



## ***JOB BOARD INTEGRATION WITH eEMPACT***

### **Overview of Publishing Jobs to the HMG Job Board via eEmpACT**

1. Enter and publish a new job listing in eEmpACT.
2. Throughout the day, the positions in eEmpACT set to Publish To Web 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 publishing, it will be removed from the job board during the next sweep.
4. If you find any part of a position needs to be edited, make the changes through eEmpACT and the edits/changes will appear with the next job board sweep.
5. Below is a mapping of the fields found in eEmpACT that the Haley job board pulls from (The tab where the field is located is in parenthesis.):

<b>Data from eEmpACT</b>		<b>HMG Job Board</b>
<b>TEMP</b>	<b>CAREER</b>	
Order_ID (Title)	Order_ID (Title)	POST_JOB_NUMBER
Position Title (Main)	Position Title (Main)	POST_TITLE
Additional Web Posting Info (Internet)	Additional Web Posting Info (Internet)	POST_DESCRIPTION
Service Area (Categories)	Service Area (Categories)	POST_CATEGORY && POST_FIELD2
City (Main)	City (Main)	POST_FIELD1
Order Status (Main)	Order Status (Control)	POST_FEATURE_FLAG
Order modify date and time	Order modify date and time	POST_CREATE_DATE
Reg pay (Pay/Bill)	Salary Range (Main)	POST_PAYRATE
Essential (Additional)		POST_REQUIREMENTS
State (Main)	State (Main)	POST_STATE
Email Reply To (Internet)	Email Reply To (Internet)	
User_Owner (Control)	User_Owner (Control)	