

HR Cloud + JobTarget: Getting Started Guide

Make the most of **HR Cloud's** JobTarget integration!

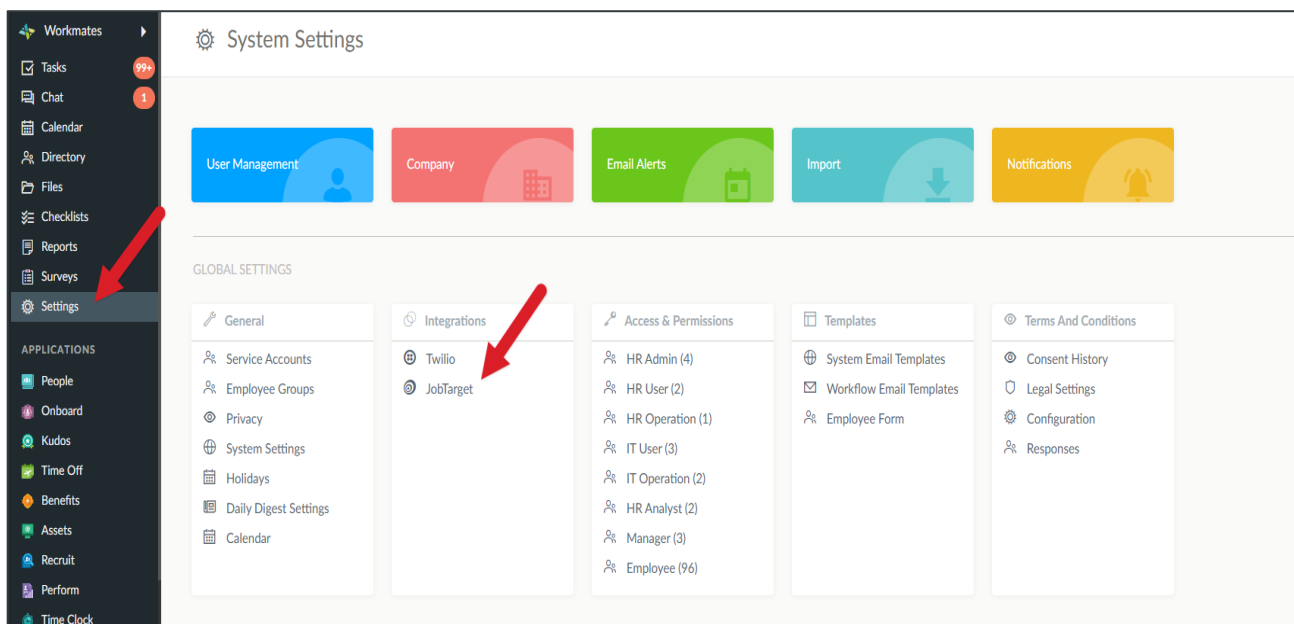
As an **HR Cloud** customer, you have access to a suite of tools to help you make the hires you need.

Use this guide to get up to speed with how your integration works and start posting jobs today!

Using JobTarget within HR Cloud: Initial Setup Steps

To begin using JobTarget to advertise your jobs from within the **HR Cloud** platform, please follow the steps below to complete the initial setup:

- 1. Request access:** Contact your HR Cloud Account Manager to request access to JobTarget.
- 2. Log in as an HR Admin user:** Navigate to the Settings section and go to the System Settings.
- 3. Activate JobTarget Integration:** Click JobTarget under the Integrations section.



Advertise Your Job

Navigate to an active requisition within your ATS or create a new requisition that you'd like to advertise.

How it works

1. Open the requisition

- Go to the list of all open requisitions in the Recruit menu within **HR Cloud**.
- Under the Publish Settings section, toggle JobTarget on.

2. Access JobTarget

- Click the JobTarget tab in the top menu bar. Here, you can utilize the [Marketplace User Guide](#) for further assistance.

Learn more about choosing a diversified media mix to get in front of the right audience [here](#) and how to choose the right job sites in Marketplace [here](#).

Edit a Job Advertisement

Make changes to how your job advertisement is posted.

Avoid stopping a job advertisement to edit the job; simply update the job requisition within your ATS.

How it works

1. Access the job requisition within HR Cloud

- In the Actions drop-down menu, click Edit Listing, then click Save after making any changes.

2. Updates

- JobTarget will send the job advertisement changes to the job boards within 24-hours.

Stop Your Job Advertisement

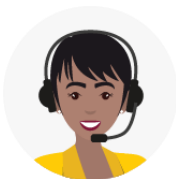
There are a few different options for removing your job ad from the job boards you've posted it to.

How it works

- **Within HR Cloud**
 - Update the job's status to closed or paused within HR Cloud, which will remove it from the job boards it is posted to.
- **Within JobTarget**
 - Access JobTarget via HR Cloud and stop the job ad(s) individually if you are not looking to adjust the job's status in HR Cloud.

Available Features

- **Performance Tracking:** JobTarget monitors job seekers' clicks and completed applications once posted through the JobTarget platform.
 - This data can be conveniently accessed within the Reports App for a detailed breakdown of applicant source information.
 - HR Cloud offers source reporting capabilities, allowing you to track clicks, applications, and other relevant data to optimize your recruitment strategy.



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