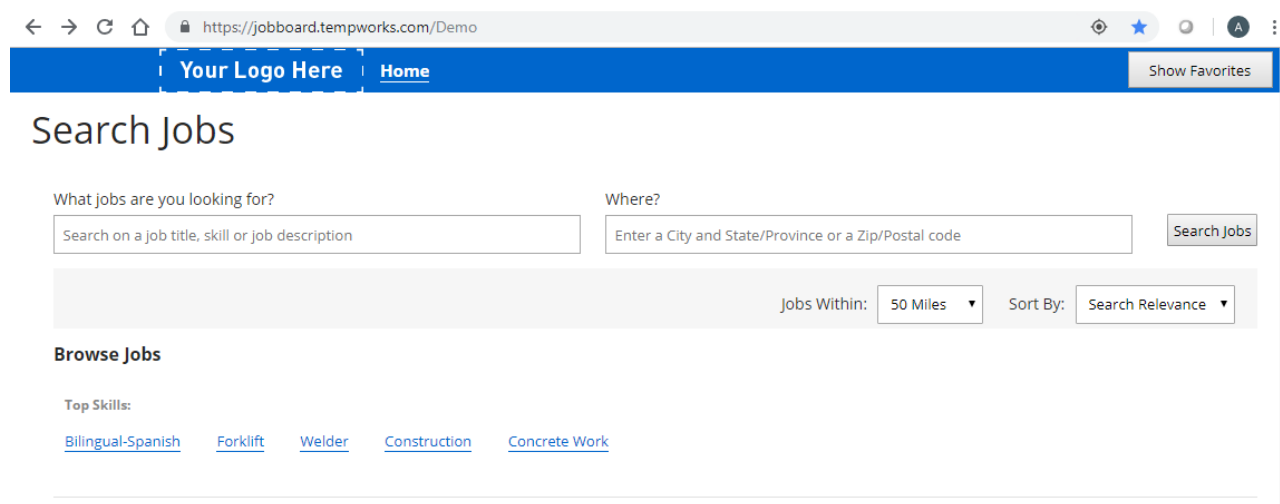


Enterprise - Posting Jobs to Your TempWorks Job Board

Last Modified on 07/28/2021 2:06 pm CDT

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 second 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:" listed as [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

The Job Board and Enterprise

When working with the Job Board it's important to remember only the following information will display in the Job Board posting:

1. Order ID- This is the orders unique identifier and can be found in the avatar of the order record in the upper left
2. City and state of the worksite- This can be found/edited on the job order under details > customer information

Last Chance General Store, Primary ! Lunch Today

Customer Service Representative Customer ID: 4295014269
 1 of 3 positions filled Order ID: 4295092589
 Branch: Minneapolis

visifile **Order Details** Web Options ACA Surcharge

customer information

Customer ID: 4295014269 Work Site: Primary
 Worker Comp: MN 8810 3140 NEIL ARMSTRONG
 EAGAN, MN 55121-
 Alt Order ID: Burden:
 Directions:

3. Job Title & Description - By default, if a public job title/description is entered under web options tab, that will display but if nothing is entered there, the regular job title and description may display on the Job Board (check out [Job Board Posting Options](#) for more information)

job information

Required: 3 Assigned: 1

Order Type: TE Temp

Job Title: Customer Service Representative

Description: answer phones, solve tickets, etc.

Dress Code:

4. Interest Codes- These can be found/edited under details > Interest Codes

Last Chance General Store, Primary

Customer Service Representative Customer ID: 4295014269
 1 of 3 positions filled Order ID: 4295092589
 Branch: Minneapolis

visifile **interest codes** Detailed View

1st Shift
 Created: 4/9/2020
 Required:
 Note

Computers
 Created: 4/9/2020
 Required:
 Note

Note Not all interest codes will display to an applicant. Some may be set up by your administrator as "not web public". Check out [Enterprise - Creating Interest Codes](#) for more information.

How does this Display on the Job Board?

The image below shows how the order from Beyond displays.

Customer Service Position Job Title

EAGAN, MN Worksite City, State

Order: 4295113471 Order ID
Order Type: Temp Order Type

Customer Service Representative Job Responsibilities: Job Description

Serves customers by providing product and service information and resolving product and service problems.
Attracts potential customers and engages customers by answering product and service questions and suggesting information about other products and services.
Opens customer accounts by recording account information.
Maintains customer records by updating account information.
Resolves product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.
Maintains financial accounts by processing customer adjustments.
Recommends potential products or services to management by collecting customer information and analyzing customer needs.
Prepares product or service reports by collecting and analyzing customer information.
Contributes to team effort by accomplishing related results as needed.

Customer Service Representative Qualifications / Skills:

Customer service
Problem solving
Phone skills

Education, Experience, and Licensing Requirements:

University/college degree is an asset
Familiarity with JIRA and CRM software preferred
Previous experience, especially in call center

skills: Customer Service Representative Helpdesk Technical Phone Education-HS/GED Computers Interest Codes

Posting to the Job Board

Some systems, by default, automatically post jobs to the job board while other systems will require you to manually post jobs. To learn more about posting options in your system, check out [Job Board Posting Options](#).

Job Board options are found under the web options tab on the details section of any job order.

Last Chance General Store, Primary ! Lunch Today ! Pay update
Customer Service Representative Customer ID: 4295014269
 1 of 3 positions filled Order ID: 4295092589
 Branch: Minneapolis Currently viewin

tasks appointments social email

visifile

◀ details

- adjustments
- attendance
- interest codes
- invoice recipients
- education
- po setup
- required documents
- vendors
- ▶ candidates
- documents
- ▶ integrations
- messages
- tasks
- search

employee

customer

order

Order Details **Web Options** ACA Surcharge

Do Not Post to Web

Posting Date

Public Job Title

Public Job Description:

Advanced Formatting

Arial 12

B *I* U

Font / Paragraph

Spell Check
Table
Insert Link
Horizontal Line
Show HTML

Come Join Our Team!!!

Call Center Representative Job Responsibilities:

- Determines requirements by working with customers.
- Answers inquiries by clarifying desired information by researching, locating, and pro
- Resolves problems by clarifying issues, researching and exploring answers and alte
- Fulfills requests by clarifying desired information; completing transactions, and forw

- Do Not Post to Web - when this box is checked, the order will not be posted to the Job Board
- Posting Date - Date you want this job order to post on your job board. (if nothing is listed here, the job will post immediately once all other requirements are met)
- Public Job Title - The job title that will display on the TempWorks Job Board (depending on your configurations)
- Public Job Description - The Job Description that can be formatted and will display (depending on configurations) on the job board

Note You can save web public job descriptions when creating a default job description on the customer record for reoccurring jobs that often have the same description. Check out [Enterprise - How to Set up Customer Defaults](#)

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

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 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

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

Job Board Options

Posting Date: 3/26/2013 Publicly Visible

Public Job Title: Medical Assistant - Clinic (2 openings)

Public Job Description

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.

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

Education Summary: Experience Summary:

Show Worksite Address Show Pay Rate

To ensure the job is visible on external job posting sites like Indeed:

SAVE AS DRAFT CANCEL SUBMIT

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 posting on the Job Board:

Results tempworks software Home

Medical Assistant - Clinic (2 openings) Laborer »
27 Posts, 31W

Egan, AZ ☆ 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, Egan, 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 software Home Show Favorites

Medical Assistant - Clinic (2 openings) Laborer »
27 Posts, 31W

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Apply with Us ☆ Favorite

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