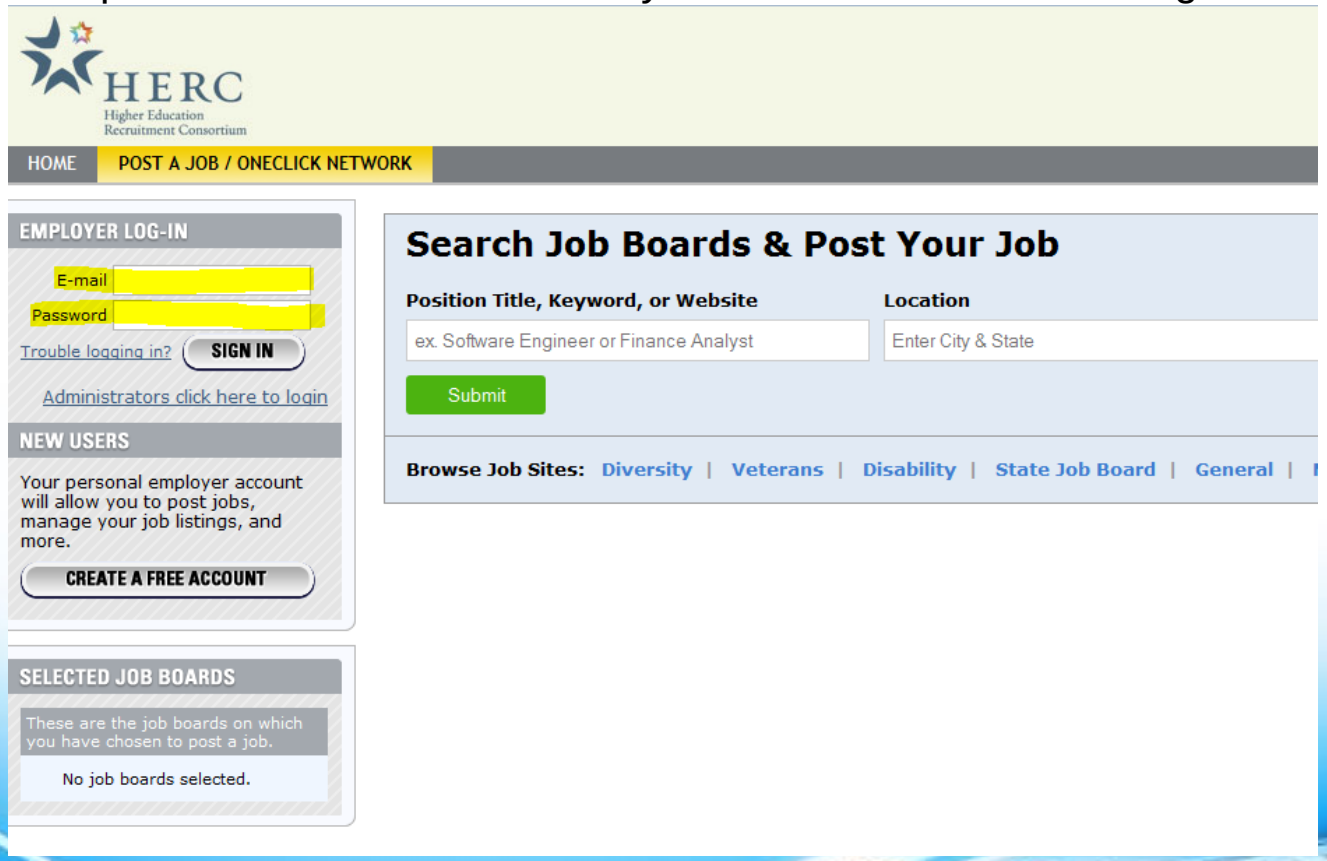
Name

Title

HERC OneClick Login Page

- URL: http://herc.jobtarget.com
- Sign in at the top left side of the screen with your email address and designated password.

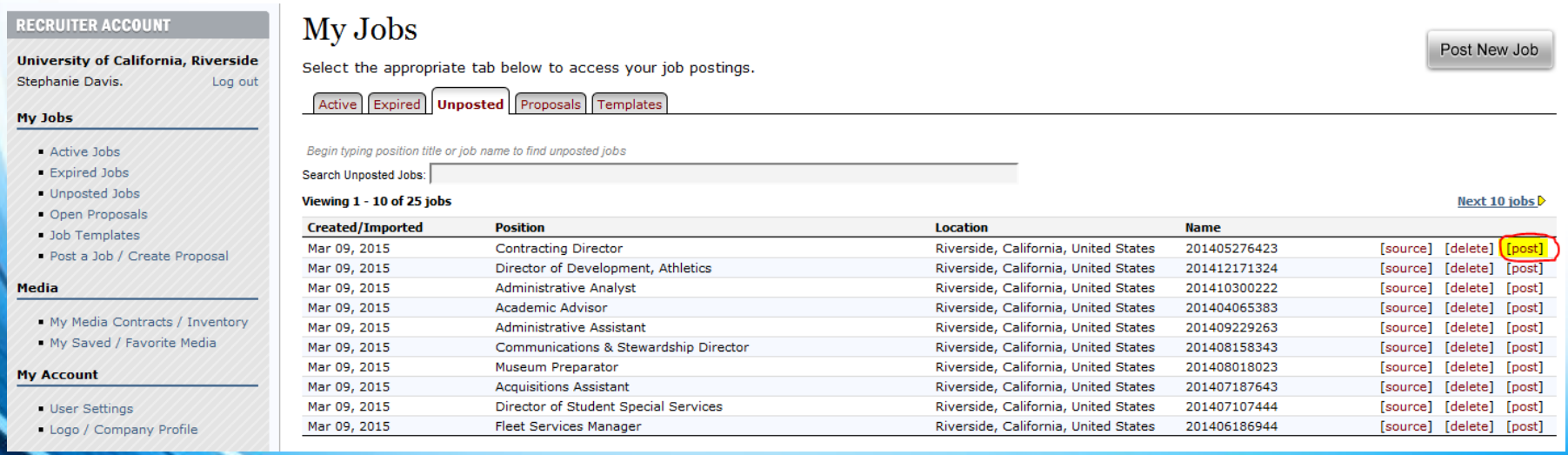


Where to find your jobs

1. After logging in, select the "Unposted Jobs" link from the menu on the left side of the screen.

Where to find your jobs

2. You'll see a list of the jobs our spider has imported into your account. Once you find the job you need to advertise select "Post".



Posting a job using OneClick

After you select the job you need to advertise, our search page will appear. A summary of the job you are working on will appear at the top of the search bar.

To find the website(s) you wish to advertise on, type the job board name (or a keyword) into the first search field. *I recommend leaving the zip code and industry fields blank.*

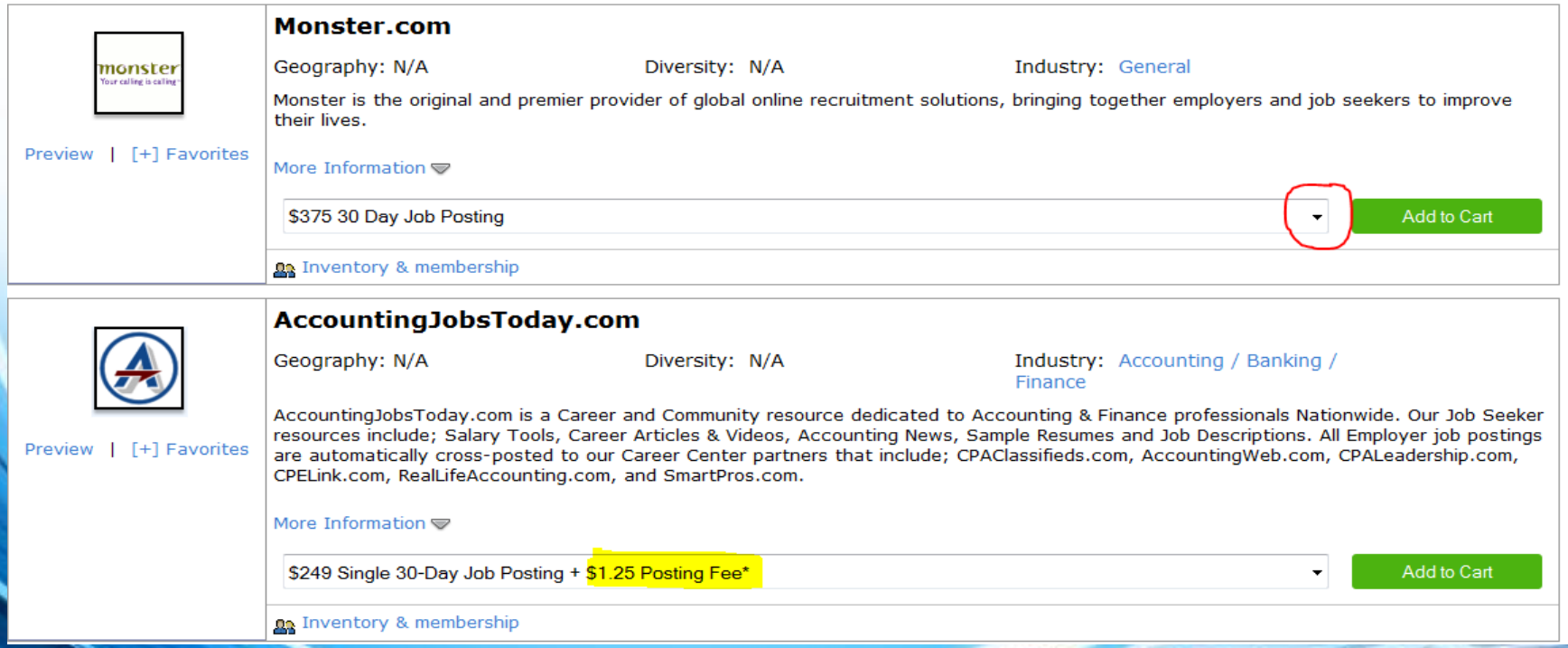
JOBTARGET ONECLICK™

Posting a job using OneClick

On the search results page, there are two new important pieces of information to notice:

- Most sites offer more than one posting option. To view the products, please select the price/duration field (circled below in red)

- Each site is assigned a specific posting fee. Some sites do not have posting fees, but if the site does, the cost will appear in the pricing bar (highlighted below).



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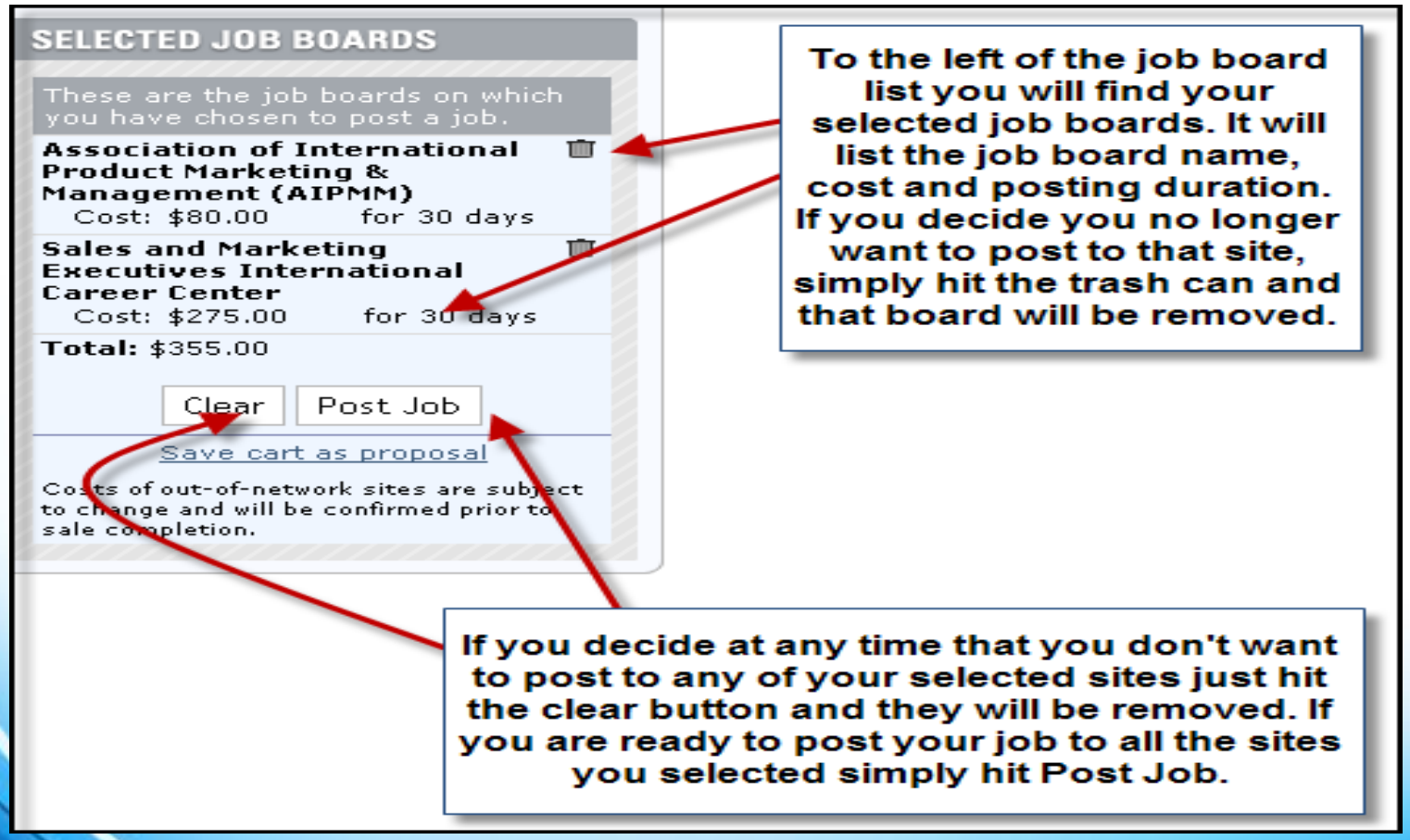

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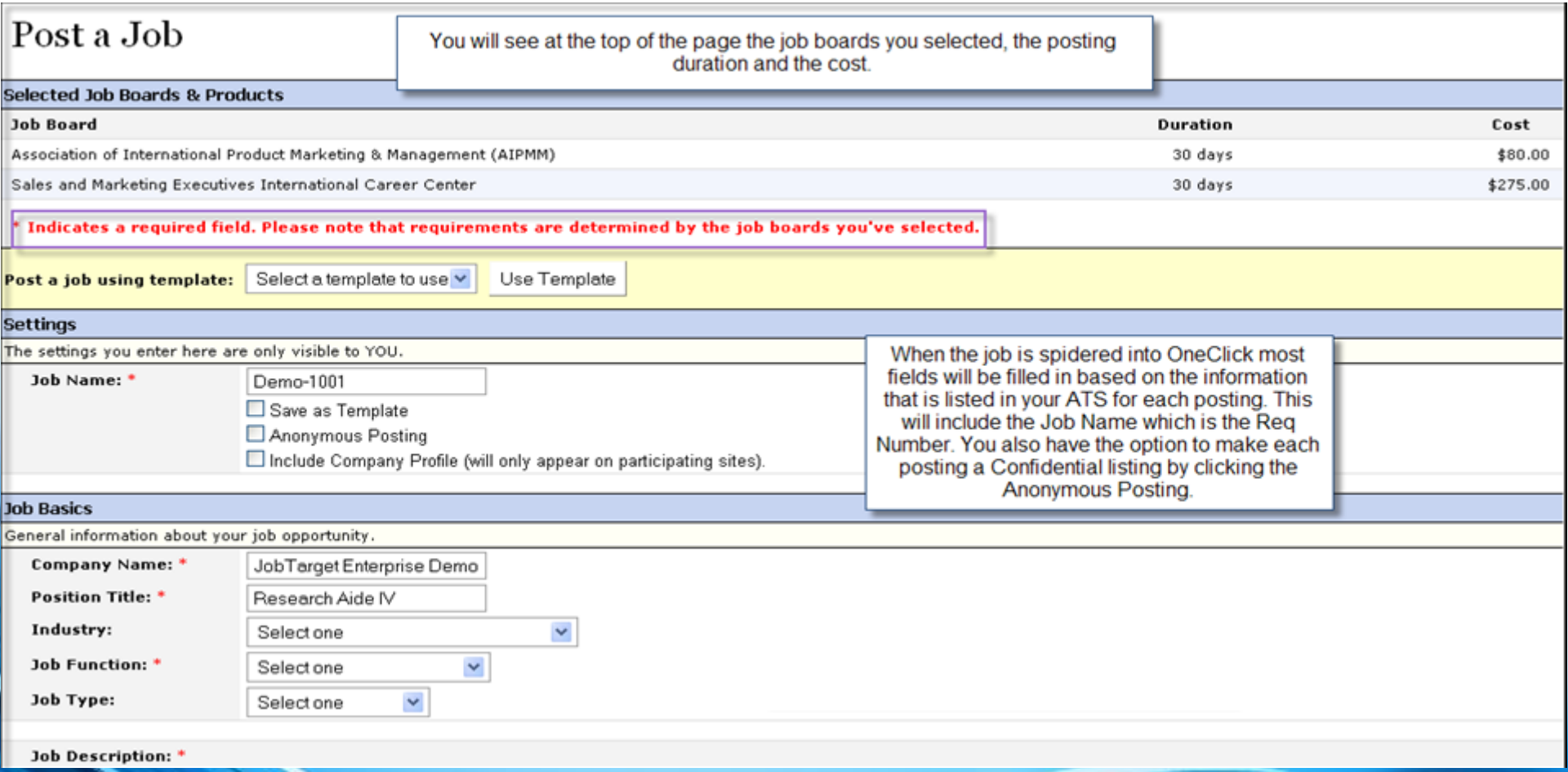

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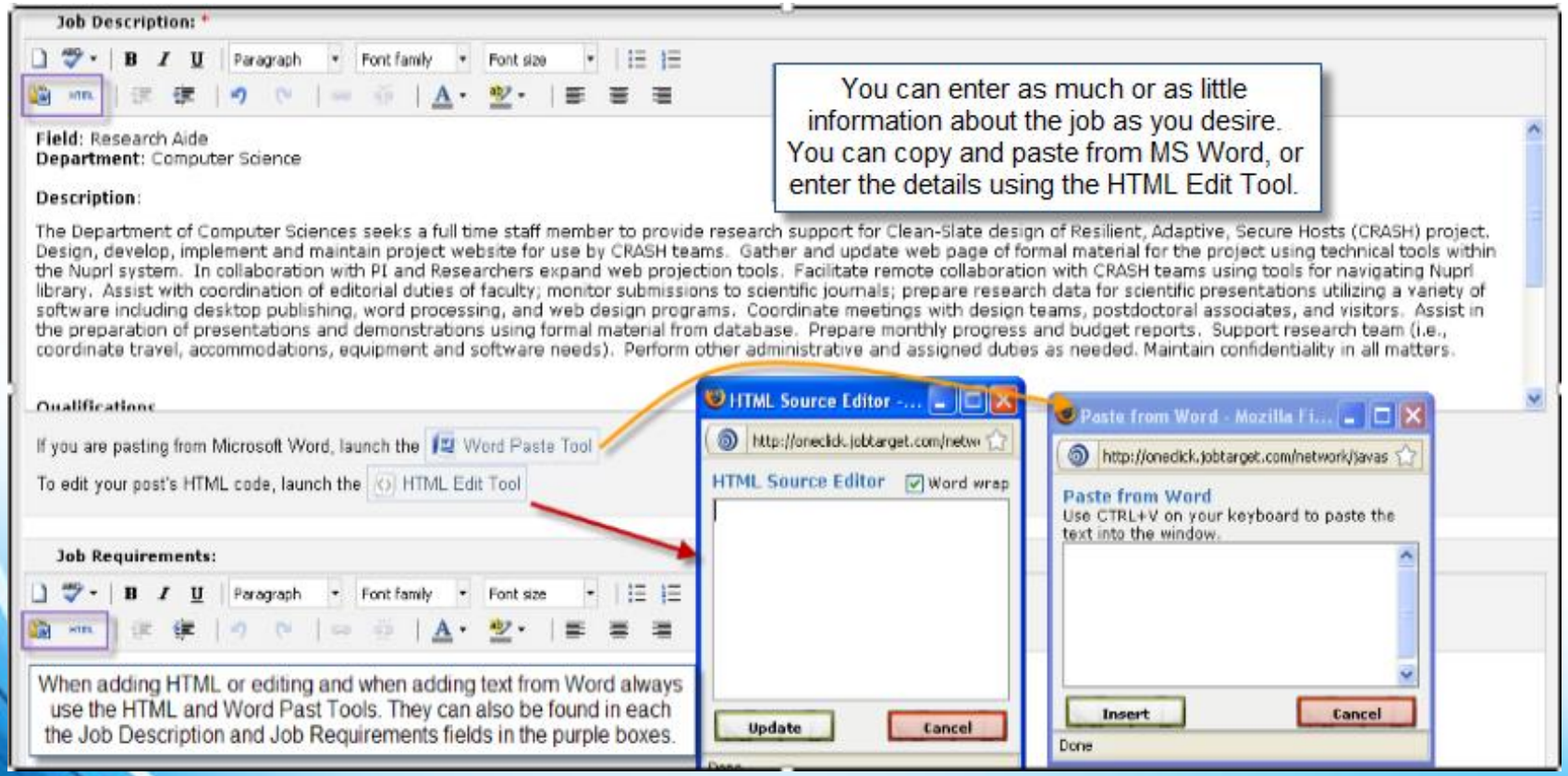

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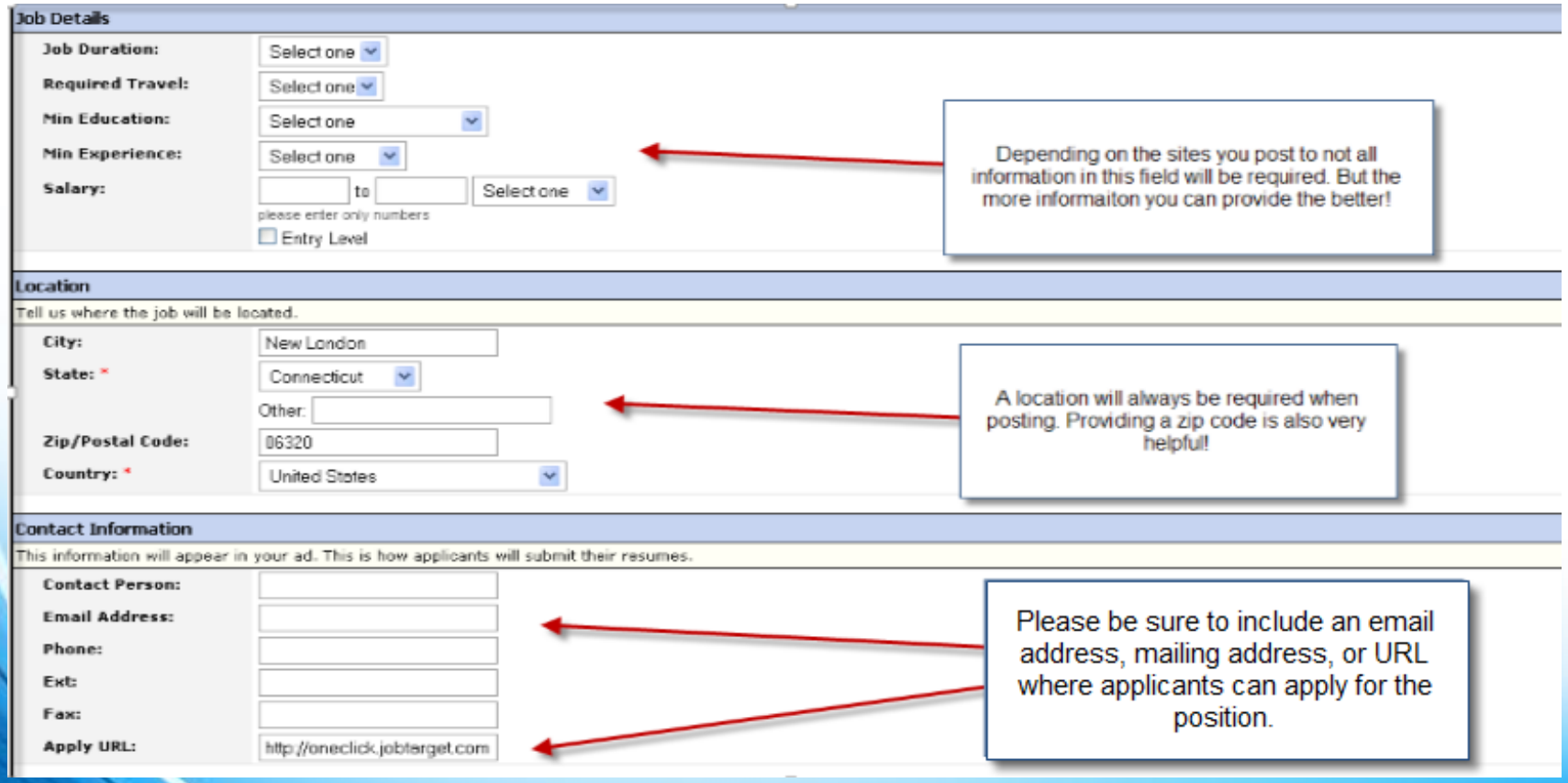

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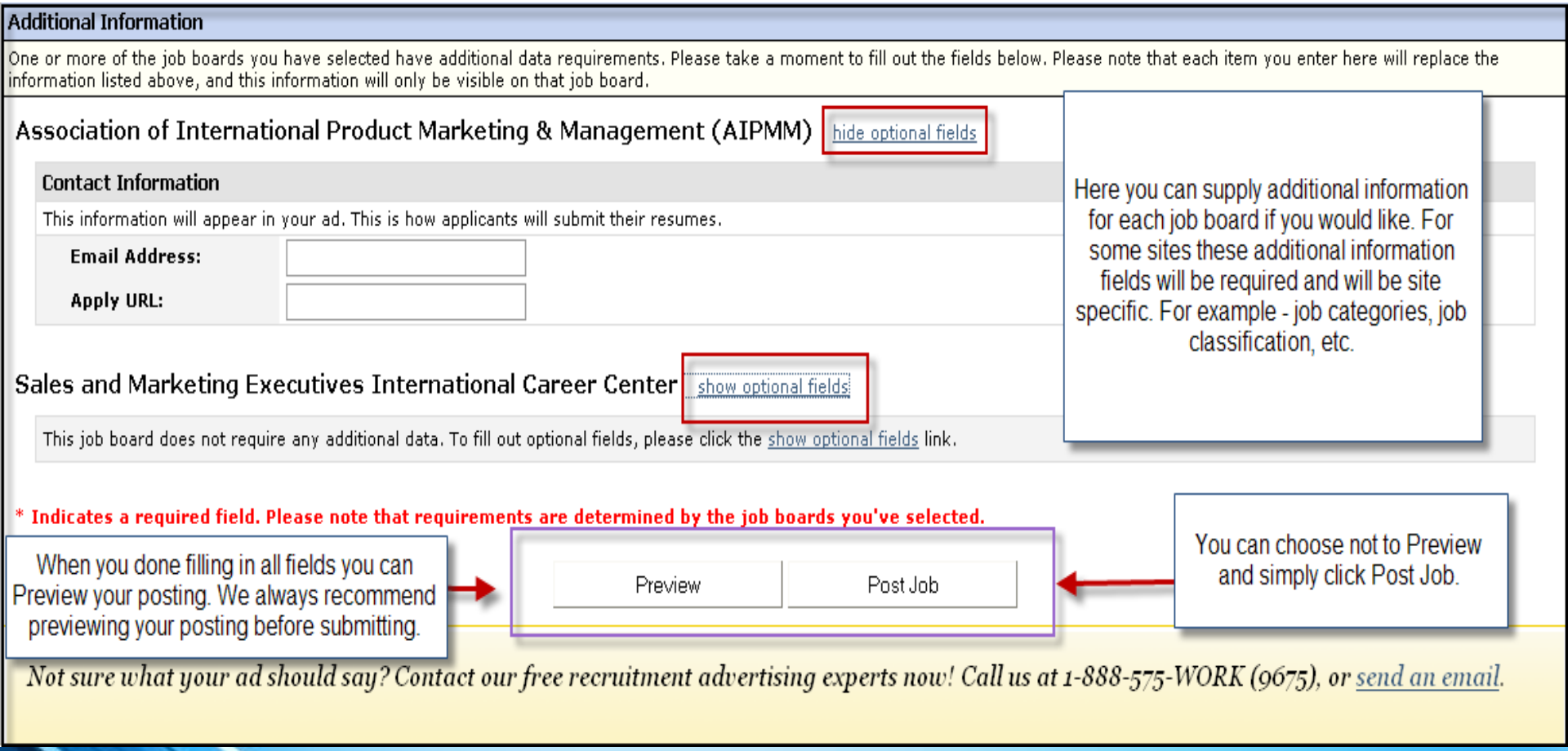

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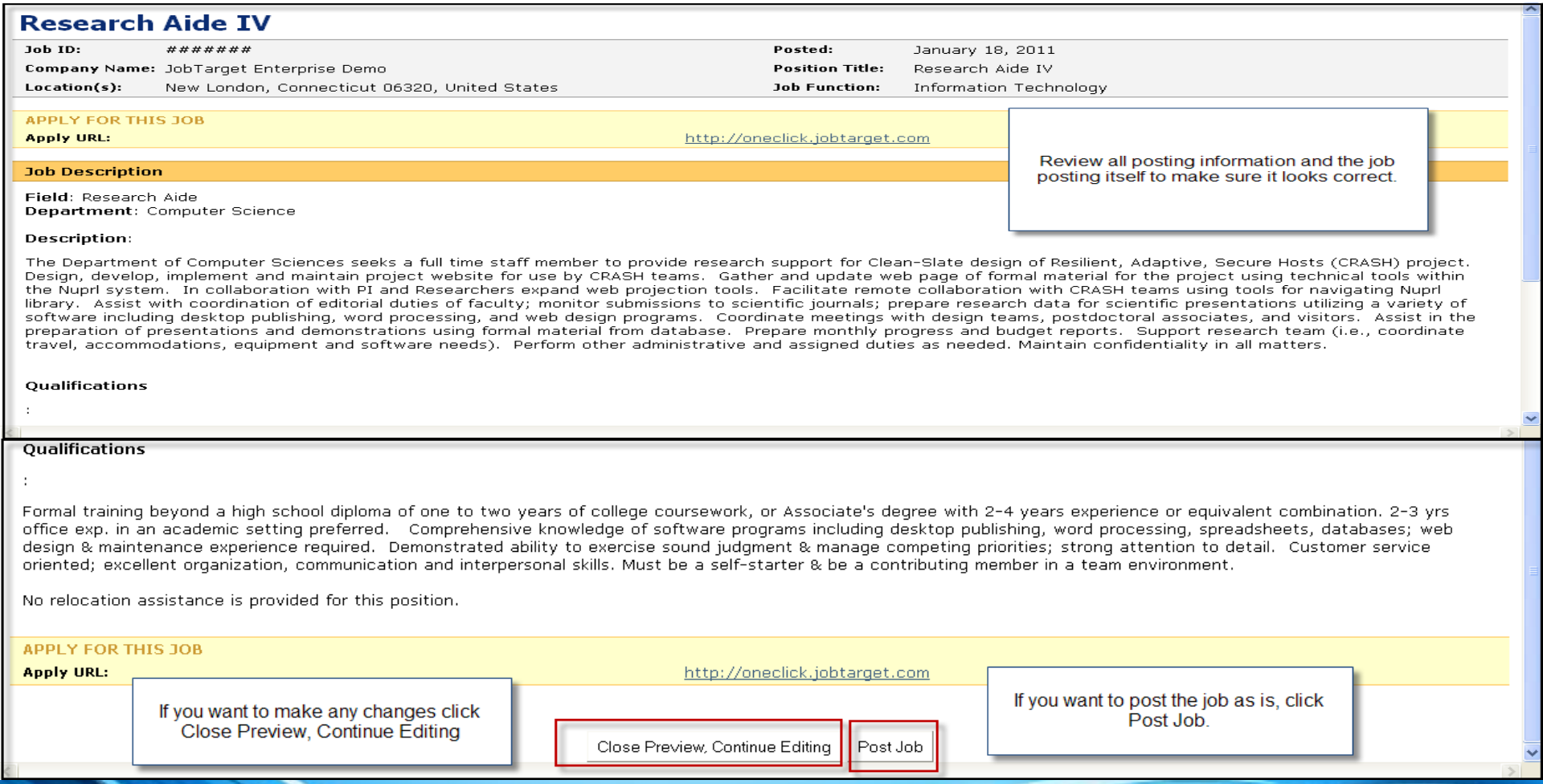

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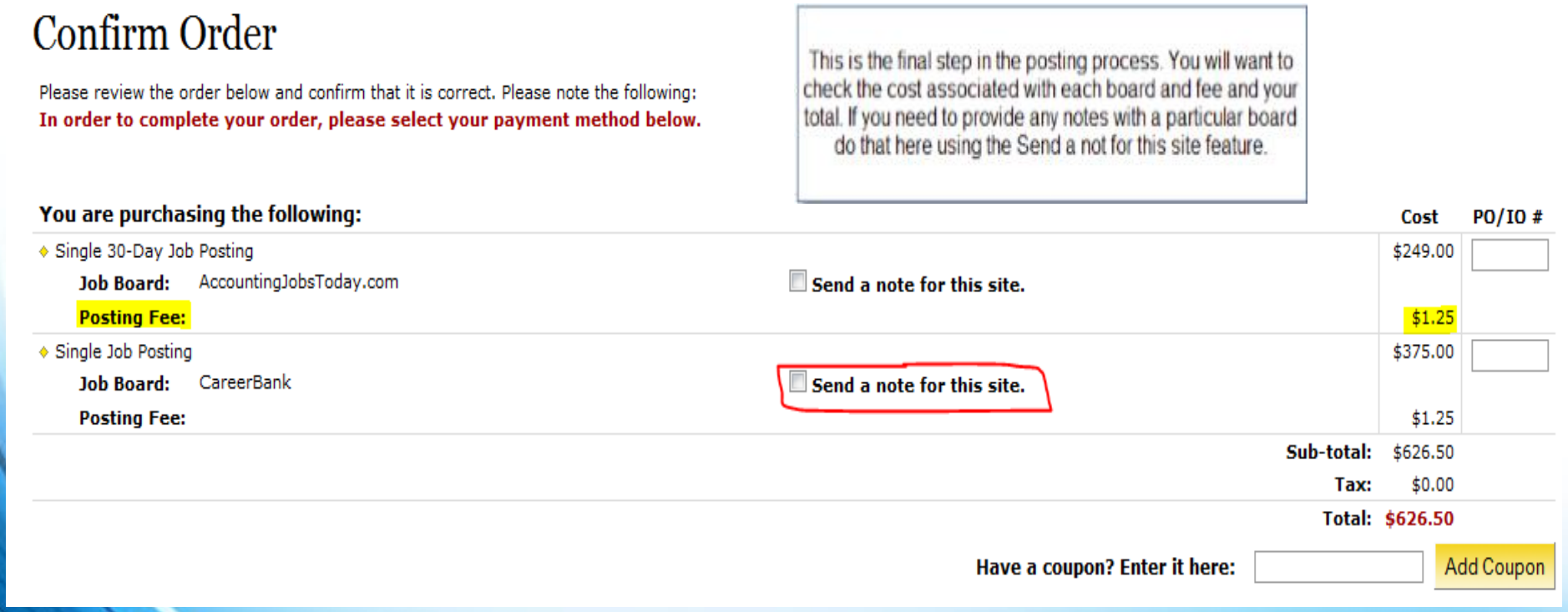

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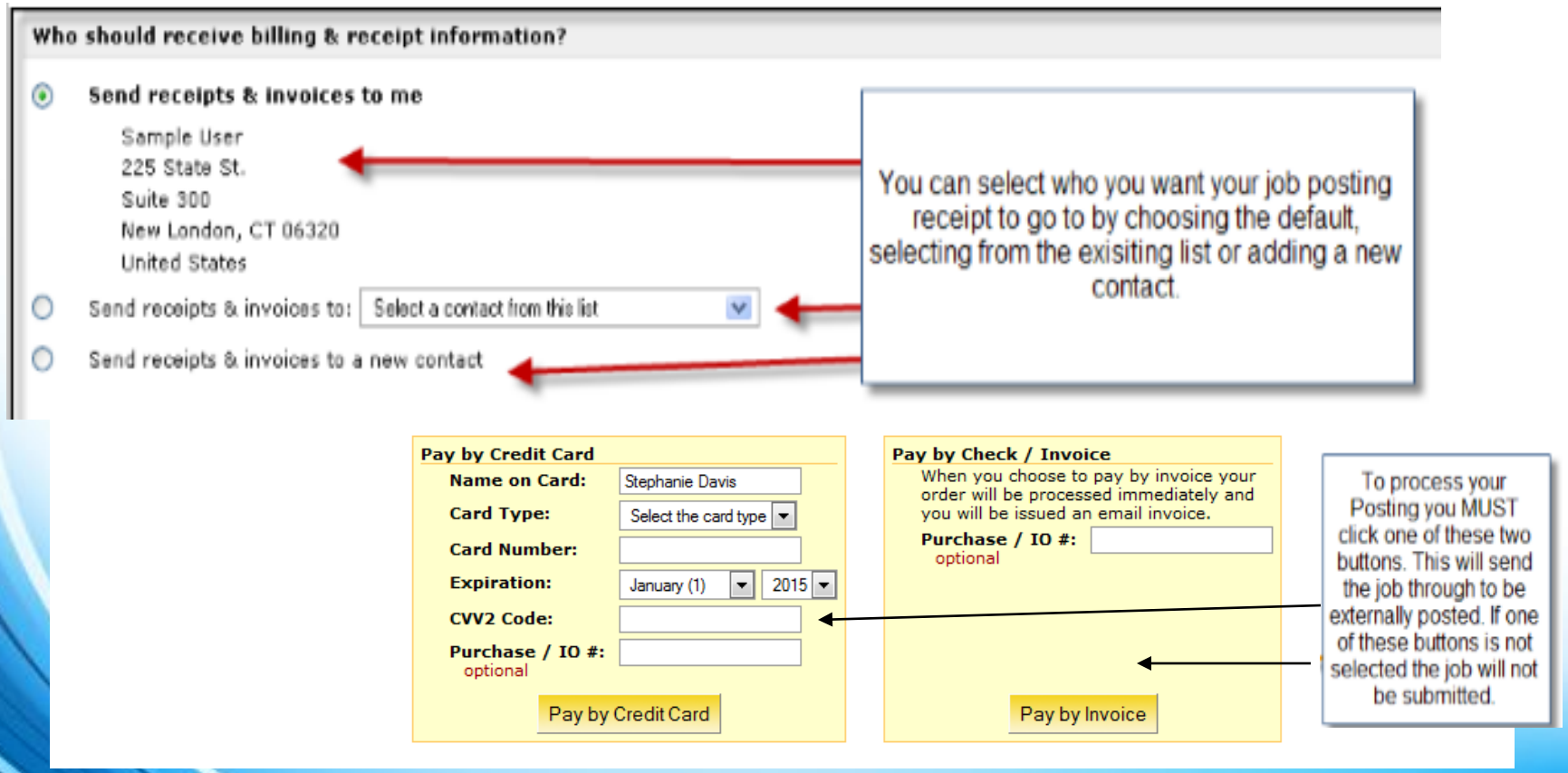
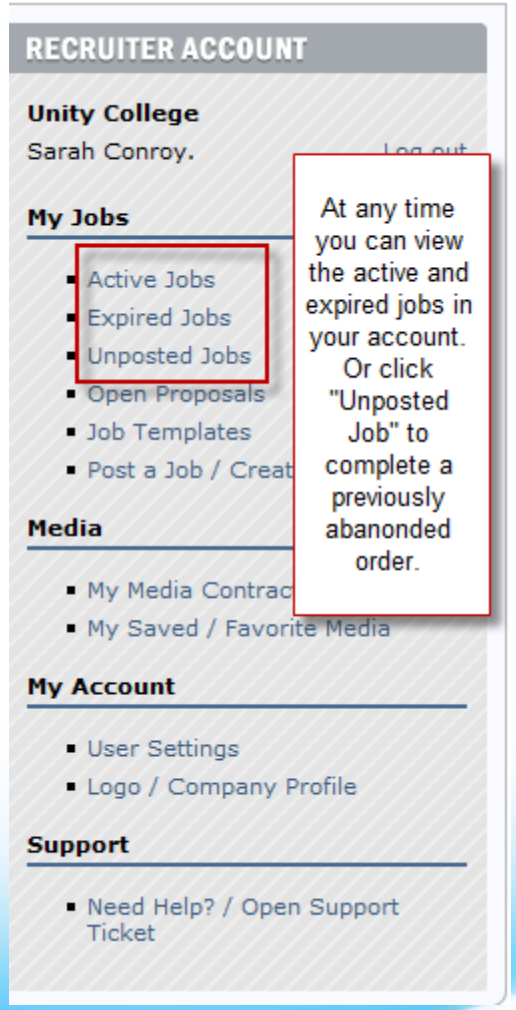
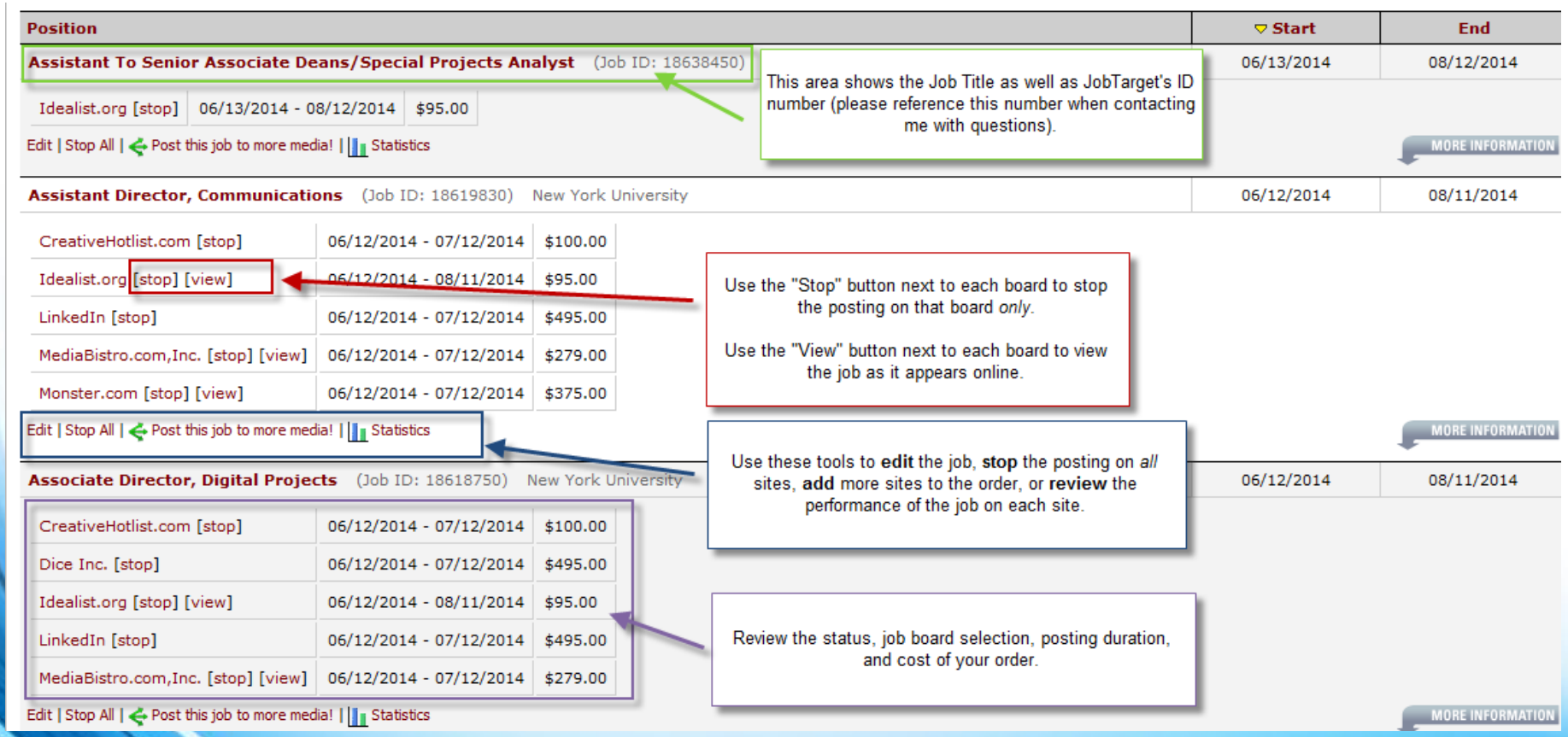


Recruiter Toolbar



Managing Jobs and Orders