



How to Create a Job Posting

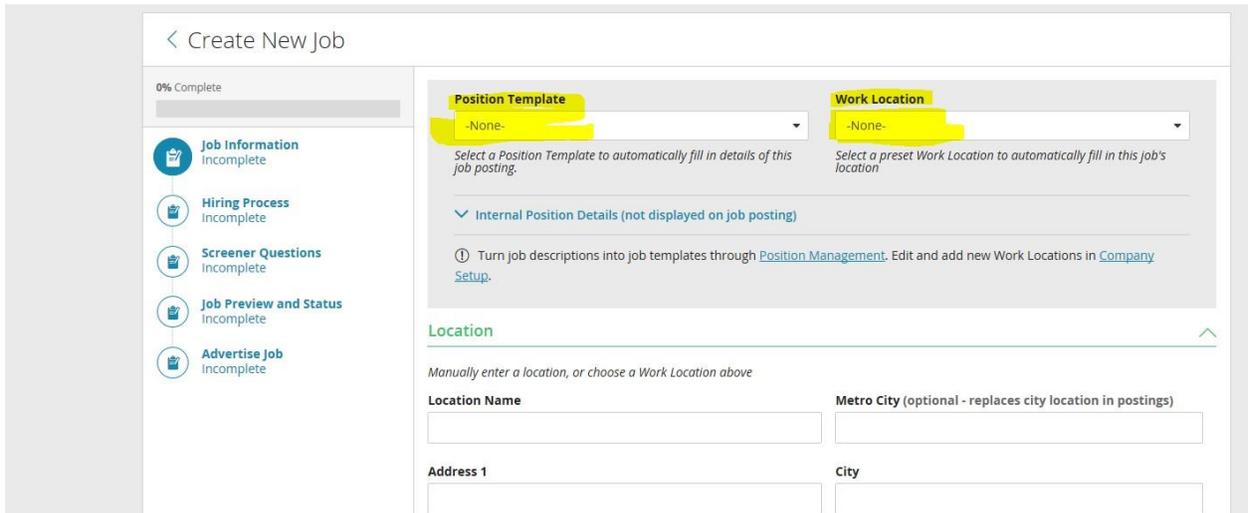
Hover over Web Pay and click on Web Recruiting



Click "Create New Job"



Select a "Position Template" and "Work location"



Scroll down and click "Next: Hiring Process"

Visible to Recruiting Admins and Recruiters only

Job Slots

Job Slot ID	Added	Delete
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+ Add Job Slot

Next: Hiring Process

Select the Workflow with your Company Name:

< Create New Job

20% Complete

Job Information Complete

Hiring Process Incomplete

Screener Questions Incomplete

Job Preview and Status Incomplete

Advertise Job Incomplete

Hiring Workflow

Select Workflow ?

Default Workflow

Create From Default

Create From Scratch

Workflow Preview

New Applications 1 Step	Screening 3 Steps	Phone Interview 6 Steps	In Person Interview 6 Steps	Rejected 4 Steps	Offered 3 Steps
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Hiring Team

Recruiter(s) ?

Hiring Manager(s) ?

Team Member(s) ?

Previous: Job Information

Next: Screener Questions

Scroll down and click "Next: Screener questions"- you will skip this page and proceed

Scroll down and click "Next Job Preview and Status"

Click on "Publish Job"

Description

- To plan, organize, develop and direct the overall operation of the Activity Department in accordance with current Federal, State and local standards, guidelines and regulations; the facility policies and procedures; and as directed by the Administrator.
- It is the responsibility of the Activities Director to ensure that an on-going program of activities is designed to meet, in accordance with the comprehensive assessment, the interest and the physical, mental and psychosocial well-being of each resident.

Requirements

[Open Preview in New Tab](#)

Job Status

Current Status: Draft

Internal Position

Make visible to internal candidates only

Publish Job

Save as Draft

Discard Job

All published, public jobs are posted to Indeed.com, to opt-out visit Settings, Integrations

[Previous: Screener Questions](#)

[Next: Advertise Job](#)

Then scroll to end of page and click on "Next: Advertise Job"

Job Status

Current Status: **Published**

Internal Position

Make visible to internal candidates only

Save Job

Save as Draft

Discard Job

Delete Job

All published, public jobs are posted to Indeed.com, to opt-out visit Settings, Integrations

[Previous: Screener Questions](#)

Next: Advertise Job



On the my jobs page click on “Public Careers Page”

My Jobs Public Careers Page + Create New Job

Published Jobs: 1

Drafts & Closed Jobs: 0

All Jobs: 1

Search Jobs

Status Title [ID] ^, Location New Candidates Hired Action

Copy the URL at the top of the page and send to Carrie

https://recruiting.paylocity.com/recruiting/jobs/List/4096/Cavalier-Healthcare-of-England

avorites here, select ☆ then ☆, and drag to the Favorites Bar folder. Or import from another browser. [Import favorites](#)

CAVALIER

Congratulations you have posted a job!