PENNSYLVANIA HOMECARE ASSOCIATION
Job Board – How to Guide

Helpful Links:

- PHA Job Board Link: https://pahomecare.mcjobboard.net/jobs
- If you do not currently have PHA membership access to post, please complete this form: https://form.jotform.com/241774235640052

Steps to post a single listing:

- From the landing page, **click log in** at the top right corner

PHA PENNSYLVANIA HOMECARE ASSOCIATION   POST A JOB   EMPLOYERS ▾   JOB SEEKERS ▾   LOG IN

Search for career opportunities

| 🔍 Search by Keyword | 📍 Search by Location | 50 Miles ▾ | SEARCH |
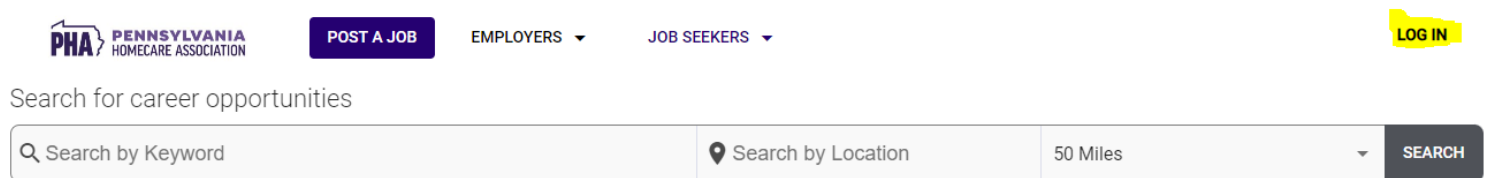
- Use your PHA log in information. If the system does not recognize your credentials, please complete the access form. A PHA team member will email you once you are set up.
- Click post a job to get started:

PHA PENNSYLVANIA HOMECARE ASSOCIATION   POST A JOB   EMPLOYERS ▾   JOB SEEKERS ▾

Search for career opportunities

- **Complete the job posting details page:**
    - If you're looking to recruit in a town that your office is not located in, just enter a 'dummy' address with no street number. *For example: Main Street, Camp Hill, PA*
        - The full address is not visible to job seekers. Only the City and State show.
    - Don't forget to upload your employer logo. If you need help, email your logo to Becky at rjacobs@pahomecare.org
        - You can resize your loge by using the zoom buttons:

Preview

1
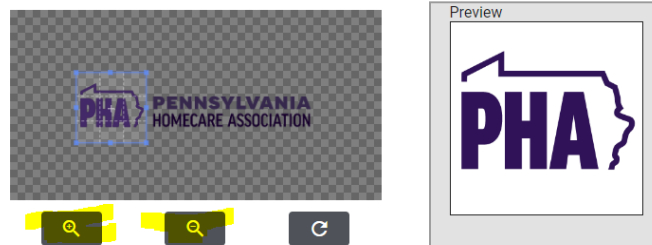
- Select the industry type that best aligns to the position you're posting.
- Salary is not required but is encouraged for pay transparency for our applicants. If you are in a county that requires pay to be disclosed, please be sure to enter it.
- Select the employment type ie FT, PT, Per Diem, etc
- Fill out the job description.
- For helpful information on crafting the perfect ad – go to pages 5-6
- Choose how you wish to review applicants

How do you want to receive applications? *

(●) ⚡ **QUICK APPLY**

Why use the Quick Apply?
- ✔ It's free to use!
- ✔ Maximize the number of applications you receive with a simple and consistent application process
- ✔ Receive an email notification when you have a new applicant
- ✔ View and manage all applications in one place
- ✔ Auto-notify applicants of their acceptance or rejection

  ⬤ Require applicants to upload a cover letter?

( ) Send applicants to another website

( ) Manage manually though text instructions

Cancel Post   **NEXT: JOB DURATION**

- **Quick apply** is free and easy to use. The system will email you when an applicant applies and allows you to email the candidate straight from the system.
  - This is ideal for any organization that does not have a dedicated ATS
- **Send applicants to another website**
  - You would like your application to the PHA job board.
  - This will send the candidate to your site to apply.
- **Manage manually thought text instructions**
  - This would allow you to ask them to email you.
  - This is the least preferred method due to the potential for drop offs
- Click Job Duration at the bottom of the screen
- Choose how long you wish your posting to be published for.
  - If this screen shows $100 dollars for a 30-day listing, STOP, don't continue and request membership access.
  - Choose if you wish to "feature your posting". Featured postings will be further amplified and promoted by PHA. PHA is an *extension* of your current recruitment processes.

PHA will promote:	Standard Price	Featured Price ($50/Ad)
Social Media Posts (organic and paid)	X	X
College websites: Handshake, College Central, Simplcity, & more	X	X
CareerLink	X	X
Indeed		X
SimplyHired		X
Published to Google Jobs Network		X
Highlighted on job board		X
Pinned to the top of job board		X
Distribution to CNA database (80K)		X
Distribution to RN & LPN Schools		X
Distribution to PT, OT, & SLP Schools		X
Distribution to CNA Programs		X
Distribution various candidate databases based on job title/requirements		X
Get.It Jobs *(feeds to multiple sites including LinkedIn)*		X

- Click Next: Payment Details
- On the right-hand side, enter any promo codes you have and click apply discount before entering your credit card information.
  - We will be publishing discounts in Connections and will be providing members with several free ads throughout the year.

- Review your total and submit payment. Your ad will be visible right away.

<u>Steps to purchasing bundle packages:</u>

- Follow all the steps from the single posting until you get to the post duration page.
- When you click the duration time, you will see a pop up to "Buy More, Save, More"
  - If you choose to add a bundle package to this posting, you will have credits in your account for the next posting you do. These credits will show when you submit the following advertisement:
  - If the bundle price shows at the non-member rate, stop and submit the access form.

Bundle Pricing

30 Day Bundles		● 30 Day Listing	$100.00
5 Jobs	Non-member: $400.00 **Member: $100.00**	**Buy More, Save More!** Save money on future job posts by bundling.	
		⊕ ADD 4 MORE $400.00	Save 20%

60 Day Bundles	
5 Jobs	Non-member: $600.00 **Member: $200.00**

90 Day Bundles	
5 Jobs	Non-member: $800.00 **Member: $300.00**

If you need assistance at any point, please contact
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rjacobs@pahomecare.org