# Job Board - Posting Options & Configurations

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# What is the TempWorks Job Board?

The TempWorks Job Board allows you to post job orders directly from Enterprise or Beyond to a public facing Job Board that can be linked to your website. This can help gather interest from candidates by allowing them to view current openings, and apply directly to jobs utilizing HRCenter.

The Job Board can also allow current employees to set themselves as a candidate on any opening.

The Job Board doesn't just integrate with Enterprise and Beyond, Check out how the Job Board works with:

- Buzz
- HRCenter
- WebCenter

You have options when it comes to whether or not orders are posted out to your TempWorks Job Board. In this article, we will review the 2 options you have to post jobs and review where you can find Job Board Options to edit formatting and more.

#### In this article:

- Job Posting Options
  - 1. Automatic Posting
  - 2. Manual Posting
- Formatting & Customizing Job Board Postings
- Job Board Configurations

# **Job Posting Options**

When you first get setup with the TempWorks Job Board, you'll have two options for how job orders are posted from your system (Enterprise/Beyond) to the Job Board. If you are unsure of which option your team is utilizing, check with your manger or reach out to the TempWorks Support Team.

#### **Option 1: Automatic Posting**

This is the TempWorks Default option. If your system is enabled to automatically post job orders to the Job Board, the system will send every job order in Enterprise/Beyond as soon as it meets the following criteria. No need to push any extra buttons, etc.

#### Criteria for a Job Order to Post Automatically:

- The order is active
  - The visifile of an order record will have the green light in upper right indicating that it is an active order.

- Check out Enterprise Default Order Statuses
- The "Do Not Post to Web" check box is **not** checked
  - This setting is found on the Order Record under details. Select the Web Options tab (detailed under part 3)
- The order has any amount of text in the description
  - On the order record > details, enter text into the description section.
  - Keep in mind this description will be posted to WebCenter & Buzz
- The branch the order is linked to is marked as Web Public
  - This setting is found under Administration > Branch. If you do not have access to Administration contact your admin to check this setting.
  - Check out Enterprise How to Create Branches for more information
- The order status "Implies Active" and "Implies Unfilled"
  - This setting is found under Administration > Drop Downs > Order Status
  - Please contact support if you are not sure a status meets these requirements
  - Check out Enterprise Drop Downs for more information
- The Job Title must be marked as "Show In WebCenter"
  - This setting is found under Administration > Job Title
  - If you do not have access to Administration contact your admin to check this setting.
  - Check out Enterprise How to Create Job Titles for more information

#### **Option 2: Manual Posting**

Instead of automatically posting any job order with the necessary requirements, you can choose to instead manually post each job order to the TempWorks Job Board. This means that you will first creating the order, fill it out, and then when you are ready, you'll need to check the box to post it to the web.

\*Note\* The same logic and rules that apply to automatically posting orders to the job board also apply to manually posting job orders. That is to say, orders must be active, unfilled, and have text (at least one character) in the job description to post. As described above, only the order ID, worksite city and state, job title, description, and order interest codes will be included in the posting.

## Formatting and Customizing Job Board Postings

You can customize the formatting and information that posts to the Job Board while you are looking at the Order record in Enterprise or Beyond.

#### In Beyond:

Navigate to Details tab and find the Job Board Options Card

<ul> <li>Job Board Options</li> </ul>	0
Posting Date 3/26/2013	Public Job Title Medical Assistant - Clinic (2 openings)
Publicly Visible Yes	Education Summary
Experience Summary	Show Worksite Address Yes
Show Pay Rate Yes	
Public job Description Job Description: Delivers care as delegated by the physician/autorized practitioner or RN to assigned high risk obstetric patients. Follows the plan of care, prioritizes work based on patient acuity, available resources, patient/family preferences provider schedule, in collaboration with the physician/authorized practitioner and other health care team	

For more information, check out Beyond - Posting Jobs to Your TempWorks Job Board

#### In Enterprise:

Navigate to Details > Select the Web Options tab

visifile	Order Details Web Options ACA Surcharge						
<ul> <li>details         <ul> <li>adjustments                  attendance                 interest codes                 invoice recipients                 education                 po setup                 required documents                 vendors</li> <li>candidates                 documents</li> <li>integrations                 messages                 tasks                 search</li> </ul> </li> </ul>	Do Not Post to Web Posting Date 4/16/2021 Public Job Title Customer Service Position Public Job Description: Advanced Formatting Arial 12 : : : : : : : : : : : : : : : : : :						
employee customer order	<ol> <li>Attracts potential customers and engages customers by answering product and s suggesting information about other products and services.</li> <li>Opens customer accounts by recording account information.</li> <li>Maintains customer records by updating account information.</li> <li>Resolves product or service problems by clarifying the customer's complaint, dete problem, selecting and explaining the best solution to solve the problem, expeditin</li> </ol>						
assignment	adjustment, and following up to ensure resolution.						

\*Note\* When posting an Order to the Job Board from Beyond, you will now be able to add Pay Rate and Worksite Address information to the Job Board posting:

0
Public Job Title Medical Assistant - Clinic (2 openings)
Education Summary
Show Worksite Address Yes

These options, while available in Beyond, are not available in Enterprise. Therefore, when posting an Order to

the Job Board from Enterprise, these values will default to not being shown. If you would like to update these values to show, this will need to be done within Beyond:

osting Date 3/26/2013						$\times$	~	Publicly \	/isible					
ublic Job Title														
ledical Assist	ant - Cli	nic (2 ope	enings	)										
ublic Job Descript	ion:													
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	custome	er service.	Must h	ave rece	onstrated a	ability to e kperience	ffectively within 1 or RN to	I-2 years.	d high ri	-				PTION
excellence in Delivers care a	custome s delegat y	ted by the	Must h	ave rece	onstrated a	ability to e kperience	ffectively within 1 or RN to Exper	I-2 years. D assigned	d high ri mary	-				PTION
excellence in Delivers care a ducation Summar; Show Work	customer is delegat y site Addr	ted by the	Must h	ave rece	onstrated a ont clinic ex	ability to e kperience	ffectively within 1 or RN to Exper	o assigned	d high ri nary / Rate	-				PTION

When selecting the 'Show Worksite Address' checkbox, please note that this means the entire worksite address (Street 1, Street 2, City, State, Zip, Country) will appear within the job positing on the Job Board:

Results         tempworks         Home	
Medical Assistant - Clinic (2 openings)	Laborer » St Poul, MN Favorite Apply with Us
Eogan, AZ Branch Address : 7942 Penn Avenue North Order: 7294381890 Order Type : Temp	
Delivers care as delegated by the physician/authorized practitioner or RN to assigned high risk obstetric patients. Follows the plan of care, prioritizes work based on patient acuity, available resources, patient/family preference with the physician/authorized practitioner and other health care team members. Performs high and low risk technical procedures, including medications, defined by the provider or RN. Documents in the electronic medical re procedures, and practice guidelines.	
Branch Name : High Tech NE Pay Pate : 12.00 Shift : Evening Shift Start Time : 15:00	
Accessible Public Transportation : No Workste Address : Main Street 1234. Eagan, AZ 55123. United States of America Qualifications • Certified Medical Assistant	
Medical Clinic experience: 1-2 Years      Skills: 12 hour Nurse Medical Assistant	
Apply with Us 🔆 Favorite	

If the 'Show Worksite Address' checkbox is not checked, then the City/State remains directly underneath the

#### job title, and the Worksite Address line is removed from the job posting:

Results     tempworks     Home	Show Favorites
Martinel Assistant, Clinic (2 an anim m)	Laborer » St Poul, MN
Medical Assistant - Clinic (2 openings)	Apply with Us
Eagan, AZ	
Branch Address : 7942 Penn Avenue North Drafer 43Med Type : Temp Order Type : Temp	
Delivers care as delegated by the physician/authorized practitioner or Nix to assigned high risk obstetric patients. Follows the plan of care, prioritizes work based on patient acuity, available resources, patient/family preferences, provider schedule, in collaboration with and other health care team members. Performs high and low risk technical procedures, including medications, defined by the provider or RN. Documents in the electronic medical record and adheres to all policies, procedures, and practice guidelines.	the physician/authorized practitioner
Branch Name : High Tech NE Pay Rate : 12.00	
Shift Evening Shift Sartime 1500	
Accessible Public Transportation: No Qualificactions	
Certified Medical Assistant     Medical (Assistant      Medical (Respective))	
Skilis 12 hour Nurse Medical Assistant	
Apply with Us 🏠 Favorite	
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### **Additional Job Board Configurations**

There are two job board configurations that can be found in WebCenter Admin.

Locate these configurations by logging into WebCenter Admin and navigating to Configs > Miscellaneous

Public Job Description Fallback to Job Description	Default: <b>true</b>	Show Rules (1) ►
When this is set to true, falls back to the Standard Job Description if the Public Job Description is Not set.		
Public Job Title Fallback to Job Title When this is set to true, falls back to the Standard Job Title if the Public Job Title is Not set.	Default: <b>true</b>	Show Rules (0)

#### Public Job Description Fallback to Job Description

This configuration by default is set to true which will allow the system to post what is captured in the regular job description field on the order record when nothing is entered on the public job description.

No matter which way you opt to post jobs, you will need to have at least one character on your regular or public job description in order for an order to post to the job board.

job information						
Required	10	Assigned	0			
Order Type	TE Temp					
Job Title	Warehouse Worker					
Description	Will be needed for at least 3 weeks helping with assembly and organization in the warehouse. Need to be able to lift 30 lbs.					
Regular Job Description/Title on the Order Details Page in Enterprise						
Order Detai	s Web Options ACA Surg	harge				

order betans		//c// ourcharge			
Do Not Post to	Web 📃				
Posting Date	3/12/2020	3/12/2020			
Public Job Title	Public Job Title Warehouse & Assembly Opportunity				
Public Job Des	cription:				
Advanced F	Advanced Formatting				
Arial • 12 • 🗄 • 🗯 •					
B I U ≡≡≡≡ ⊒ ∰ A • ♥ • Spell Table In Check • I					
Font / Paragraph					
Come join our fun fantastic team in our warehouse division!					
Essential duties and responsibilities					
Public Job Desci	Public Job Description/Title under the Web Options Tab on the Order Details Page in				
Enterprise					

#### Public Job Title Fallback to Job Title

This configuration by default is set to true which will allow the system to post the regular Job Title under details on an order when no Public Job Title is entered.

If you do not want the regular job title displayed, you can set this configuration to false which will stop a job from posting if no public job title is set.

<ul> <li>Job Information</li> </ul>						0				
SUN	MON	TUE	WED	THU	FRI	SAT				
Job Title Medical Assistant			Job Order Type <b>Temp</b>							
Positions Required 1	Positions Required				Positions Filled 0					
Start Date 			Estimated End Date	e						
Shift Evening			Job Order Duration 6 months							
Start Time 15:00			End Time 05:00							
Job Description Delivers care as delegated by the p Follows the plan of care, prioritize provider schedule, in collaboration members. Performs high and low Documents in the electronic medi	Dress Code									
Safety Notes			Shift Notes							
<ul> <li>Job Board Options</li> </ul>						0				
Posting Date			Public Job Title							

> Job Board Options	💋				
Posting Date 3/26/2013	Public Job Title Medical Assistant - Clinic (2 openings)				
Publicly Visible Yes	Education Summary				
Experience Summary	Show Worksite Address Yes				
Show Pay Rate Yes					
Public Job Description					
Job Description:					
Delivers care as delegated by the physician/authorized practitioner or RN to assigned high risk obstatric patients. Follows the plan of care, prioritizes work based on patient acuity, available resources, patient/family preferences, provider schedule, in collaboration with the physician/authorized practitioner and other health care team					

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