

## Online Recruiting for Job Seekers

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### What is Online Recruiting?

**Online Recruiting** is a fully integrated job searching system available with your OptimalResume service. Search for job campaigns posted exclusively through your career center. Additionally, Online Recruiting displays jobs posted in SimplyHired – a job search aggregator compiling job listings from thousands of websites including job boards, newspaper and classified listings, associations, social networks, content sites, and company career sites.

### Eligibility:

Any registered OptimalResume user may view job campaigns posted by their career center. Your ability to apply to a campaign is determined by the career center and the employer who created the posting.

- **Career centers utilizing the Review Center may limit your application to certain approved documents.** If you are unable to apply to a campaign with a preferred resume, you will need to submit it to the Review Center to have it approved by a counselor. After approval, you will be able to include the resume in your application.
- **Employers may select “Target Criteria” to indicate their preferred qualifications,** such as a preferred graduation year or preferred major. Some employers will only allow users meeting their target criteria to apply. If you do not qualify for a position you are viewing, this will be indicated in the position information.

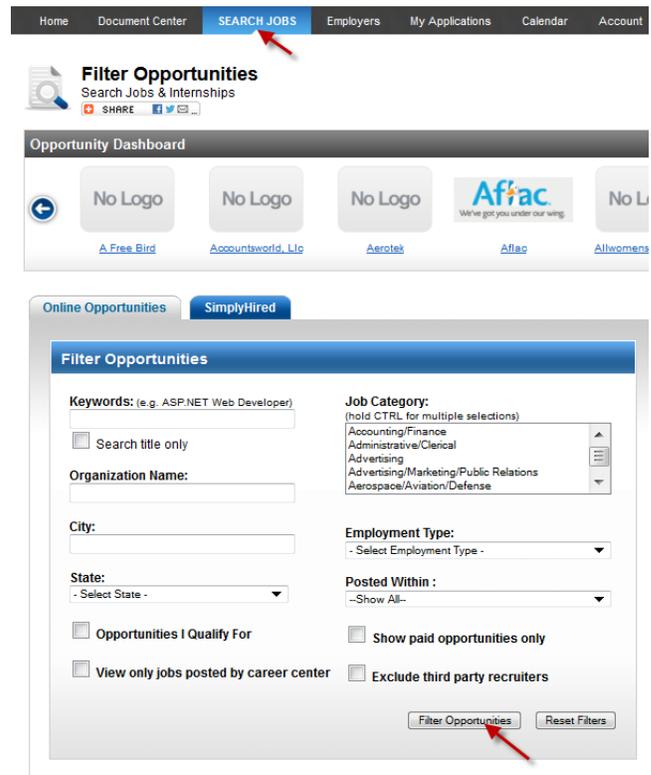
### Search Jobs:

You can view all active job campaigns by clicking on the **Search Jobs** area, located directly to the right of the **Document Center** link.

*Continued on next page*

Use the **Search Filters** to find campaigns of interest posted at your organization. Available filters include:

- **Keywords** - enter a keyword for the campaign, such as the position title or field
- **Organization Name** - you can search for the name of a particular company
- **City** - enter a preferred city to view local positions
- **State** - enter a preferred state to view positions in that area
- **Job Category** - enter the type of occupation you would like
- **Employment Type** – select between full time, part time, internships, and many others.
- **Posted Within** - search for positions created during a certain time
- **Opportunities I Quality For** - if checked, you will see only campaigns which you can apply to
- **View Only Jobs Posted by Career Center** - if checked, you will only see campaigns created by your career center
- **Show Paid Opportunities Only** - if checked, you will only see paid positions. Unpaid positions will be excluded



Click on the **Filter Opportunities** button to view matching campaigns. If you do not receive as many results as desired, we recommend reducing the number of filters being used to broaden your search.

## Viewing a Campaign

After you have filtered you will see a list of results that display the title of the position, the organization and its location(s), the date it was posted, type of employment, whether or not the user qualifies for the position, and the deadline.

You can view the full post description as well as save it as a favorite:

Total Results: 6

Position Title	Organization	Employment Type	Locations	Qualify	Applied	Posted	Deadline
<a href="#">IT Administrative Coordinator, F_0068</a> The New York Botanical Garden, a National Historic Landmark and one of NYC's premier cultural institutions, seeks a part-time Information Technology Coordinator to join...	<a href="#">The New York Botanical Garden</a>	Part Time	Bronx, New York, US	<input checked="" type="checkbox"/>	N/A	April 8, 2013	May 8, 2013
<a href="#">Healthcare Market Research/ Administrative Assistant</a> This is a temporary position through about August to fill in for an employee on pregnancy leave. There is the possibility for a longer term relationship. Please...	<a href="#">The Walden Group</a>			<input checked="" type="checkbox"/>	N/A	March 25, 2013	May 24, 2013

*Click here to reveal the full post description*

## Applying to a Campaign:

After reviewing the full post description, follow the listed instructions to submit an application.

**Job information**

**Job Position:** IT Administrative Coordinator, F-0068

**Employment Type:** Part Time

**Job Category:** Administrative/Clerical

**Locations:** Bronx, New York, US

**Number of Openings:** 1

**Desired Start Date:** April 5, 2013

**Duration:** Permanent/Career

**Approximate hours per week:** 23

**Paid:** yes

**Salary Range:** \$15/hour

**Job Qualifications: Requirements:**

- Some college preferred.
- Experience as an office assistant/coordinator is a plus.
- Some Technology knowledge is a plus.
- Excellent in verbal and written communication skills.
- High degree of discretion dealing with confidential information.
- Proficiency in Microsoft Office Suite.
- Excellent interpersonal, organizational and customer service skills.

**Job Description:**

The New York Botanical Garden, a National Historic Landmark and one of NYC's premier cultural institutions, seeks a part-time Information Technology Coordinator to join their IT department.

This is a part-time position consisting of 23 hours per week.

**Summary of Responsibilities:**

- Responds to phone and email inquiries for the department.
- Schedule meetings.
- Dispatch helpdesk ticket.
- Type letters.
- Photocopy documents.
- Processes and tracks bill payments, check requisitions, and purchase orders
- Prepare payroll

**Required Items:**

Document Type	Optional
 Resume 	

**Application Method:** - Use application instructions provided in Job Description.

**Contact Information:**

**To Apply:**

Please indicate IT Coordinator, F-0068 on cover letter and e-mail along with a resume to [hr@nybg.org](mailto:hr@nybg.org) or visit our website at <http://www.nybg.org/employment/>.

The New York Botanical Garden is an Equal Opportunity Employer

**Important Dates**

**Open Date:** April 8, 2013

**Close Date:** May 8, 2013

The application method will vary by position. If you are eligible to apply, you will be able to apply through one of the following options:

- **Apply Online Through OptimalResume** – This option allows you to submit a resume, letter, portfolio, and/or video resume from your OptimalResume account directly to the employer. You will be provided with a list of your eligible documents in the Application Information area. Select your preferred document(s) and click the “Submit” button to send it to the employer.
- **Organization Website** – This option will redirect you to that organization’s website to submit an application.
- **Fax** – Provides a fax number to submit your resume and cover letter
- **Use Application Instructions Provided in Job Description** – Refer to the position description for information on how to apply.

## Employers:

Users can also view what employers have accounts registered in the OnlineRecruiting system. Use the **Filter** tab to search for specific employers using such criteria as **Organization Name, Location, and Industry.**

Home Document Center Search Jobs **EMPLOYERS** My Applications Calendar Account Contact Help

**Employers**  
Filter employers

Logged in as: [User Name] Logout

Opportunity Dashboard 1-7/93

No Logo No Logo No Logo No Logo

Aerotek American Civil Liberties Union American Civil Liberties Union Asian Women In Business Aurora Bartending Schools Axa Advisors, Llc Axa Advisors, Llc

Hide Filters Show Filtered By

Use the Show Filters tab to filter organizations.

**Organization Profile**

Organization Name: Organization City: Organization State: New York

Industry: [SELECT] Exclude third party recruiters

Campaign Submit Date: Use Video Screening

Filter Reset Filters

(1025) Employer(s)  
[prev] [1-20][21-40][41-60][61-80][81-100][101-120][121-140][141-160] ... [1021-1025] [next]

Organization	Division	Job Campaigns	Brand Campaigns
<a href="#">Alloy Media &amp; Marketing</a>	N/A	0	0
<a href="#">American Civil Liberties Union</a>	N/A	2	0
<a href="#">American Civil Liberties Union</a>	N/A	0	0
<a href="#">American Eagle Outfitters</a>	N/A	0	0
<a href="#">AMERICAN HOMES OF STATEN ISLAND</a>	GRAPHICS	0	0

If the organization has posting activity you will see. Click on the name of the *Organization* to reveal more information about it. Click on the number displayed to reveal the *Job Campaign* details.

## My Applications:

Use the **My Applications** area to track and document positions to which you have applied. Please note this area only shows applications submitted directly through OnlineRecruiting. If you have submitted applications through a third-party job board or through the employer's own website, it is your responsibility to track those applications.

Home Document Center Search Jobs Employers **MY APPLICATIONS** Calendar Account Contact Help

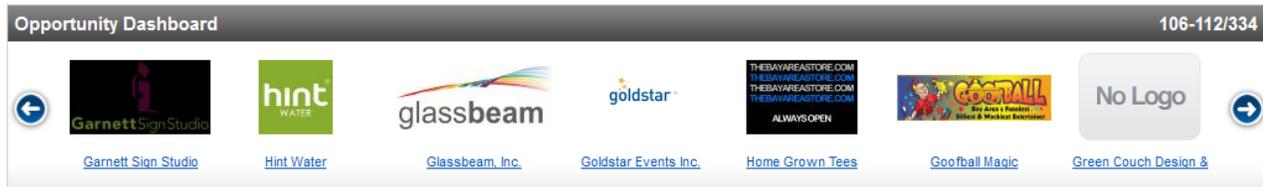
**Applications**  
View your applications

Logged in as: [User Name] Logout

In the **My Applications** area, you can also see if an employer has sent a message in response to your application. Click on the Position Name to view more information about your application. Click on the **Messages** tab, located to the right of the **Job Description** tab, to view and send messages to that employer.

The **Notes** tab allows you to make internal notes about a position or application. Notes are not visible to employers.

## Opportunity Dashboard



The **Opportunity Dashboard** shows users the eligible opportunities waiting for them. Users can effortlessly view organizations currently recruiting and learn about relevant employment opportunities. Each user's dashboard is personalized with opportunities and information specifically targeted for them by employers.

## Additional Questions?

Contact OptimalResume Support at [support@optimalresume.com](mailto:support@optimalresume.com) or call (877)-998-7654, Monday-Friday, 9:00am – 5:00pm EST.