



JOB POSTER'S GUIDE

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CHAPTER 1 - Introduction

Welcome to JobsInSoCal.com. This site is sponsored by the Southern Counties Regional Partnership (SCRP) as part of its commitment to develop and maintain a diverse and culturally competent behavioral health workforce. This guide is intended to be used by an SCRP County or one of its Contractors.

The SCRP Counties are: Imperial, Kern, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tri-Cities, and Ventura.



SCRP VISION

We envision a current & future regional workforce that understands and supports recovery, resiliency, & wellness, is culturally and linguistically competent, and includes consumers and family members throughout the mental health system.

CHAPTER 2 - Registering

To post your open behavioral health job openings, you must register as an employer. To register as an employer, you must be a Southern Counties Regional Partnership (SCRP) County or one of its Contractors. The SCRP Counties are: Imperial, Kern, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tri-Cities, and Ventura.

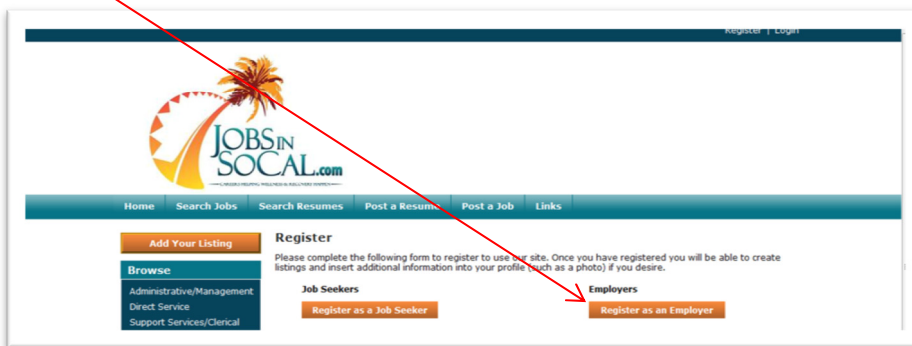
Each Workforce, Education, & Training (WET) Coordinator within the SCRP provides a list of Contractors approved to post job openings on this site. This decision rests solely with each County, not SCRP. If you believe your agency has been left off this list in error, please contact the WET Coordinator in your County to correct the error. A list of all SCRP WET Coordinators can be found on the SCRP website at: <http://scrpcalifornia.org/CountyPartners.aspx>.

STEPS TO REGISTER

1. Logon to www.JobsInSoCal.com.
2. Click on "Register" at the top right edge of the screen.



3. Click on "Register as an Employer."



4. To **Register as an Employer**, fill in the following information:
- First Name and Last Name – Your first and last name
 - Email – your work email address
 - Password – choose a seven letter password with at least one number or special character
 - Re-Enter Password – retype the password chosen above
 - Source – Let us know how you found out about the website
 - Terms of Use – Click the box to confirm you agree to our Terms of Use
 - Security Code – input the security code shown in the shaded box

Click “Register” to complete the process.

The screenshot shows the 'Register as an Employer' form on the JobsInSoCal.com website. The form is titled 'Register as an Employer' and includes the following fields and options:

- Name:** First Name and Last Name (text input fields)
- Email:** (text input field)
- Password:** (text input field)
- Re-Enter Password:** (text input field)
- Source:** (dropdown menu with '--- Select One ---')
- Terms of Use:** (checkbox with 'I Agree to the Terms of Use')
- Security Code:** (text input field) with a CAPTCHA image above it and a 'Reload Security Code' link.

A red arrow points from the text 'Click “Register” to complete the process.' to the 'Register' button at the bottom of the form.

5. You will be directed to a **Profile Update** screen. This is where you will finish inputting your Profile information. Although this information is not required to register as an employer, the information you include in your Profile will automatically preload for you when you go to post a job and save you lots of valuable time. Please finish your Profile setup considering the following criteria:
- Name – your name should already be filled in
 - Email – your work email should be filled in
 - Password – no action needed in this box
 - Re-Enter Password – no action needed in this box
 - Organization – Name of County/County Contractor
 - Address – Business mailing address
 - Phone – Business telephone number
 - Web site – Business web site address (if applicable)
 - Social Networking Links – Business contact information for Facebook and Twitter
 - Your Photo – Upload optional photo
 - Your Logo – Upload optional logo
 - Your Profile – Open text field available to give additional information about your agency
 - Profile Privacy Options – Self-explanatory on web site

6. Click "Update Profile" to complete the process.

The screenshot shows a 'Profile Update' form with the following sections:

- Name:** First Name (test), Last Name (test2)
- Email:** email@test.com
- Password:** [Redacted]
- Re-Enter Password:** [Redacted]
- Organization:** [Redacted]
- Address:** Country (United States), State/Province (Alabama), Street Address, Apt. Suite, Bldg, City, Postal Code
- Phone:** Main Phone, Mobile Phone
- Web Site:** [Redacted]
- Social Networking Links:** Facebook, Twitter
- Your Photo:** Select Image, Browse...
- Your Logo:** Select Image, Browse...
- Your Profile:** [Redacted]
- Profile Privacy Options:**

Option	Value	Explanation
Private Name	<input type="radio"/> Yes <input checked="" type="radio"/> No	Yes - Your name will not be visible on your profile.
Private Address	<input type="radio"/> Yes <input checked="" type="radio"/> No	Yes - Your address will not be visible on your profile.
Private Phone	<input type="radio"/> Yes <input checked="" type="radio"/> No	Yes - Your phone will not be visible on your profile.
Okay To Email	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes - We may periodically send you email messages about our services? Privacy Policy

A red arrow points from the text '6. Click "Update Profile" to complete the process.' to the 'Update Profile' button.

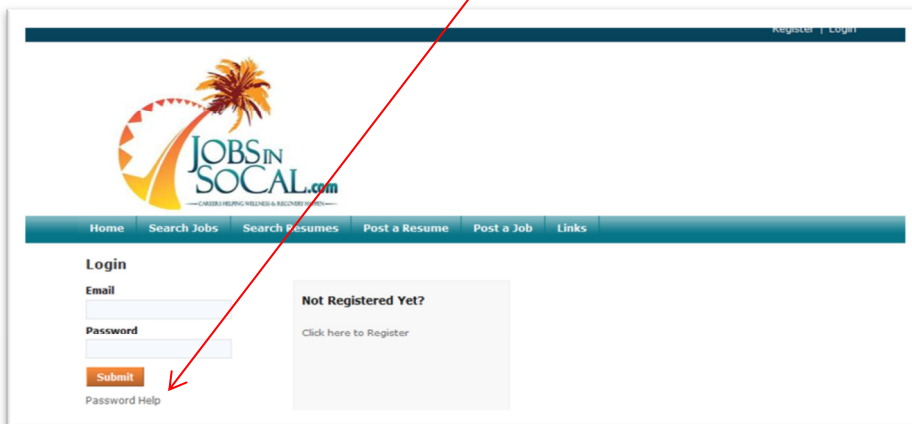
CHAPTER 3 - Login

Complete the following steps to Login to your account. You must be logged into a valid account to post jobs and search resumes.

1. If you have not yet registered on JobsInSoCal.com, please go to Chapter 2 of this Job Poster's Guide. If you are already registered, proceed to Step 2 below.
2. Logon to www.JobsInSoCal.com.
3. Click on "Login" at the top of the web page.



4. To Login, complete the following information:
 - Email – Enter the email address chosen upon registering this account.
 - Password – Enter the password chosen upon registering this account.
 - i. If you forgot the password, click "Password Help." You will be directed to another screen asking for your email address that was entered upon registering for this account. Once you have completed that screen, the password will be emailed to the email address you just entered. Once you have your password, return to Step 3.



5. Click "Submit" to complete the process.

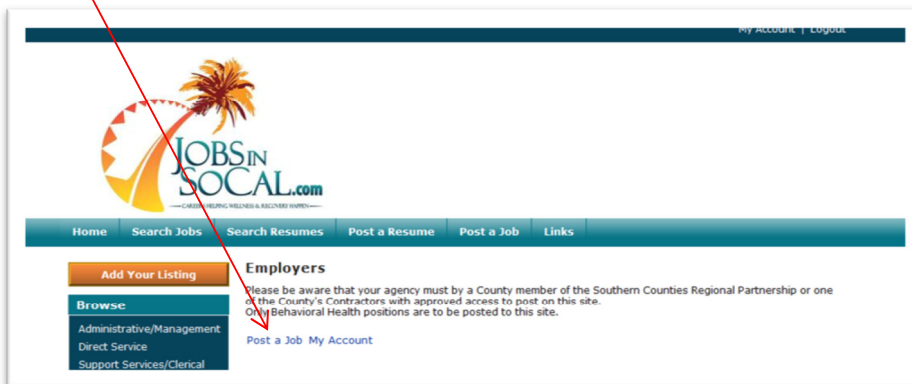
CHAPTER 4 – Post a Job

As a registered employer on JobsInSoCal.com, you have the ability to post the Behavioral Health job openings within your agency. If the job opening has a Behavioral Health focus (Mental Health, Alcohol & Drugs) it is eligible to be posted on JobsInSoCal.com. Posting jobs without a Behavioral Health focus is a violation of the Terms of Use Agreement. To post a job, complete the following steps:

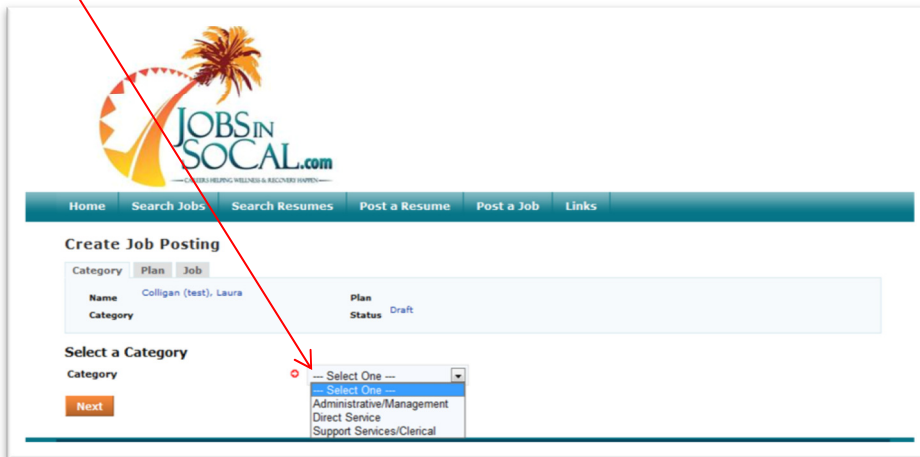
1. Logon to www.JobsInSoCal.com.
2. Login to your account as described in Chapter 3. If you have not yet registered on JobsInSoCal.com, please go to Chapter 2 of this Job Poster's Guide. If you are already registered, proceed to Step 3 below.
3. Click on "Post a Job" in the header bar.



4. Click on "Post a Job" shown below.



Select a "Category" for your job posting from the drop down menu.

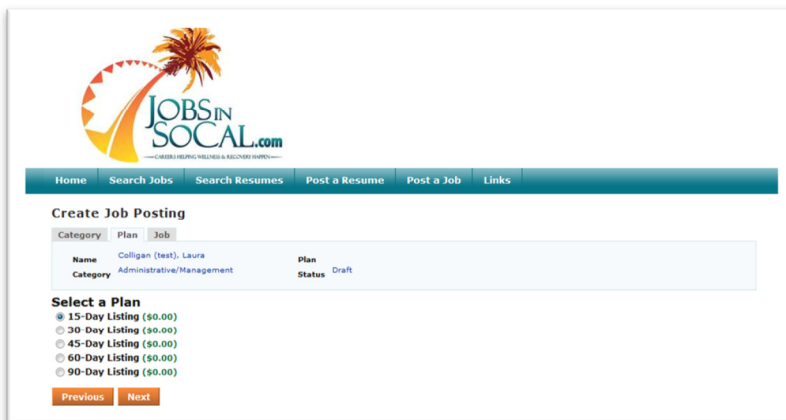


There are three Categories to choose from:

- Administrative/Management – All positions that have supervisory responsibilities and/or do not directly service consumers as a regular part of their daily duties.
- Direct Service – All positions that provide services to consumers as a regular part of their daily duties.
- Support Services/Clerical – All positions interacting with consumers and working within an office providing service(s) within the behavioral health field

5. Click, 'Next' to continue onto the next screen.

6. Select the number of days you would like your job posting to be listed on JobsInSoCal.com. In order to maintain the quality of our website, please choose the option that will last only as long as you will accept applications. For example, if you will be accepting applications for this open position for the next 30 days, choose the "30-Day Listing." Choosing an option for more days will cause our website to list jobs that are no longer available to our job seekers unnecessarily and is a violation of our Terms of Use Agreement.



7. Click, "Next" to continue onto the next screen.

8. Fill in the **Job Details** about your Behavioral Health position considering the following criteria:

- Title – Official title of the open position
- Job Description – Cut and paste the job description here
- Job Requirements – Cut and paste the job description here
- Experience Required –
- Manages Others –
- Degree Required –
- Background Check/Live Scan Required –
- Population – Select the group of consumers in which this position will serve
- Employment Type
 - Permanent – Position has no set end date
 - Temporary – Non-permanent status
 - Contract – Position with a set end date and/or specified goals to achieve
 - Internship – Paid or unpaid temporary positions for students
 - Volunteer – Unpaid positions with non-permanent status
- Work Schedule – Select part-time or full-time as defined by your agency
- Travel – Indicate the amount of travel that will be required by this position
- Pay – Input the amount of yearly or hourly pay. You may choose to leave this field blank, however, this position will not appear to job seekers who search for positions using this field.
- Job Start Date – Indicate the approximate date you would like this position to start.
- Job End Date – Indicate the last day of employment if applicable (Temporary, Contract, etc.)
- Application Closing Date – Indicate the last day for job seekers to submit their application.

9. Fill in the **Job Location** information about your Behavioral Health position considering the following criteria:

- Job Address – Where will the employee report to work each day
- County – Select the County where the position is located
- Add Map – Click "Map this address to enable the job seeker to easily view the job address via a free Google Map.

10. Fill in the **Contact Information** about your Behavioral Health position considering the following criteria:

- Organization – Name of the employer
 - Name –
 - Address –
 - Phone –
 - Email –
- These fields should be automatically filled in for you based upon the information in your profile.

- Web Site – Input your organization's web site address
 - Hide Contact Information –
 - Hide Organization Name –
 - Hide Name –
 - Hide Email –
- } Choosing "Yes" to one of these questions will hide the indicated information from the job seeker.

11. Fill in the **Media** information about your Behavioral Health position considering the following criteria:

- Video Embed – If you have videos online (Google Video, YouTube, Yahoo Video) you can input the embed code provided by that particular web page.
- Logo and/or Photos – Upload appropriate logos and/or photos of your choice

12. Click one of the following:

- Previous – Will take you back to the previous screen. If you click, "Next" once you arrive at the previous screen, you will be returned to the original screen with all your information still intact.
- Save As Draft – Will save all your data and create a draft of this job posting. After clicking this button, you will be redirected to the My Account page where you will see this job posting listed under "Inactive Jobs."
- Submit Job – Your job will be posted immediately with all the information you have entered. You will be redirected to a screen thanking you for running your job posting. You will also see that a confirmation email has been sent to your email address.

CHAPTER 5 – Search Resumes

JobsInSoCal.com is a central location for job seekers to post their resume online. As a registered employer with JobsInSoCal.com, you have the capability of viewing these resumes as an additional means of recruiting new employees. To search the resumes that have been uploaded by individuals seeking employment in the Behavioral Health field, complete the following steps:

1. Logon to www.JobsInSoCal.com.
2. Login to your account as described in Chapter 3. If you have not yet registered on JobsInSoCal.com, please go to Chapter 2 of this Job Poster's Guide. If you are already registered, proceed to Step 3 below.
3. Click "Search Resumes" on the home page.
4. You will be directed to the screen shown below.
 - If you would like to **search all resumes** uploaded to the website, click "Submit."

If you would like to **narrow your search** to recruit individuals that meet specific requirements, complete the fields that are applicable to the criteria you desire.

The screenshot shows the 'Search Resumes' interface on the JobsInSoCal.com website. The navigation bar at the top includes 'Home', 'Search Jobs', 'Search Resumes', 'Post a Resume', 'Post a Job', and 'Links'. The search form contains the following fields and options:

- Job Category: Any
- Keywords: [text input]
- City: [text input]
- Postal Code: [text input] or Select Proximity [dropdown]
- County: Any
- Employment Type: Any
- Work Schedule: Any
- Currently Employed:
- Has Security Clearance:
- Minimum Years Experience: [text input]
- Min Salary/Wage: From [text input] To [text input]
- Per Year Per Hour
- New in Last: Any Time
- Submit button