

# Beyond - Posting Jobs to Your TempWorks Job Board

Last Modified on 12/07/2022 10:54 am CST

## 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.

The screenshot shows a web browser window with the URL <https://jobboard.tempworks.com/Demo>. The page has a blue header with "Your Logo Here" and "Home" links, and a "Show Favorites" button. The main content area is titled "Search Jobs" and contains two search input fields: "What jobs are you looking for?" (with placeholder text "Search on a job title, skill or job description") and "Where?" (with placeholder text "Enter a City and State/Province or a Zip/Postal code"). A "Search Jobs" button is to the right of the "Where?" field. Below the search fields are two dropdown menus: "Jobs Within:" set to "50 Miles" and "Sort By:" set to "Search Relevance". Underneath is a "Browse Jobs" section with "Top Skills:" and five links: [Bilingual-Spanish](#), [Forklift](#), [Welder](#), [Construction](#), and [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:

The screenshot shows a card titled "Job Board Options" with a red edit icon in the top right corner. The card contains the following information:

Posting Date 3/26/2013	Public Job Title Medical Assistant - Clinic (2 openings)
Publicly Visible Yes	Education Summary Certified Medical Assistant
Experience Summary Medical Clinic experience: 1-2 Years	Show Worksite Address 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. 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.	

This will open the 'Job Board Options' wizard:

## Job Board Options

Posting Date  
3/26/2013

Publicly Visible

Public Job Title  
Medical Assistant - Clinic (2 openings)

Public Job Description

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**Job Description:**

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.

**Job Qualifications:**

Must have medical assistant certification. Demonstrated ability to effectively communicate orally and in writing. Demonstrated excellence in customer service. Must have recent clinic experience within 1-2 years.

Education Summary  
Certified Medical Assistant

Experience Summary  
Medical Clinic Experience: 1-2 Years

Show Worksite Address

Show Pay Rate

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":

☆ [Medical Assistant - Clinic \(2 openings\)](#) Egan, 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: 4294981890

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

☆ [Medical Assistant - Clinic \(2 openings\)](#) Egan, 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: 4294981890

- **Public Job Description:** This is the Job Description that will appear within the Order posting on the Job Board:

☆ [Medical Assistant - Clinic \(2 openings\)](#) Egan, 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: 4294981890

**\*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:

Public Job Description

**B** *i* U **A** ▾ **AA** ▾ **A:** **≡** ▾ **≡** ▾ **¶**: **↶** **↷** **⋮**

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.

Delivers care as delegated by the physician/authorized practitioner or RN to assigned high risk obstetric ... **USE NON-PUBLIC JOB DESCRIPTION**

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

Job Information

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 Date --			
Shift Evening			Job Order Duration 6 months			
Start Time 15:00			End Time 05:00			
Job Description 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.			Dress Code --			
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)

Eagan, AZ

Branch Address : 7942 Penn Avenue North  
Order: 4294981890  
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 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 : 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: [12 hour Nurse](#) [Medical Assistant](#)

Laborer »  
St Paul, MN

☆ Favorite [Apply with Us](#)

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

## Medical Assistant - Clinic (2 openings)

Eagan, AZ

Laborer »  
St Paul, MN

☆ Favorite Apply with Us

Branch Address : 7942 Penn Avenue North  
Order: 4294981890  
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 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 : 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: [12 hour Nurse](#) [Medical Assistant](#)

- **Show Worksite Address:** When selected, the Worksite Address will appear within the job posting on the Job Board:

## Medical Assistant - Clinic (2 openings)

Eagan, AZ

Laborer »  
St Paul, MN

☆ Favorite Apply with Us

Branch Address : 7942 Penn Avenue North  
Order: 4294981890  
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 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 : 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: [12 hour Nurse](#) [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 posting on the Job Board:

Results tempworks software Home

## Medical Assistant - Clinic (2 openings)

Eagan, AZ

Branch Address : 7942 Penn Avenue North  
Order: 4294981890  
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 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 : 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: [12 hour Nurse](#) [Medical Assistant](#)

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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:

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Medical Assistant - Clinic (2 openings)

Egan, AZ

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Order Type : Temp

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Branch Name : High Tech NE  
Pay Rate : 12.00  
Shift : Evening  
Shift Start Time : 15:00  
Accessible Public Transportation : No

**Qualifications**

- Certified Medical Assistant
- Medical Clinic experience: 1-2 Years

Skills: [12 hour Nurse](#) [Medical Assistant](#)

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- **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)

Egan, AZ

Branch Address : 7942 Penn Avenue North  
Order: 4294981890  
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 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 : Evening  
Shift Start Time : 15:00  
Accessible Public Transportation : No  
Worksite Address : Main Street 1234, Egan, AZ 55123, United States of America

**Qualifications**

- Certified Medical Assistant
- Medical Clinic experience: 1-2 Years

Skills: [12 hour Nurse](#) [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:

**JOB ORDER** Ohio Health, Medical Assistant (4294981890) / Details

Ohio Health - 14140 (4294981890)

Medical Assistant: 0 of 1 positions filled

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

Interest Codes

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:

Job Information						
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 Date --				
Shift Evening		Job Order Duration 6 months				
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Safety Notes --		Shift Notes --				

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

Job Information						
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 Date --				
Shift Evening		Job Order Duration 6 months				
Start Time 15:00		End Time 05:00				
Job Description 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.		Dress Code --				
Safety Notes --		Shift Notes --				

## How does this Display on the Job Board?

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

Results
Home

### Medical Assistant - Clinic (2 openings)

Eagan, AZ

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Order: 4294981890  
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 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.

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Laborer =  
St Paul, MN

☆ Favorite   [Apply with Us](#)

**Skills:**   [12 hour Nurse](#)   [Medical Assistant](#)

[Apply with Us](#)   ☆ Favorite

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