How to Post an Internal Job

This manual applies to:

http://admin.prevueaps.com

http://admin.prevueaps.ca

http://admin.prevueapspro.com

http://admin.recruit4business.com
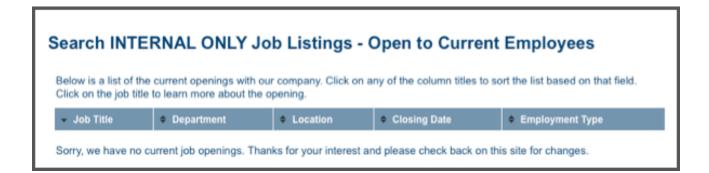
Posting an Internal Job

The Internal Job feature allows employers to post job openings to an internal job board, prior to taking the job opening to the public. The administrator also controls when that job goes public.

1. Follow the steps to create a job posting.

2. When posting an internal job you need to select either Internal or Both from the Job Type Drop down.

3. If you select Internal it will be an internal Job Posting and if you select Both it will be posted on both the Public and the Internal Job Lists.

4. Once the Job Posting form is complete, select Save Listing or Save and Push to Job Boards. (We recommend that Internal Jobs NOT be pushed to the Job Boards. When you decide to take the job posting public, push the job listing at that point.

5. Work with your Webmaster or IT department to post a link on your company Intranet to a link to the internal job postings. The URL will be http://yoursiteurl.prevueaps.com/internaljobs/

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