

## COATS


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## Online Website Job Posting – Staffer Instructions

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**SITUATION:** You have set up an account, via COATS, in order to upload your Job Opportunities to your website and need to know the procedural instructions for a Staffer.

#### STEPS:

1. Add or Setup a Job Order to be approved for Upload.
  - a) Click **Orders**.
  - b) **Find** the Order you would like to upload.
  - c) Click the **blue web icon** at the bottom, middle of the screen. 
  - d) Click **Edit**.
  - e) Enter the **Title of the Job**, in the field to the right of Title.
  - f) The **Job ID** will be filled in with the job order record id, this field cannot be edited.
  - g) Click the **down arrow** and select the appropriate usage type for the **Category**. (These come for the Custom Skill Screen Titles, or Industrial, or Clerical default screens.)
  - h) Click the **down arrow** and select the appropriate **location**. (These come from the Locations Available to Work.)
  - i) The **pay rate** will be automatically filled in with the pay rate from the job order.
  - j) The **State** should be filled in with the Two-digit postal code of the state in which the work is to be performed.
  - k) The **Expiration Date** can be filled in, should you wish this Job Offer to expire on the Website and not be listed past the Expiration Date.
  - l) The **Type** determines the Type of Order
    - i) C = Direct Placement
    - ii) T = Temp/Contract
    - iii) O = One Day
    - iv) L = Long Term
    - v) H = Temp/Hire
  - m) Enter the **Description** of this Job Opportunity that you would like to post to your website, under Description.
  - n) Enter the **Requirements** of this Job Opportunity that you would like to post to your website, under Requirements.
  - o) If a link (for the Online Applicant Entry form) is found which matches your Order Region/Department/Branch, the **Online App: section** will be filled in automatically. If not, click the button to change/select.
  - p) Click **Activate on Web**. (If this box is not checked this add will not be posted to the web, even if approved.)

#### NOTES:

- The **Author** will default to the Staffer who first entered the Post Job To Web Page Screen with a Date Stamp.
- The **Edited** will default to the last Staffer who clicked Edit, with a Date/Time Stamp.
- The **Changed box** will become checked once any Staffer clicks **Edit**.
- The **Approved box** is shaded and is only accessible via the **Integrated Solutions/Web Ad Approval** screen with Security.
- Any Edited Job will need to be re-approved prior to a new upload to the website.
- If no expiration date is entered the Job Opportunity, as long as approved, will continue to post to the client Website.
- If the expiration date is entered and passes, the Job Opportunity will no longer appear under the **Web Ad Approval** screen and will not post to the client Website but will remain attached to the Job Order.