# Beyond - Posting Jobs to Your TempWorks Job Board

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### The Job Board

The TempWorks Job Board is a web module used in conjunction with both Enterprise and Beyond. Orders that your team create in your system regardless of whether they were created in Beyond or Enterprise can be posted to this Job Board. Applicants that are given access to this by means of a URL or link on your website will be able to apply for these jobs.

← → C ☆ A https://jobboard.tempworks.com/Demo	🛛 🖈 🔍 🛛 🔕
Your Logo Here	Show Favorites
Search Jobs	
What jobs are you looking for? Where?	
Search on a job title, skill or job description Enter a City	and State/Province or a Zip/Postal code Search Jobs
	Jobs Within: 50 Miles V Sort By: Search Relevance V
Browse Jobs	
Top Skills:	
Bilingual-Spanish Forklift Welder Construction Concrete Work	

\*Note\* If you are not currently using the TempWorks Job Board reach out to your account manager for more information.

#### How to Post Beyond Orders to Your Job Board

Simply navigate to the job order record within Beyond that you wish to post and navigate to the 'Details' tab.

From here, locate the 'Job Board Options' card and select the 'Edit' button:

<ul> <li>Job Board Options</li> </ul>	
Posting Date	Public Job Title
3/26/2013	Medical Assistant - Clinic (2 openings)
Publicly Visible	Education Summary
Yes	Certified Medical Assistant
Experience Summary	Show Worksite Address
Medical Clinic experience: 1-2 Years	Yes
Show Pay Rate Yes	
Public Job Description Delivers care as delegated by the physician/authorized practitioner or RN to assigned high risk obstetric patients. provider schedule, in collaboration with the physician/authorized practitioner and other health care team membr Documents in the electronic medical record and adheres to all policies, procedures, and practice guidelines.	Follows the plan of care, prioritizes work based on patient acuity, available resources, patient/family preferences, ers. Performs high and low risk technical procedures, including medications, defined by the provider or RN.

This will open the 'Job Board Options' wizard:

/26/2013	× Publicly Visible	
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Jol	b Description:	
plan of care, prioritizes work based on patient acuity, avai collaboration with the physician/authorized practitioner and technical procedures, including medications, defined by th adheres to all policies, procedures, and practice guideline	lable resources, patient/family preferences, provider schedule, in d other health care team members. Performs high and low risk e provider or RN. Documents in the electronic medical record and s.	
Job	Qualifications:	
Must have medical assistant certification. Demonstrated a excellence in customer service. Must have recent clinic ex	ability to effectively communicate orally and in writing. Demonstrated xperience within 1-2 years.	
	Experience Summary	
ducation Summary		

Within this window, you will have the following options:

- Publicly Visible: When checked, the Order will appear on the Job Board.
- Posting Date: This will appear within the main job posting on the Job Board. If over a year since posting the

job, the text will show "More than a year ago":



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 preferences, provider schedule, in collaboration 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 record and adheres to... Order: 424981890

• Public Job Title: This is the Job Title that will appear within the Order posting on the Job Board:

Medical Assistant - Clinic (2 openings) Eagan, AZ Temp More than a year ago

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 preferences, provider schedule, in collaboration 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 record and adheres to... order: 424948180

• Public Job Description: This is the Job Description that will appear within the Order posting on the Job

Board:

Medical Assistant - Clinic (2 openings) Eagan, AZ Temp More than a year ago

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 preferences, provider schedule, in collaboration 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 record and adheres to...

\*Note\* In the event you do not want to use the Public Job Description, select the option for 'Use Non-Public Job Description' within the Job Board Options window:

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Now, the description found within the Job Description field of the 'Job Information' card of the Order Details will be used:

<ul> <li>Job Information</li> </ul>						0
SUN	MON	TUE	WED	THU	FRI	SAT
Job Title Medical Assistant			Job Order Type Temp			
Positions Required 1			Positions Filled 0			
Start Date			Estimated End Dat 	te		
Shift Evening			Job Order Duration 6 months	n		
Start Time 15:00			End Time 05:00			
Job Description Delivers care as delegated by the Follows the plan of care, prioritiz provider schedule, in collaboratii members. Performs high and low Documents in the electronic med	e physician/authorized practitioner o es work based on patient acuity, ava on with the physician/authorized pra v risk technical procedures, including dical record and adheres to all policie	RN to assigned high risk obstetric parallable resources, patient/family prefectitioner and other health care team medications, defined by the provide s, procedures, and practice guideline	r or RN.			
Safety Notes			Shift Notes			

• Education Summary: When populated, this will appear within the Qualifications section of the job posting on the Job Board:

Medical Assistant - Clinic (2 openings)	Favorite	Apply with Us
Branch Address : 7942 Penn Avenue North order: #294981890 Order: Type 2 Temp		
Delivers care as delegated by the physicianauthorized practitioner or RN to assigned high risk obstartir patients. Follows the plan of care, prioritizes work based on patient, available resources, patient/family preference with the ophysicianauthorized 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 r procedures, and practice guidelines.	es, provider schedule ecord and adheres to	, in collaboration all policies,
Branch Name : High Tech NE Pay Rate : 12.00 Shift : Evening Shift Start Time : 15:00 Accessible Public Transportation : No Worksite Address: Main Street 1234, Eagan, AZ 55123, United States of America <b>Qualifications</b> • Certified Medical Assistant • Medical Clinic experience: 1-2 Years		
Skills: <u>12 hour Nurse</u> <u>Medical Assistant</u>		

• Experience Summary: When populated, this will appear within the Qualifications section of the job posting on the Job Board:



• Show Worksite Address: When selected, the Worksite Address will appear within the job posting on the Job

Board:		
Medical Assistant - Clinic (2 openings)	₩ Favorite	Laborer » St Paul, MN
Eogon, AZ Branch Address : 7942 Penn Avenue North Order: #284981890 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 aculty, available resources, patient/family prefere 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 procedures, and practice guidelines.	nces, provider schedule record and adheres to a	, in collaboration all policies,
Branch Name : High Tech NE Pay Rate : 12:00 Shift : Evening Shift Start Time : 15:00 Accessible : Tansportation : No Accessible : Main Storest 12:34, Eagan: AZ 55123, United States of America Worksite Address : Main Storest 12:34, Eagan: AZ 55123, United States of America		
Certified Medical Assistant     Medical Clinic experience: 1-2 Years		
Skills: <u>12 hour Nurse</u> Medical Assistant		

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

Laborer *         Medical Assistant - Clinic (2 openings)         Eagan, AZ         Branch Address : 7942 Penn Avenue North order: 434981880 Order's Type : Temp
0rder 424981890 Order 1ype 17mp
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 preferences, provider schedule, in collaboration 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 record and adheres to all policies, procedures, and practice guidelines.
Branch Name : High Tech NE Pay Rate : 12.00 Shift : Sewing Shift Seart Time : 1500 Accessible Public Transportation : No Worksite Address : Nam Street 1234, Eagan, AZ 55123, United States of America Outlift factions
Certified Medical Assistant     Medical Clinic experience: 1-2 Years

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:



• Show Pay Rate: When selected, the Pay Rate of the Order will appear within the job posting on the Job

Board:		
Medical Assistant - Clinic (2 openings) Eagan, AZ	Favorite	Laborer » St Poul, MN
Branch Address : 7942 Penn Avenue North Order: 45981890 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 preferences, pr 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 record procedures, and practice guidelines.	rovider schedule, and adheres to a	in collaboration ill policies,
Branch Name : High Tech NE Pay Rate 12:00 Smit: Stemming Shift Start Time : 15:00 Accessible Jubic Transportation : No Worksite Address : Main Street 12:34. Eagan, AZ 55123, United States of America Qualifications		
Certified Medical Assistant     Medical Clinic experience: 1-2 Years		
Skills: <u>12 hour Nurse</u> Medical Assistant		

#### Additional Job Posting Fields

The following are additional fields that display on the Order posting within the Job Board:

• Order ID: This is the orders unique identifier and can be found in the avatar bar across the top of the record:



• Interest Codes: These can be found/edited on the 'Interest Codes' card of the Order Details:

<ul> <li>Interest Codes</li> </ul>	0
12 hour Nurse	:
Medical Assistant	:

\*Note\* Not all interest codes will display to an applicant. Some may be set up by your administrator as "not web public".

• Shift: This can be found within the 'Job Information' card of the Order Details:

<ul> <li>Job Information</li> </ul>						0
SUN	MON	TUE	WED	THU	FRI	SAT
Job Title Medical Assistant			Job Ord Temp	ler Type		
Positions Required 1			Position 0	ns Filled		
Start Date			Estimat	ted End Date		
Shift Evening			Job Ord 6 mont	der Duration ths		
Start Time 15:00			End Tim 05:00	ne		
Job Description Delivers care as delegated by the Follows the plan of care, prioritize provider schedule, in collaboratio members. Performs high and low Documents in the electronic medi	physician/authorized practitioner of s work based on patient acuity, av n with the physician/authorized pr risk technical procedures, includin ical record and adheres to all polici	or RN to assigned high risk obstetric p allable resources, patient/family pref actitioner and other health care tean g medications, defined by the providi es, procedures, and practice guidelin	Dress C patients. ferences, n er or RN. es.	Code		
Safety Notes			Shift No	otes		

• Shift Start Time: This can be found within the 'Job Information' card of the Order Details:

<ul> <li>Job Information</li> </ul>							0
SUN	MON	TUE	WED		THU	FRI	SAT
Job Title Medical Assistant			Jo Te	ob Order Type 'emp			
Positions Required 1			Po	ositions Filled			
Start Date			Es	stimated End Date	e		
Shift Evening			Jo 6	ob Order Duration months	1		
Start Time 15:00			Er	ind Time 15:00			
Job Description Delivers care as delegated by the p Follows the plan of care, prioritize provider schedule, in collaboratior members. Performs high and low i Documents in the electronic media	physician/authorized practitioner s work based on patient acuity, av n with the physician/authorized pr risk technical procedures, includir cal record and adheres to all polic	or RN to assigned high risk obstetric aliable resources, patient/family prr- actitioner and other health care tea g medications, defined by the provi ies, procedures, and practice guideli	patients. eferences, im der or RN. nes.	Dress Code			
Safety Notes			Sł 	hift Notes			

#### How does this Display on the Job Board?

The image below shows how the Order from Beyond displays within the Job Board:

© Results tempworks Home	
Medical Assistant - Clinic (2 openings)	Laborer » St Poul, MN Apply with Us
Branch Address : 7942 Penn Avenue North Order: 4234981890 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 preferences, provider s 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 record and adh procedures, and practice guidelines.	chedule, in collaboration teres to all policies,
Branch Name : High Tech NE Pay Rate : 12.00 Shift I: Evening Shift Start Time : 15:00 Accessible Public Transportation : No Worksite Address : Main Street 1234, Eagan, AZ 55123, United States of America Qualifications	
Certified Medical Assistant     Medical Clinic experience: 1-2 Years	
Skills: <u>12 hour Nurse</u> <u>Medical Assistant</u>	
Apply with Us $\swarrow$ Favorite	

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