

How to Post a Job

1. Posting and Closing a Job Post
2. Responding to Inquiries and Hiring



Find the care you need. Hire who you want.

Basic Search

Search for Caregivers & Products/Services

-- Distance -- Miles

Zip code

Lookup city zip code

Search For:

Business Caregiver

Find

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Dashboard

Manage Your Searches and Postings

My Searches

- [My Saved Searches \(Caregivers\)](#)
- [My Saved Searches \(Vendors\)](#)
- [Mailbox \(0 new mails\)](#)

Job Postings

- [Closed Postings](#)
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Jobs and Responses

Position	Date Posted	Responses	Mail
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Notifications

Click here.

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Post New Job

Please complete your new job posting below. Not all fields are required. For best results, do not make a selection if the field is not relevant to the job.

Job Title *

Enter a short but descriptive title for this position. For example: in-home respite

Job Location ZIP code *

Enter the ZIP code of the location where the care will be provided.

Tip: Fields with a red * are required.

Gender: This position requires that the caregiver be:

Note: Do not make a selection if you have no preference or it is not relevant to the position.

 Male Female

Age: This position requires that the caregiver be:

Pay Rate *

Select the hourly wage this position pays

Does this position require the caregiver to work around pets?

Select YES only if this position requires the employee to work around pets.

 YES--caregivers must be comfortable around pets

Does this position require that the caregiver work comfortably where there is smoking permitted indoors?

Select YES only if this position requires that the employee work comfortably where there is smoking permitted indoors.

 YES--caregivers must be comfortable around smokers

Does this position require that the caregiver provide transportation for the Care Recipient?

Select YES only if the position requires that the caregiver provide transportation for the Care Recipient

 YES--caregiver must provide transportation

Does this position require that the caregiver's driving record must be clean for the last 5 years?

Select YES only if this job requires the caregiver to have a 5-year clean driving record

 YES--Caregiver's driving record must be clean for the last 5 years

Decide what fields are important to the care that you need. Please do not choose fields that are irrelevant to the position as this will disqualify good applicants.

Russian Spanish Tagalog**Languages Required (Other)**

Please enter any additional language requirements not listed above.

Education

Please indicate ALL the levels of education that would be acceptable for this position for example: If College Graduate is the minimum level of education required, select: 4-year College, Master's Degree, Post Graduate/Advanced Degree

 Some School – No diploma High School Diploma/GED Associate's Degree (2 year college) Bachelor's Degree (4 year college) Master's Degree (Graduate degree) Advanced Degree (Post Grad/Doctorate)**Additional Requirements/Comments**

Enter whatever additional information would help you and the applicants determine if they are the best fit for this position.

I am looking for someone who is VERY flexible. I will need someone who on the weekdays can be there almost immediately when I call. I will verify your background check and certifications. If you are missing one or two of the certifications necessary but meet the rest of the requirements please message me, we may be able to work something out. I have a large German Shepard (very friendly) but must NOT be scared of dogs.]

When you scroll to the bottom of the Job Posting, you can add any additional information into the Requirements/Comments box that will help the applicant understand more about what is required for the job.

When you are finished and all the appropriate information is included the posting, click **Submit**.



Welcome carlosk99!

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Post New Job

Job Successfully Saved

You will see this message if the posting was successful.

Click on **Open Postings** in order to view your new post.





You can click here to view your posting as a Caregiver would see it if it was opened.

Welcome carlosk99!

Basic Search

Search for Caregivers & Products/Services

-- Distance -- Miles

Zip code

Lookup city zip code

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My Open Postings

In-Home Respite

Location within: 99615 | Pay rate: 7.25 - 9.00 | Posting Date: 04-02-2013



Click the pencil to write any notes about the posting (Caregivers will not see this) or click the red X to take the posting down.

Click here to see your Closed Postings. When you click on the red X, this is where your posting will move to.

Tip: Use notes to log when you called an applicant, if you left them a voicemail, or any impressions you had of them over the phone. This will help you keep track of your applicants.

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-- Distance -- Miles

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My Closed Postings

In-Home Respite

Location with ID: 99615 | Pay rate: 7.25 - 9.00 | Posting Date: 04-02-2013



You can click here to view your posting as a Caregiver would see it if it was opened. Also click here to edit the posting before re-opening it.

If you close a posting, you can click on this green arrow to repost it at any time.

Tip: It is wise to close a posting after you have filled a position so that applicants do not apply for a job that is not available. However, you may find that re-posting a job is handy if a Caregiver has resigned and you need to re-fill the position.

Dashboard: Managing Applications

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How To Use This Site

Close Account

Manage Your Searches and Postings

My Searches

- My Saved Searches (Caregivers)
- My Saved Searches (Vendors)
- Mailbox (1 new mails)

Job Postings

- Closed Postings
- Open Postings
- Post New Job

Jobs and Responses

Position	Date Posted	Responses	Mail
In-Home Respite	04-02-2013	1	1 Message

Notifications

- karen applied for the job "In-Home Respite" on April 3, 2013 at 10:53 am

This notification box will show you who applied, for which job and at what time. Click on the name to bring up that Caregiver's profile.

This will let you know someone sent you a message, check your mailbox for the new message.

Click here to view the profiles of applicants for your posting. From there, you can hire and rate the employee.



Viewing the Applicant's Cover Letter/Messages

Welcome carlosk99!

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Mail

Mail Box

Received Messages

Sent Messages

From	Subject	Date	Actions
karen	Applying for job: In-Home Respite	04-03-2013 10:53 AM	

Click here to view the Caregiver's profile.

This will show you that you have a new message. Click here to view it.

Click here to delete the message.

Tip: Remember that once a message has been deleted, it cannot be retrieved.

Basic Search

Search for Caregivers & Products/Services

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Zip code

Lookup city zip code

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Received Messages

Sent Messages

From: karen

To:

Subject: In Response of: Applying for job: In-Home Respite

Message:

Hi my name is John Doe, I am very interested.....

Reply | Delete



Click **Reply** to send a message back.

The In-site Messaging system allows you to correspond with an applicant to learn more about their qualifications or give them an opportunity to ask questions about the position before you schedule an interview.

Tip: You do not need to include personal/contact information until you comfortable doing so.

Basic Search

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Lookup city zip code

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Received Messages

Sent Messages

From: karen

To:

Subject: In Response of: Applying for job: In-Home Respite

Message:

Hi my name is John Doe, I am very interested.....

Reply | Delete

To

karen

Subject (Required)

Re: Applying for job: In-Home Respite

Your Message (Required)

TYPE YOUR MESSAGE
HERE

Send Reply

Click **Send Reply** when you are finished with your response.



Welcome cs0823!

Basic Search

Search for Caregivers & Products/Services

Distance -- Miles

Lookup city zip code

Search For:

Business Caregiver

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Mail Box

[Received Messages](#)[Sent Messages](#)

Your message was sent

You will see this message when sent successfully.

Basic Search

Search for Caregivers & Products/Services

-- Distance -- Miles

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Lookup city zip code

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Click here to see who you have hired.

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- Mailbox (0 new mails)

Job Postings

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- Open Postings
- Post New Job

Jobs and Responses

Position	Date Posted	Responses	Mail
In-Home Respite	04-02-2013	1	
In Home	04-03-2013		

You can indicate that you have an applicant which allows your to track and rate your employees.

Notifications

- karen applied for the job "In Home" on April 3, 2013 at 11:06 am
- You hired karen for the job "In-Home Respite" on April 3, 2013 at 10:57 am
- karen applied for the job "In-Home Respite" on April 3, 2013 at 10:53 am

When you have decided to hire, click the Caregiver's name.

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How To Use This Site

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Profile View Caregiver

karen Kodiak

Scroll down to the bottom of the profile.

Avg Rating: ★★★★★



Click to View Employee Resume:

Availability Chart

	S	M	T	W	T	F	S
	u	o	u	e	h	r	a
	n	n	e	d	u	i	t
12:00 AM							
01:00 AM							
02:00 AM							
03:00 AM							
04:00 AM							
05:00 AM							
06:00 AM							
07:00 AM							
08:00 AM							
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							

Any fields left blank indicate that the caregiver cannot meet that requirement. If you have questions or would like to learn more, please contact the caregiver directly.

Age: -No Data Entered-

Sex: -No Data Entered-

Hourly Pay Rate: \$-No Data Entered-

Is willing to drive: -No Data Entered- miles from Zip Code: 99615

Has Current Background Check: -No Data Entered-

Can Work Around Smoke: -No Data Entered-

Can Work Around Pets: -No Data Entered-

Can Work In the Following Care Locations: -No Data Entered-

Current Clean Driving Record: -No Data Entered-

Has Clean Driving Record (5 years): -No Data Entered-

Can Provide Transportation: -No Data Entered-

General Availability: -No Data Entered-

Weekly Scheduling Availability: -No Data Entered-

Certifications: -No Data Entered-

Skills: -No Data Entered-

Years of Experience with Disabilities: -No Data Entered-

Employment Status: Full-time, Part-time, No Data Entered-

PM			
05:00			
PM			
06:00			
PM			
07:00			
PM			
08:00			
PM			
09:00			
PM			
10:00			
PM			
11:00			
PM			

Education: -No Data Entered-

Languages: -No Data Entered-

Personal Website 1: -No Data Entered-

Personal Website 2: -No Data Entered-

Personal Website 3: -No Data Entered-

Job Response

Hi my name is John Doe, I am very interested.....

Add to Favorites

Hire

My Notes:

Send Message to Caregiver

Enter Subject (Required)

Enter Message (Required)

Send Message

Tip: Please ensure you have communicated to the Caregiver that you intend to hire them before you click the **Hire** button. The Caregiver will receive a notification that they have been hired.

Click **Hire**. This will add this person into your Hiring History and will also allow you to rate the Caregiver.



Welcome carlosk99!

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Profile View Caregiver

karen Kodiak

Avg Rating: ★★★★★



This pop-up will display if you hired the individual successfully. Click **OK** to close the box.


[Click to View Employee Resume:](#)

Availability Chart

	S	M	T	W	T	F	S
	u	o	u	e	h	r	a
	n	n	e	d	i	t	
12:00 AM							
01:00 AM							
02:00 AM							
03:00 AM							
04:00 AM							
05:00							

Sex: -No Data Entered-

Hourly Pay Rate: \$-No Data Entered-

Is willing to drive: -No Data Entered- miles from Zip Code: 99615

Has Current Background Check: -No Data Entered-

Can Work Around Smoke: -No Data Entered-

Can Work Around Pets: -No Data Entered-

Can Work In the Following Care Locations: -No Data Entered-

Current Clean Driving Record: -No Data Entered-

Has Clean Driving Record (5 years): -No Data Entered-

Can Provide Transportation: -No Data Entered-

05:00 PM			
06:00 PM			
07:00 PM			
08:00 PM			
09:00 PM			
10:00 PM			
11:00 PM			

Languages: Japanese

Personal Website 1: -No Data Entered-

Personal Website 2: -No Data Entered-

Personal Website 3: -No Data Entered-

Job Response

fa

Add to Favorites
Dismiss

After hiring, the profile will now show **Dismiss**, click here if the Caregiver no longer works for you.

My Notes:

Rate User

★ ★ ★ ★ ☆

You can use this box to rate the employee. One star is not satisfied and 5 is the most satisfaction you can have with the Caregiver's performance.

Send Message to Caregiver

Enter Subject (Required)

Enter Message (Required)

Send Message

Tip: When you dismiss a Caregiver, you should notify the Caregiver personally. This will display that they no longer work for you, but is not a substitute for speaking to the Caregiver personally.