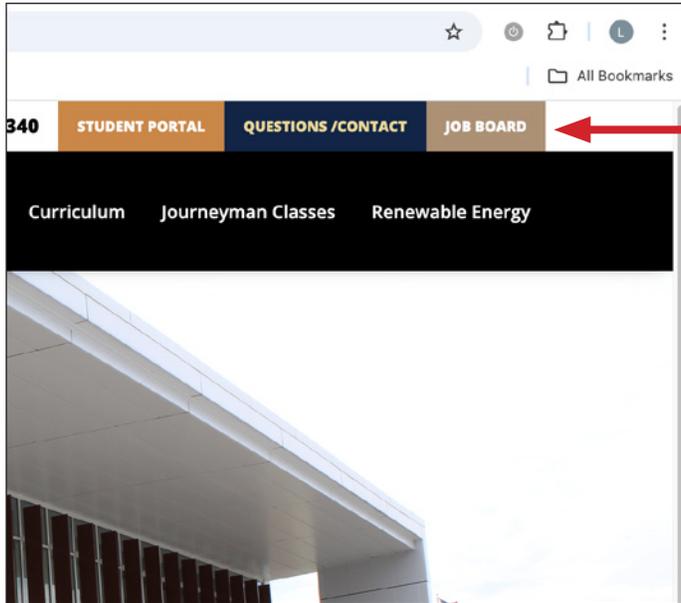


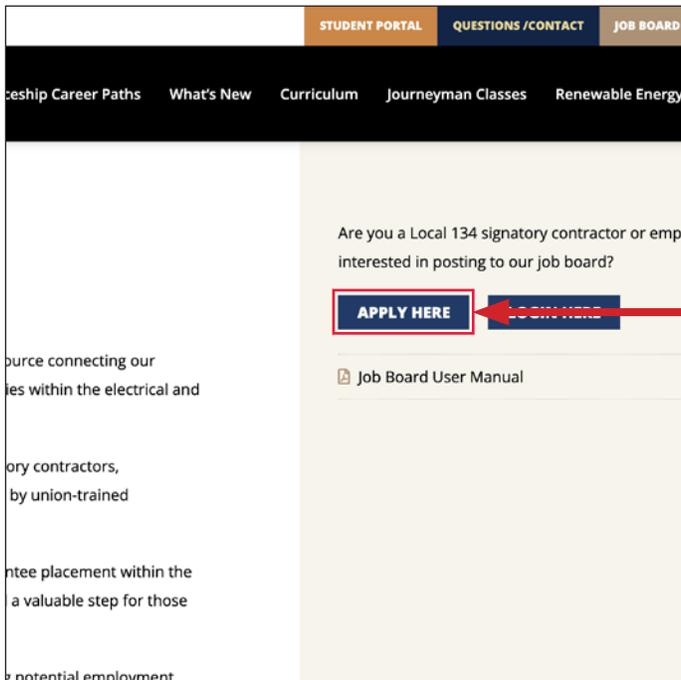
Job Board

Create Employer Account



Step 1

In the top navigation, click the Job Board button



Step 2

Click the apply here button in the right column of the Job Board listings page

Job Board

Create Employer Account

Step 3

An employer fills in the information in the form and submits

The screenshot shows a web browser window displaying the 'Job Board Registration' page. The page header includes the InTech logo (IBEW 134 + NECA CHICAGO) and navigation links for 'STUDENT PORTAL', 'QUESTIONS / CONTACT', and 'JOB BOARD'. Below the header, there are links for 'About', 'Apprenticeship Career Paths', 'What's New', 'Curriculum', 'Journeyman Classes', and 'Renewable Energy'. The main content area is titled 'Job Board Registration' and contains a registration form with the following fields: 'Company Name' (filled with 'HometownElectric'), 'Address' (filled with 'Darth'), 'City' (filled with 'Vader'), 'Email' (filled with 'weeja@earthlink.net'), 'Password' (masked with dots), 'Confirm Password' (masked with dots), 'Phone Number' (filled with '+1 6302675858'), 'Location' (filled with 'Itasca'), 'Company Website' (filled with 'Hometown Electric'), 'Company URL' (filled with 'https://ejatt.com/'), and 'Company Tagline'. A blue 'BECOME EMPLOYER' button is at the bottom of the form. A link for 'Already have an account? Login from here!' is located below the button.

Successful Submission

The screenshot shows the same 'Job Board Registration' page, but with a green success message displayed at the top of the form area: 'Your registration request has been received. You will be notified upon approval.' The rest of the page layout, including the header and navigation links, remains the same.

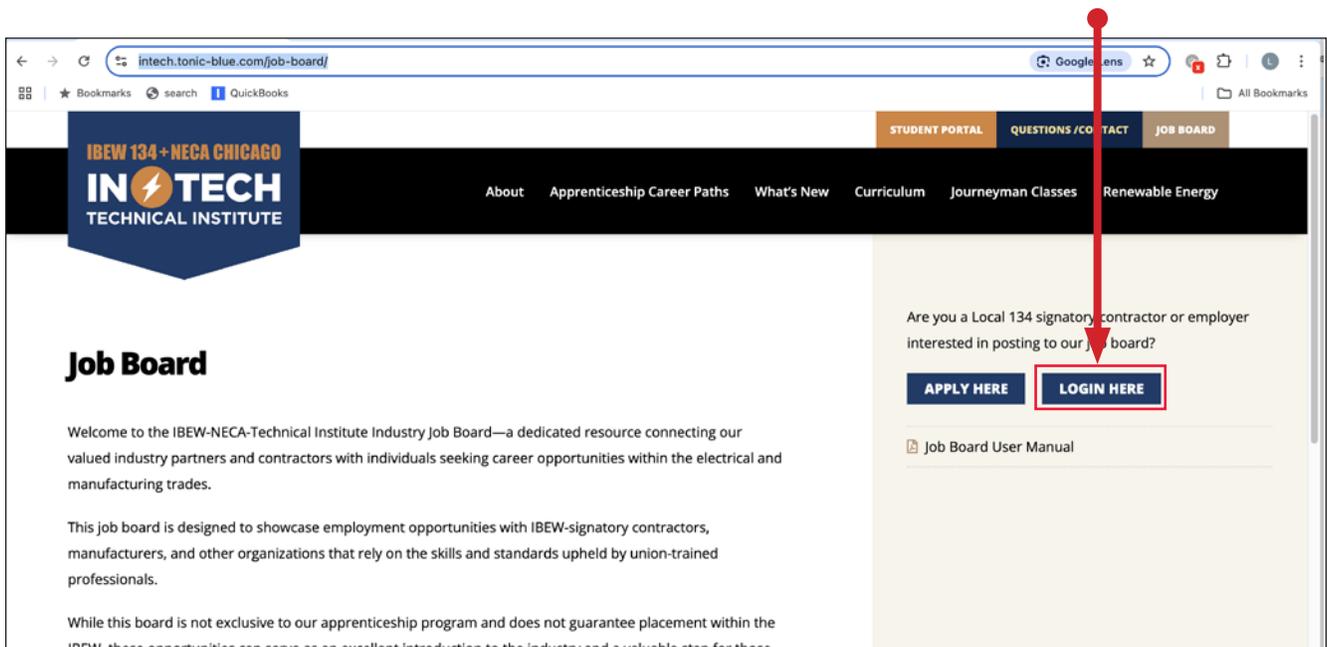
Job Board

Adding a Job Post

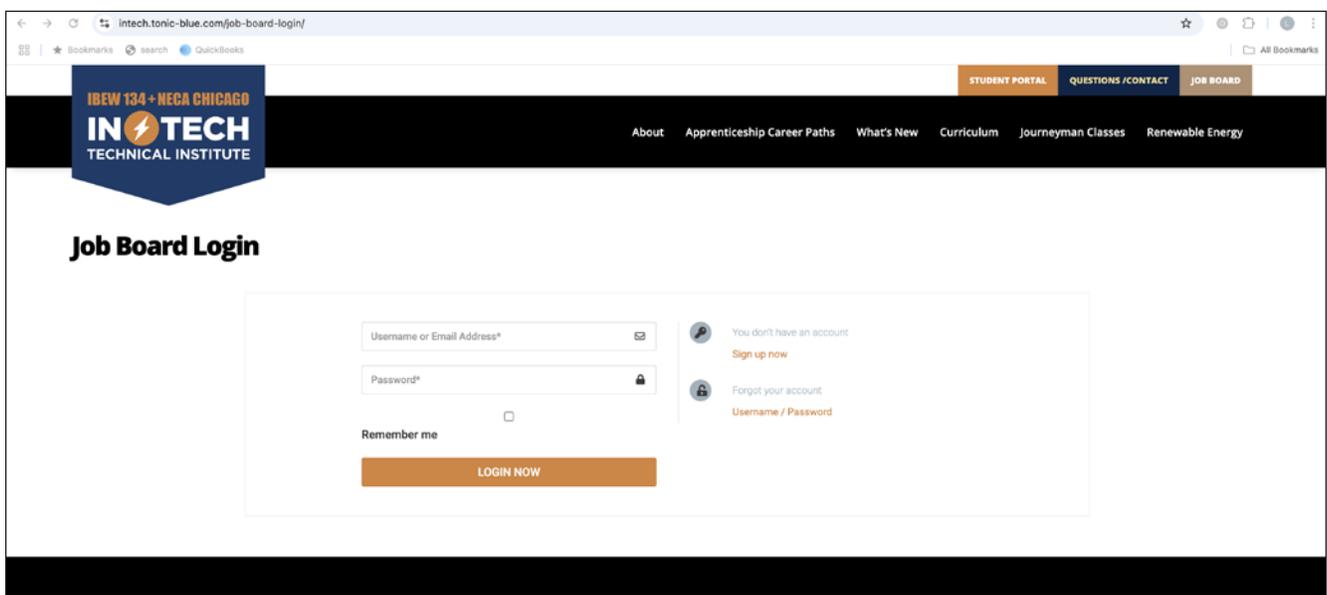
Step 1

There are two ways for an approved employer to login

- 1 By clicking the Login here button in the right column of the Job Board listings page



- 2 By visiting <https://ejatt.com/job-board-login/> directly



Job Board

Adding Job Post

Step 2

On the Employer Job Dashboard click Create New Job button

The screenshot displays the Job Board Dashboard for an employer. At the top, there is a navigation bar with the IN TECH logo and a menu including 'About', 'Apprenticeship Career Paths', 'What's New', 'Curriculum', 'Journeyman Classes', and 'Renewable Energy'. Below the navigation bar, the page title is 'Job Board Dashboard'. A notification indicates the user is signed in as 'HometownElectric' with a 'Sign out' link. A horizontal menu contains 'DASHBOARD', 'JOB POSTED', 'JOB FEATURES', 'APPLICATION FORM', and 'RESUME MANAGER'. The 'DASHBOARD' tab is active, and a red arrow points to the 'Create New Job +' button. Below this button is the 'EMPLOYER PROFILE' section, which includes the name 'Darth Vader', a phone number '6302675858', and the company name 'Hometown Electric'. A 'RECENT JOBS' section shows 'No published jobs available.' The footer contains the IN TECH logo and the same navigation menu as the top.

Job Board

Adding a Job Post

Step 3

1 Fill in job details

The screenshot shows a web browser window at `intech.tonic-blue.com/job-board-post/`. The page header includes the IBEW 134 + NECA CHICAGO IN TECH TECHNICAL INSTITUTE logo and navigation links for STUDENT PORTAL, QUESTIONS /CONTACT, and JOB BOARD. A user is signed in as 'asbigelectric'. The main form is for adding a job post with the following details:

- Job Title***: Master Electrician
- Job Description**: A rich text editor containing:
 - Placeholder text: "Job info here."
 - Paragraph 1: "Lorem ipsum dolor sit amet, quot etiam vis ne, eu solet audiam vim. Ipsum consul numquam sea no, quod omnium iracundia ad quo. Eos in mnesarchum definiebas, ea mel fuisse tincidunt. Consul facete nam ex, vel erat iriure te, mel et diam autem malisset. Quo no laoret alienum omnesque, mei augue semper lucilius eu, ad sit occurreret voluptaria. Sit cu laudem aperiri elaboraret."
 - Paragraph 2: "Ne elit nonumes deleniti eam, ex nam dico oportere patrioque, mazim iuvaret vis ne. Ex pro nibh vide zril, utroque meliore ut vel. Ridens albuscia scaevola ei mei. Te eam iudico iriure comprehensam."
 - Section: "Can include bullets"
 - Ne elit nonumes deleniti eam, ex nam dico oportere patrioque
 - Mazim iuvaret vis ne. Ex pro nibh vide zril, utroque meliore ut vel
 - Ridens albuscia scaevola ei mei
 - Te eam iudico iriure comprehensam.

2 Job posts can include features and application forms specific to each job.

The screenshot shows the configuration section for a job post, divided into two main areas:

- JOB FEATURES**:
 - Benefits**: A text input field containing "Health, Dental, Vision, 401K" with a "Remove" button.
 - ADD NEW FEATURE**: A section with a "Shift" label, a text input field containing "Second shift", and an "Add" button.
- APPLICATION FORM FIELDS**: A table of fields for the application form, each with a dropdown menu, a "Required" checkbox, an "Expose in Applicant Listing" radio button, and a "Remove" button.

| Field Name | Type | Required | Expose in Applicant Listing | Action |
|------------------------|-----------------|-------------------------------------|-----------------------------|--------|
| Contact Form if needed | Section Heading | <input checked="" type="checkbox"/> | <input type="radio"/> | Remove |
| Name | Text Area | <input checked="" type="checkbox"/> | <input type="radio"/> | Remove |
| Email | Email | <input checked="" type="checkbox"/> | <input type="radio"/> | Remove |
| Message | Text Area | <input checked="" type="checkbox"/> | <input type="radio"/> | Remove |

Job Board

Adding Job Post

- 3 Set job categories, like full-time or part-time and type, such as Master, Journeyman or Apprentice can be set for each job.

ADD NEW FORM FIELD

Text Field Required Expose in Applicant Listing

Job Categories 1 selected Others

Job Types 1 selected Others

Job Locations 1 selected Search Job Locations South Suburbs

HOW TO APPLY

If the Job Category, Job Type or Job Location isn't in the drop down list, it will need to be added.

To add a Job Category, Job Type or Job Location:

- A Click the Others box and enter needed Job Category, Job Type or Job Location and click the Add Category button.

Job Categories Select Job Categories

Others

New Job Category

Add Category

- B Once item is added, click the drop down selector and select the newly created item.

Job Categories Select Job Categories

Search Job Categories

Full-Time

Part-time

Test Category, LP

Job Locations New Job Category

Job Board

Adding a Job Post

Step 3

4 Set resume requirement options

HOW TO APPLY

Resume Options

Show resume upload button

Resume Required Resume Optional

Application Submission Options

Apply through job application form Apply through given instructions/notes

COMPANY DETAILS

Company Name Big Electric

5 Jobs can be set to expire on a specific date. To enable check box and set date.

JOB EXPIRATOR

Job Expiry Option Enable Job Expirator

Job Expiry Date 10-04-2025

6 Set Admin specific email notifications by clicking the check box. Example of an admin email is a supervisor(s) who will have input on hiring decisions.

JOB EMAIL NOTIFICATION

Admin Email Template | HR Email Template | Applicant Email Template

Enable the Admin Email Notification for this job.

Email Notifier

Enter email address

Add emails separated by space or comma e.g. support@prestigers.com saadat@prestigers.com or support@prestigers.com, saadat@prestigers.com

SUBJECT:

Applicant Resume Received (job_title)

BODY:

Visual Code

Job Application

{date}

Hi Admin,

I am applying for the job post (job_title) with interest. I have attached my resume with the job application. I have also filled out the required details.

{applicant_details}

I look forward to hearing from you.

7 Add notification details:

- Email(s)
- Subject
- Message Details

Job Board

Adding Job Post

- 8 Same notifications can be enabled and configured for HR and Applicant notification.

JOB EMAIL NOTIFICATION

[Admin Email Template](#) | [HR Email Template](#) | [Applicant Email Template](#)

Enable the HR Email Notification for this job.

Email Notifier

Enter email address

Add emails separated by space or comma e.g. support@prestigers.com saadat@prestigers.com or support@prestigers.com, saadat@prestigers.com

SUBJECT:

Applicant Resume Received (job_title)

BODY:

[Add Media](#) Visual Code

File • Edit • View • Insert • Format • Tools • Table

Job Application

{date}

Dear HR,

{applicant_name} has applied against your job opening {job_title} at {site_name}. Please login to your account to download the CV or check from the applicant list from the dashboard.

{applicant_details}

Best Regards,

JOB EMAIL NOTIFICATION

[Admin Email Template](#) | [HR Email Template](#) | [Applicant Email Template](#)

Enable the Applicant Email Notification for this job.

SUBJECT:

Your Resume Received for Job (job_title)

BODY:

[Add Media](#) Visual Code

File • Edit • View • Insert • Format • Tools • Table

Job Application Acknowledgement

{date}

Hi {applicant_name},

Your application for the position of {job_title} at {site_name} has been successfully submitted. You will hear back from {site_name} based on their evaluation of your CV.

Good Luck!

Best Regards,
Admin

- 9 Fill in remaining company details and click Submit

COMPANY DETAILS

Company Name

Company Website

Company Tagline

Company Logo [Browse](#)

[Submit](#)