

How to Create a Job Template

This manual applies to:

<http://admin.prevueaps.com>

<http://admin.prevueaps.ca>

<http://admin.prevueapspro.com>

<http://admin.recruit4business.com>

Creating a Job Template

Step One:

Login to the PrevueAPS Admin Area:

Username or Email:

Password:

[Forgot Your Password?](#)

Enter **Username** and **Password**

Step Two:

Select the “**Job**” icon at the top of your screen.



Step Three:

Click on the “**Job Templates**” tab from the jobs dashboard.



Step Four:

Click on the “**Green Plus Sign**” icon to add a new Job Template.



Step Five:

Complete the “**Add New Job Template**” form. Please reference the screen shot below.

Admin Only

1 Active

2 Admin Note [?](#)

Default Job Title and Description for Career Site

3 Title*

4 Description* 5

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| | | | | | | | | | | |

Path: p

Default Job Board Ad Title and Description

6 Job Board Ad Title*

7 Job Board Ad Body*

8 Job Board Ad Body HTML

9 Keywords [?](#)

Job Board Extra Information

Min. Education

Min. Experience *Be somewhat specific (Ex: 1-2 Years Sales, 4+ Years Managerial and 2+ Sales, etc.)*

Default Job Classifications

10 External Application Setup *Main Application*

Internal Application Setup

EEO Job Category

EEO Definitions

11 Exempt

Exempt Definitions

12 Job Questions Group [?](#)

13 Department* [?](#)
Add New

- Orem - Accounting
- HR
- Information Technology
- Marketing
- Operations
- Orem
- Other
- Production
- Sales
- Tribal Government

1. **Active** – From the dropdown menu select (Yes or No) if the job is active or not. This will allow the template to show up as an active option.
2. **Admin Note** – This note is not visible to the applicant, it is for internal use only.
3. **Title** – This will be the default job title that will appear on your company’s career site. This is the title that your applicants will see when they apply for the job.
4. **Description** – This will be the default job description for this position. Your applicants will see everything in this area once the job is made active and goes live.
5. **Click to Paste a Word Document** – If you are copying a description from a word document to create as a template, click on this button. Paste the description in this box and click on “Import”. This will prevent your job description from showing up with any skewed formatting on the job boards.
6. **Job Board Ad Title** – This will be the title that shows up on the job boards. You can easily copy the title from the above field for quick inputting, by clicking “Copy Title”.
7. **Job Board Ad Body** – This will be the description that shows up on the job boards. You can easily copy from the description above by clicking “Copy Description”.
8. **Job Board Ad Body HTML** – By clicking “Copy From Description”, this will automatically put the description in an HTML format for the job boards.
9. **Keywords** – This is where you can list any words that an applicant might search for when seeking this type of job. This will help promote your job within the search engines.
10. **Internal/External Application** – This is where you can select what application you would like to attach to this job. If you post internally, this is where you can select the internal application.
11. **Exempt** – From the dropdown menu, select (Yes or No) if the job is exempt or not.
12. **Job Questions Group** – If you would like to attach a group of questions to the application for screening purposes, select a group from the dropdown menu. This is an optional feature.
13. **Department** – Highlight each department the job will be assigned with, and then use the arrow key to move the units into the box on the right.

By selecting “**Save Template**” this job template will now be available in your list of job templates. You can click on “**Save and Create Job Listing**” to continue with posting the job.

***If you have any additional questions, please contact your authorized Prevue Distributor or Prevue Support at support@prevuehr.com.**