



Quick Start Guide:
Haley Marketing Job Board
With Avionte Integration



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.

Contents

Avionte Quick Start Guide..... 4

 Requirements to Post Jobs..... 4

 How the Job Board Works..... 4

 Searching Jobs..... 4

 Apply Online..... 5

 Creating an Account (signing up) and Saving Searches 5

 Unsupported Features: 5

Avionte Quick Start Guide

As an Avionte 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 posting jobs and accepting candidate applications. Your job feed will automatically post to your site at approximately 14 minutes after the hour once an hour.

Requirements to Post Jobs

1. You must have access to your Avionte Indeed XML feed.

How the Job Board Works

1. Enter a new job listing in Avionte and mark it for inclusion in the Haley feed.
2. Once every hour, the positions from your Avionte queue will be pulled from your feed into the Haley job board and appear on your website.
3. When the position is marked as filled, or deselected from inclusion in the Indeed feed, 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 Avionte and the edits/changes will appear with the next job board sweep.
5. Below is a mapping of the fields found in Avionte that the Haley job board pulls from:

Avionte Field	HMG Job Board Field
Reference Number	Job ID
Title	Title
City	Location
State	State
Date	Post Date
Salary	Pay Rate
Category	Industry (may be renamed via myHaley)

Searching Jobs

To search jobs, a candidate can search by Keyword, Location, Industry, or search all jobs by clicking Begin Searching. All the information found in these fields is the information gathered from your Avionte feed of job postings. 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, share the job with friend on social media, or continue to search jobs.

Apply Online

Upon clicking "Apply Online" on a specific job, the candidate is redirected to the URL supplied in your Indeed feed to fill out your Avionte application.

- If you have questions about how the Avionte application process works, please contact your Avionte representative.

Creating an Account (signing up) and Saving Searches

- **Sign Up** – 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.
 - When a candidate signs up, you can choose to be notified via an email to the default job board owner in myHaley; an email will be sent from jobboard@haleymarketing.com with the candidate's information. No action is necessary, as this is not a direct request for contact from your candidate.
 - At any time, you may download a list of these "opt-ins" via myHaley>Lists>Download Contacts.
- **Saving Searches** – Candidates can elect to receive an email with new job postings based on specific search criteria. A candidate can save as many searches as they'd like, and they can update search criteria at any time by logging into their job board account and clicking 'Saved Searches'.

Unsupported Features:

- Featured Flag/Mailings
- Sponsored Flag
- Proximity Search