



Career Page Code

Details & Instructions

All details, features, and instructions listed in this document are specific to the Career Page Code created and placed on your website after the October 2015 release.

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What is Career Page Code?

Career Page Code is a java script snippet that is added to your website (career page). Once created and inserted onto your website, active jobs will display and closed jobs will be removed from your site.

Once the Career Page Code is placed on your website you can make all modifications through your ATS. You will no longer have to work with the website designer for these modifications.

The top advantages of using the Career Page Code on your website:

1. **National Labor Exchange.** Our partners will push your jobs to the National Labor Exchange and the State Workforce Agency for the state the job is listed in.
2. **Job seeker experience.** Studies are showing that job seekers are researching companies prior to applying. Listing current job openings on your website allows the job seeker to easily apply after their research.
3. **SEO (search engine optimization).** This will increase your visibility within the search engines as people look for your organization and more importantly working for/with your organization.
4. **Increased visibility.** This leads to more job candidates!

Basic Instructions

These are the basic instructions to create the Career Page Code. After retrieving the code, it will then need to be placed on your website. Once that has been completed, any changes to your Job Feed can be managed through the ATS with **no** changes needing to be made on your website.

1. **Login** to the ATS:
 - a. Go <http://portal.birddoghr.com>
 - b. Enter **Username**
 - c. Enter **Password**
 - d. Click **Submit**
2. Click **Admin** from the menu
3. Click **Career Pages** from the left navigation
4. Click **Edit** under Action for the appropriate Career Page Code
5. **Scroll** to bottom of the modal (pop up)
6. Select "**Click here to see Javascript code**"

Sending the Career Page Code to your Website Administrator (One Time Only)

Sending the Career Page Code to your Website Administrator will only need to be done once. After this has been placed on your Careers/Job page on your website, you will be able to manage changes to the Job Feed from within the ATS.

1. **Select** and **Copy** all green text (This is the script your website designer needs to place on the page of your website you want the jobs to appear).

Note for Website Designer! Best Practice - Place this between the head tags on the careers/jobs page of your site (whatever page you are using to display openings within your organization).

Note for Website Designer! Placement between the head tags may be difficult on a Drupal, Joomla, WordPress, or other Content Management System. We suggest placing it in the Source View (content area) of the appropriate page (career/job page).

2. **Paste** in an email or text document to send to your web designer.
3. **Select** and **Copy** the `<div id="YOURINFO"></div>`
 - a. This is in gray text near the bottom of the page.
4. **Paste** in an email or text document to send to your web designer.

Note for Website Designer! This needs to be placed within the body tags of your site where you want the Career Page Code to display on the page.

Ex: If images or videos are displayed at the top of your webpage, typically you will want to place the Career Page Code below any videos, text, or general company information. The div tag needs to be placed below the videos, text, or general company information in your source view of that page.

5. **Send the email** to your Web Designer.

Note! If you are a Website Administrator, put both the Script and the Div Tag onto your website.

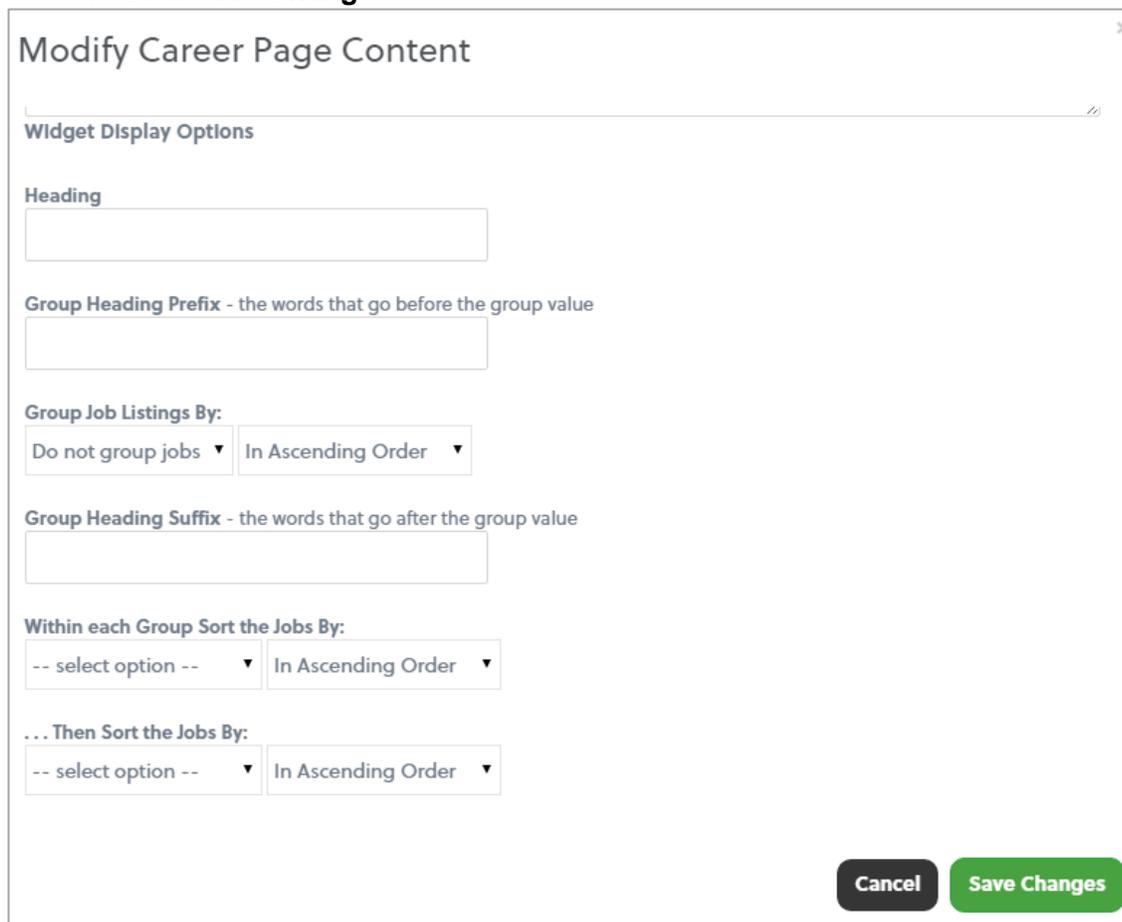
Configuration (Layout of the Job Feed)

Once your Career Page Code has been placed on your website, any configurations can now be made through your ATS. You **will not** need to resend the Career Page Code.

1. Navigate to **Admin>Career Pages>Edit**
2. **Set your preferences** for your Job Feed

Note! See Job Feed Configuration Options for more information on your configuration options.

3. Click **Save Changes**



The screenshot shows a window titled "Modify Career Page Content" with a close button (X) in the top right corner. The window contains the following configuration options:

- Widget Display Options** (with a refresh icon)
- Heading**: A text input field.
- Group Heading Prefix - the words that go before the group value**: A text input field.
- Group Job Listings By:** Two dropdown menus. The first is set to "Do not group jobs" and the second is set to "In Ascending Order".
- Group Heading Suffix - the words that go after the group value**: A text input field.
- Within each Group Sort the Jobs By:** Two dropdown menus. The first is set to "-- select option --" and the second is set to "In Ascending Order".
- ... Then Sort the Jobs By:** Two dropdown menus. The first is set to "-- select option --" and the second is set to "In Ascending Order".

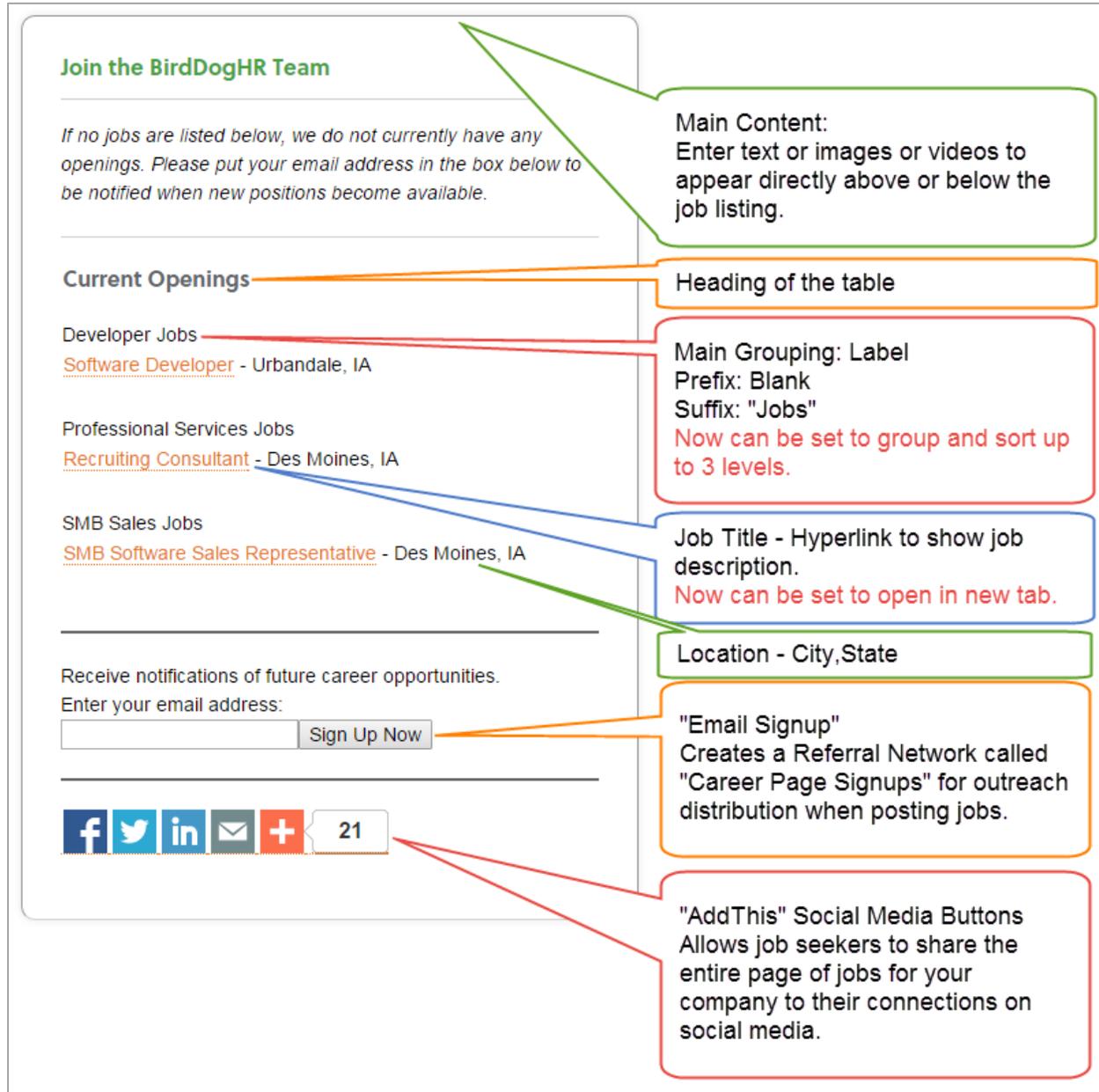
At the bottom right of the window, there are two buttons: a dark grey "Cancel" button and a green "Save Changes" button.

4. **View your website** to see your configurations
5. **Repeat Configuration Steps** to make modifications

Note! To place the Job Feed on a different spot on your webpage, ask your Website Administrator to move the div tag.

Job Feed Configuration Options

There are several configuration items within a Career Page Code. Below is a diagram of its parts.



Your choices in the configuration of the Job Feed will change how it is displayed on your website.

Configuration Option Details

Below is a list of full descriptions and details for all configurations possible for your Job Feed.

You can find these items by Navigating to **Admin**→**Career Pages**→**Edit**.

Field	Options	Does / Displays:
Page Content	Text Image Video	Displays custom content directly above or below the job listings. If set to below would appear between the SMB Sales Jobs and the Email Signup.
Show Custom Content from Above (Check box)	Check = Above jobs No check = Below jobs	Sets where the custom content (if any) will appear.
Heading	Typically “Current Openings”	Heading of the Table.
<u>Group Heading Prefix</u>	Typically left blank or “Active”	Will put the text before the “Group Job Listings By:” value. <i>This is optional and does not need to be used.</i>
<u>Group Job Listings By:</u>	<ul style="list-style-type: none"> • Do Not Group Jobs • Company Name • Job Category • Job City • Job City and State • Job State • Job Title 	Primary Grouping of the jobs.
Group By ORDER drop down	<ul style="list-style-type: none"> • Ascending • Descending 	Sort order for the grouping.
<u>Group Heading Suffix</u>	Typically: “Jobs”	Will put the text after the “Group Job Listings By:” value. <i>This is optional and does not need to be used.</i>
EXAMPLE OF Group Heading (the primary Grouping Job Listings by:)		
<u>Prefix</u>	<u>Job Listings By</u> Job Category	<u>Suffix</u>
Active	HVAC	Jobs

Field	Options	Does / Displays:
Within each Group Sort the Jobs By:	<ul style="list-style-type: none"> • Job ID • Job Last Update Date • Company Name • Job Category • Job City • Job City and State • Job Title 	<p>This is the 2nd level of sorting options within the grouping.</p> <p>This is optional and does not need to be used.</p>
Group By ORDER drop down	<ul style="list-style-type: none"> • Ascending • Descending 	Sort order for the grouping.
Then Sort the Jobs By:	<ul style="list-style-type: none"> • Job ID • Job Last Update Date • Company Name • Job Category • Job City • Job City and State • Job Title 	<p>This is the 3rd level of sorting options within the grouping.</p> <p>This is optional and does not need to be used.</p>
Group By ORDER drop down	<ul style="list-style-type: none"> • Ascending • Descending 	Sort order for the grouping.
The URL to take the job seeker after they complete job application	Any URL you want. The job seeker will go see a confirmation page and then can click on a link that you provide here	If left blank by default this link will take them to your company website. Provided in the Account information section of the Admin Area.
Show “AddThis” Social Media Buttons	Check Box: Check = Show No Check = Do NOT Show	<p>By turning this on, this allows anyone who sees your jobs on your career page to share your jobs via different media outlets.</p> <p>They don't need to apply to the job to do this, it is available to them before the application needs to be filled out.</p>
Show Email Sign Up section	Check Box: Check = Show No Check = Do NOT Show	<p>By turning this on, anyone who comes to your career page can enter their email address to receive future notification of openings from you when you post new openings.</p> <p>This allows you to build a following for job openings.</p>

Field	Options	Does / Displays:
Enable “Your leaving this site...” dialog when clicking on a job link:	Check Box: Check = Show No Check = Do NOT Show	By turning this on, a message box will open informing the individual they are leaving this website page and going to another website page. This is important for the banking industry.
When clicking on a job link, open the job view in a new browser window:	Check Box: Check = Show No Check = Do NOT Show	By turning this on, a user will open up a new browser window (tab) and still have the browser window (tab) open that they were previously on.
Click here to see Javascript code:		<p>This is where your Career Page Code is stored within the ATS. See The Core Instructions above.</p> <p>Keep in mind – put the code on the page – preferably between the head tags.</p> <p>Then put the DIV tag where you want the Career Page Code to display.</p>