

# KHSA Job Board User Guide

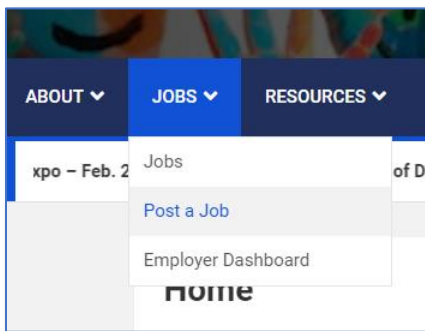
December 2020

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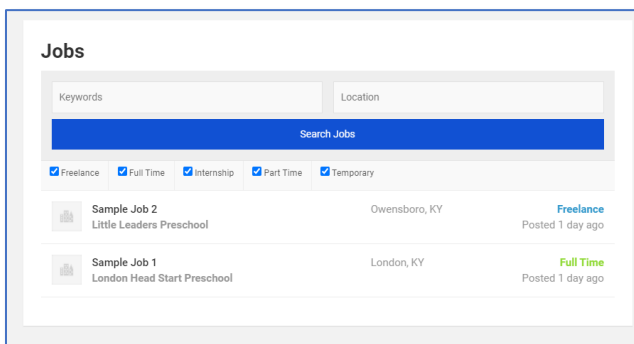
1. Go to the KHSA website at: <https://headstartky.org/>
  2. To view jobs, click 'Jobs' or go to: <https://headstartky.org/jobs/>
  3. To post a job, click 'Post a Job' or go to: <https://headstartky.org/post-a-job/>
  4. To view your jobs dashboard, click 'Employer Dashboard' or go to: <https://headstartky.org/employer-dashboard/>
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## To View and Apply for Jobs

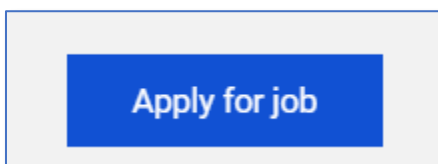
1. Go to the KHSA website at: <https://headstartky.org/>
2. To view jobs, click 'Jobs' or go to: <https://headstartky.org/jobs/>



3. From the menu, select the job that you are interested in viewing.

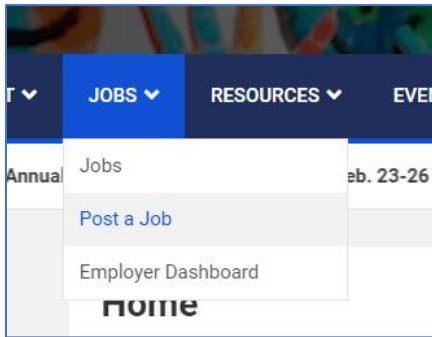


4. To apply for the job, click the 'Apply for Job' button. This will take you to the employer's jobs website or provide you an email address to contact the employer.

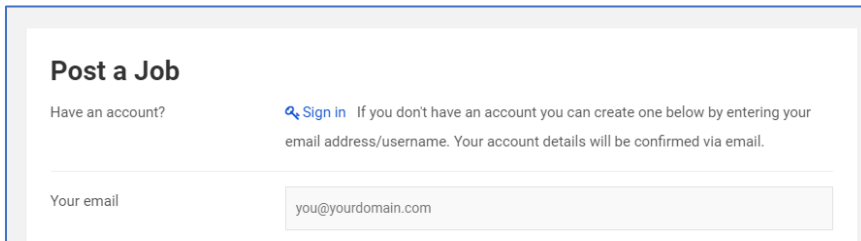


## To Post a Job

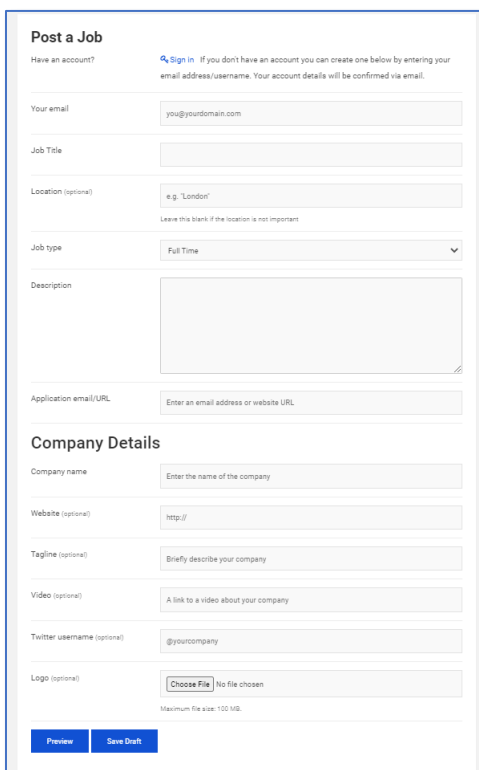
1. Go to the KHSa website at: <https://headstartky.org/>
2. To post a job, click 'Post a Job' or go to: <https://headstartky.org/post-a-job/>



3. If you already have an account, please sign-in. If you do not have an account, the system will prompt you to create one after you have completed the job listing form.

A screenshot of the 'Post a Job' form. The title 'Post a Job' is at the top. Below it, there is a sign-in prompt: 'Have an account? [Sign in](#) If you don't have an account you can create one below by entering your email address/username. Your account details will be confirmed via email.' Below this is a text input field for 'Your email' with the placeholder text 'you@yourdomain.com'.

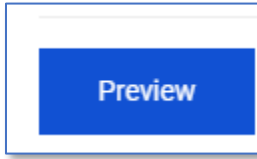
4. Complete the job listing form:

A screenshot of the 'Post a Job' form, showing the job listing details section. The form includes the following fields:

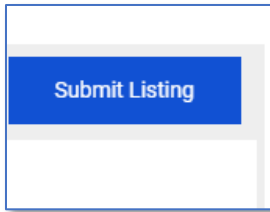
- 'Your email' with the placeholder 'you@yourdomain.com'
- 'Job Title' with an empty text input field
- 'Location (optional)' with the placeholder 'e.g. "London"' and a note 'Leave this blank if the location is not important.'
- 'Job type' with a dropdown menu set to 'Full Time'
- 'Description' with a large text area
- 'Application email/URL' with the placeholder 'Enter an email address or website URL.'
- 'Company Details' section with the following fields:
  - 'Company name' with the placeholder 'Enter the name of the company'
  - 'Website (optional)' with the placeholder 'http://'
  - 'Tagline (optional)' with the placeholder 'Briefly describe your company'
  - 'Video (optional)' with the placeholder 'A link to a video about your company'
  - 'Twitter username (optional)' with the placeholder '@yourcompany'
  - 'Logo (optional)' with a 'Choose File' button and the text 'No file chosen' and 'Maximum file size: 100 MB.'

At the bottom of the form are two buttons: 'Preview' and 'Save Draft'.

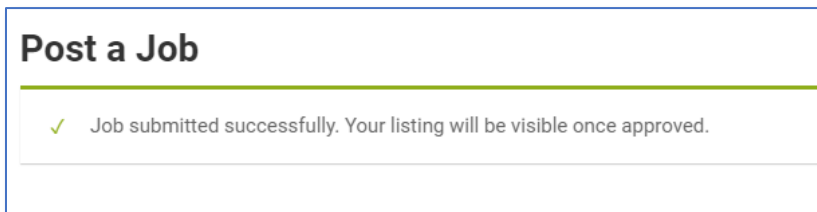
5. Once complete, click 'Preview'. If you have an account, you will be taken to the 'Preview' screen. If you do not have an account, you will be prompted to create one with your email address.



6. On the 'Preview' screen, please review your posting. When satisfied with the content, press 'Submit Listing'.



7. Your listing will be sent to KHSA staff for approval before it is posted. Please allow for up to 24 hours for approval.

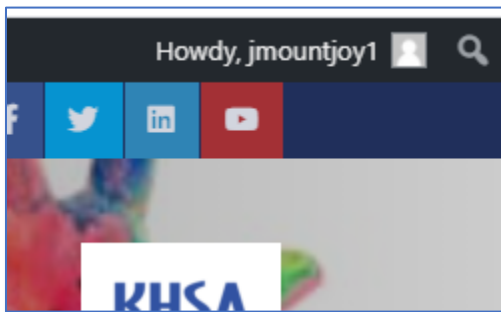


## Creating Your Account

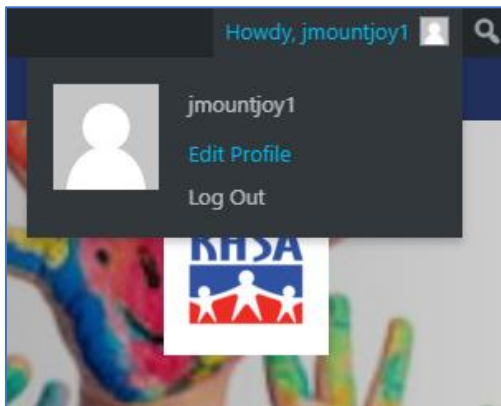
1. You should have now created your account via the Job Posting pages.

**But you aren't finished yet!!!**

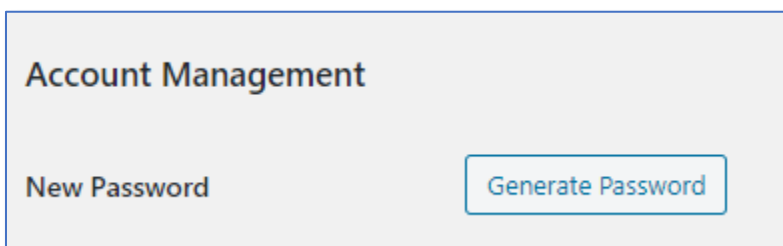
2. Before closing the screen, please look at the top right-hand corner. You should see your account username, 'Howdy, jmountjoy1'.



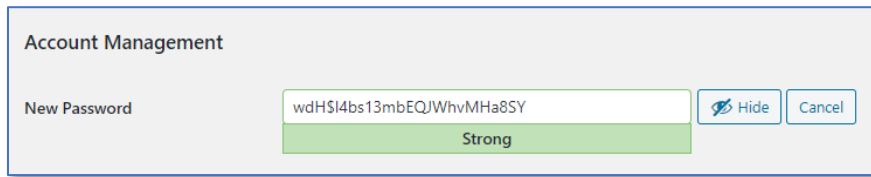
3. Hover your mouse cursor over this name and select 'Edit Profile' from the pop-up menu.



4. Scroll to the bottom of the screen until you see the text 'New Password' and the button 'Generate Password'.

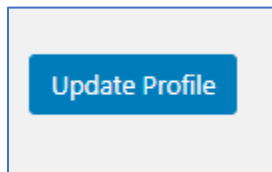


- Click 'Generate Password'. The system will randomly generate a password. You may keep this password (write it down!) or you may change the password to something else. Regardless – be sure to write down your username and password. You will need this to access the site in the future to post new jobs and review existing jobs.

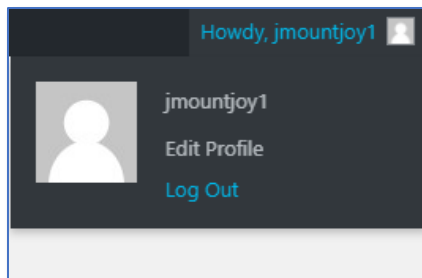


The screenshot shows a 'New Password' field containing the generated password 'wdH5l4bs13mbEQJWhvMHa8SY'. Below the field, a green bar indicates the password strength as 'Strong'. To the right of the field are 'Hide' and 'Cancel' buttons.

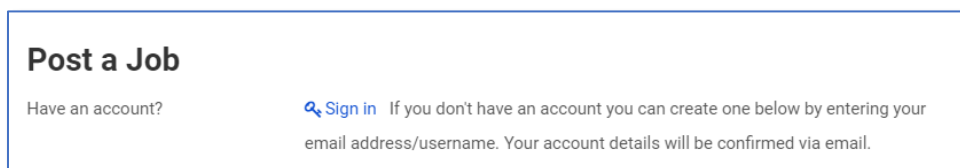
- When you are satisfied with your password selection, click 'Update Profile'. Your username and password are now saved.



- To log out of the system return to the upper right-hand corner, hover over your account username and select 'Log Out' from the pop-up menu.



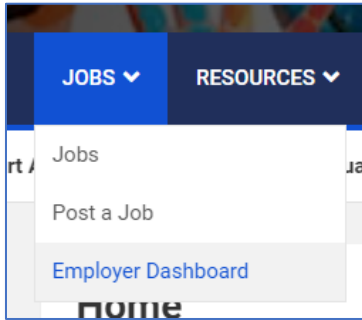
- When you wish to log back in, simply visit the Jobs page(s) and the system will prompt you to sign-in.



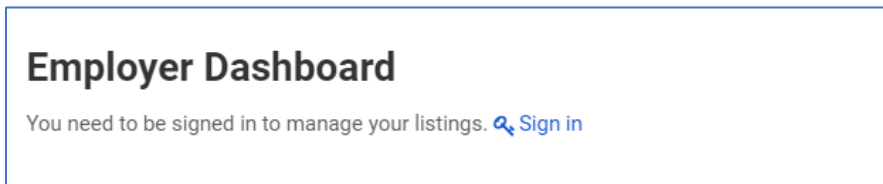
The screenshot shows a 'Post a Job' section with a 'Sign in' link. The text reads: 'Have an account? [Sign in](#) If you don't have an account you can create one below by entering your email address/username. Your account details will be confirmed via email.'

## To View Your Job Listings

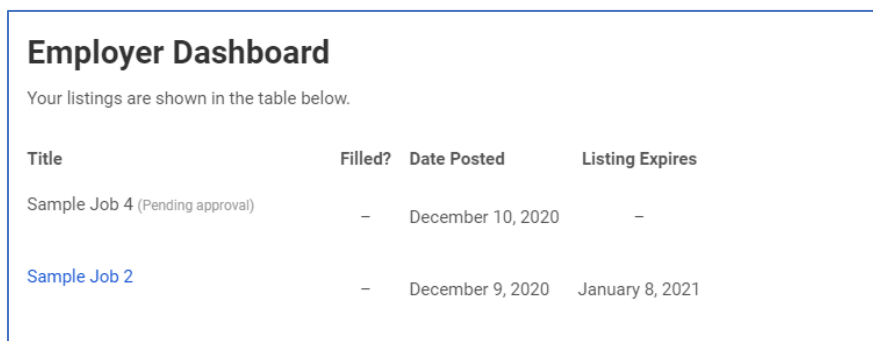
1. Go to the KHSa website at: <https://headstartky.org/>
2. To view your jobs dashboard, click 'Employer Dashboard' or go to: <https://headstartky.org/employer-dashboard/>



3. Sign-in using your previously created username and password.



4. You will now be able to review, edit or delete your previously posted jobs or add new jobs.

A screenshot of the 'Employer Dashboard' showing a table of job listings. The title 'Employer Dashboard' is in bold black text. Below it, the text reads 'Your listings are shown in the table below.' The table has four columns: 'Title', 'Filled?', 'Date Posted', and 'Listing Expires'. There are two rows of data. The first row is for 'Sample Job 4 (Pending approval)' with a status of '-', a date of 'December 10, 2020', and a status of '-'. The second row is for 'Sample Job 2' with a status of '-', a date of 'December 9, 2020', and a date of 'January 8, 2021'.

Title	Filled?	Date Posted	Listing Expires
Sample Job 4 (Pending approval)	-	December 10, 2020	-
<a href="#">Sample Job 2</a>	-	December 9, 2020	January 8, 2021

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## Notes

- The system will automatically post jobs for 30 calendar days. If you wish to change this, you may do so on the job listing screen. After 30 days, your job listings will be automatically hidden from public view. You may repost the same position as often as you like.
- If you are posting similar jobs to one or more that you have already listed, your previous job postings are retained in your 'Employer Dashboard'. You can simply duplicate the position and update any pertinent information.
- Applications for employment will be sent to the email and/or web-link that you provide. Please make sure that this information is up-to-date and accurate. KHSa is not responsible for facilitating applicants.
- Please be sure to log out after each visit.