout the day, the positions from your COATS queue will be pulled from your system into the Haley job board and appear on your website.
3. When the position is marked as filled, or deselected from Approved, it will be removed from the job board during the next sweep.
4. If you find any part of a position that needs to be edited, make the changes through COATS and the edits/changes will appear with the next job board sweep.
5. Below is a mapping of the fields found in COATS that the Haley job board pulls from:

COATS Field	HMG Job Board Field
Job ID#	Job ID
Title	Title
Description	Job Description
Category	Category
Date	Create Date
Location	Location
State	State
Payrate	Pay Rate - Default
Requirements	Job Requirements
Author	Contact E-mail

Searching Jobs & Applying Online

To search jobs, a candidate can search by Keyword, Location, Job Type, Industry, or search all jobs by clicking Begin Searching. All the information found in these fields is the information generated by your COATS post.

When the candidate sees a position he is interested in, he can click on the position for the job description and requirements.

From here, he can Apply Online and submit his contact information and resume, e-mail the job to a friend, or continue to search jobs.

- Apply Online – Unless the candidate login is turned off for your job board, a candidate will first need to create an account with his contact information (Sign Up for your job board).

  - The candidate's resume is sent via e-mail to the recruiter attached to the position. (With Resume Parsing you can parse and create a new applicant file or you can parse and update the resume on file within the existing candidate.)

- E-mail a Friend – The candidate fills out a simple form with his Name, E-mail address, Friend's Name, Friend's E-mail, and ability to edit the Subject and Comments then click Submit. His friend will receive an email with that information plus a direct link of the position in your job board.

- Sign Up Now allows a candidate to register for your job board. It asks for the candidate's contact information and to create his own username and password for access to his account in your job board.

  - Once signed up, you will receive a confirmation e-mail from jobboard@haleymarketing.com with the candidate's information.

Personal Job Search Agent

Candidates can elect to receive an email with new job postings based on criteria set in their account. Upon signing up for the job board, candidates can choose one or more categories. They will then receive an email with positions that are posted matching that category. Candidates can change their categories, or opt-out entirely, by clicking on the "My Profile" button when logged into the job board.

Saved Searches

After creating an account, a candidate also has the ability to search and save positions to review or apply at a later date. Search criteria can be changed at any time by clicking 'Saved Searches.

Additional information is available in our Help Center: http://helpme.haleymarketing.com.