



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.

**HERC**  
Higher Education  
Recruitment Consortium

HOME POST A JOB / ONECLICK NETWORK

**EMPLOYER LOG-IN**

E-mail

Password

[Trouble logging in?](#) **SIGN IN**

[Administrators click here to login](#)

**NEW USERS**

Your personal employer account will allow you to post jobs, manage your job listings, and more.

**CREATE A FREE ACCOUNT**

**SELECTED JOB BOARDS**

These are the job boards on which you have chosen to post a job.

No job boards selected.

**Search Job Boards & Post Your Job**

Position Title, Keyword, or Website Location

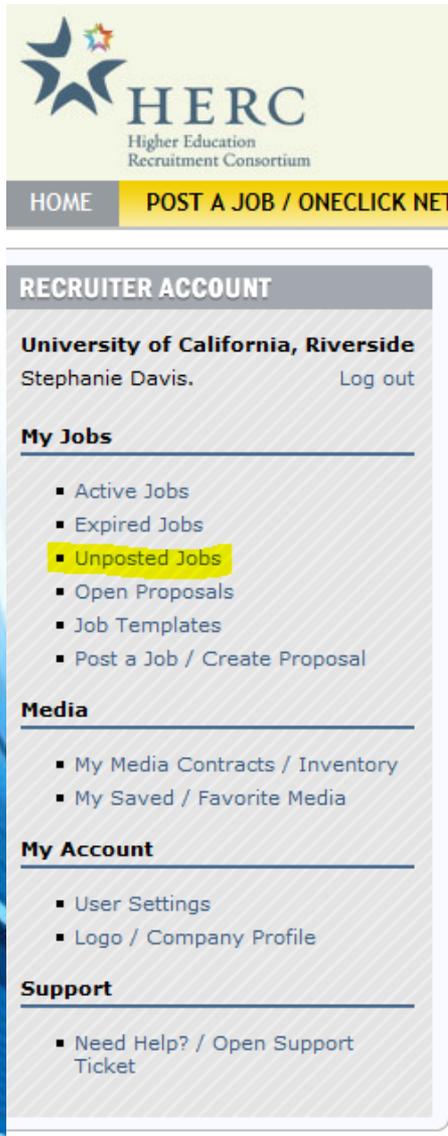
ex. Software Engineer or Finance Analyst Enter City & State

**Submit**

**Browse Job Sites:** [Diversity](#) | [Veterans](#) | [Disability](#) | [State Job Board](#) | [General](#) | [...](#)



# Where to find your jobs



  
HERC  
Higher Education  
Recruitment Consortium

HOME POST A JOB / ONECLICK NET

**RECRUITER ACCOUNT**

**University of California, Riverside**  
Stephanie Davis. [Log out](#)

**My Jobs**

- Active Jobs
- Expired Jobs
- Unposted Jobs**
- Open Proposals
- Job Templates
- Post a Job / Create Proposal

**Media**

- My Media Contracts / Inventory
- My Saved / Favorite Media

**My Account**

- User Settings
- Logo / Company Profile

**Support**

- Need Help? / Open Support Ticket

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".

### RECRUITER ACCOUNT

**University of California, Riverside**  
Stephanie Davis. [Log out](#)

#### My Jobs

- Active Jobs
- Expired Jobs
- Unposted Jobs
- Open Proposals
- Job Templates
- Post a Job / Create Proposal

#### Media

- My Media Contracts / Inventory
- My Saved / Favorite Media

#### My Account

- User Settings
- Logo / Company Profile

## My Jobs

Select the appropriate tab below to access your job postings.

[Active](#) [Expired](#) [Unposted](#) [Proposals](#) [Templates](#)

*Begin typing position title or job name to find unposted jobs*

Search Unposted Jobs:

Viewing 1 - 10 of 25 jobs [Next 10 jobs](#) ▾

Created/Imported	Position	Location	Name			
Mar 09, 2015	Contracting Director	Riverside, California, United States	201405276423	[source]	[delete]	<b>[post]</b>
Mar 09, 2015	Director of Development, Athletics	Riverside, California, United States	201412171324	[source]	[delete]	[post]
Mar 09, 2015	Administrative Analyst	Riverside, California, United States	201410300222	[source]	[delete]	[post]
Mar 09, 2015	Academic Advisor	Riverside, California, United States	201404065383	[source]	[delete]	[post]
Mar 09, 2015	Administrative Assistant	Riverside, California, United States	201409229263	[source]	[delete]	[post]
Mar 09, 2015	Communications & Stewardship Director	Riverside, California, United States	201408158343	[source]	[delete]	[post]
Mar 09, 2015	Museum Preparator	Riverside, California, United States	201408018023	[source]	[delete]	[post]
Mar 09, 2015	Acquisitions Assistant	Riverside, California, United States	201407187643	[source]	[delete]	[post]
Mar 09, 2015	Director of Student Special Services	Riverside, California, United States	201407107444	[source]	[delete]	[post]
Mar 09, 2015	Fleet Services Manager	Riverside, California, United States	201406186944	[source]	[delete]	[post]



# Posting a job using OneClick

## Search Job Boards & Post Your Job

 FIND JOB BOARDS FOR THIS JOBS

**Contracting Director**

Riverside, California , United States ,(92507)

201405276423

Salary: \$86,000 - \$176,200 Title: Contracting Director Category: Management and Professional Department: Clinical Affairs Date Posted: 08/12/2014 Schedule: 8AM - 5PM Position Information: Under the general direction of the Senior Associate Dean for Clinical Affairs, the Contracting Director is responsible for all physician clinical, administrative and professional services contracting with all third party payors on behalf of UCR Medical Group faculty. The incumbent will identify, establish and maintain contract relationships with medical groups, independent practice associations, HMOs,

To save you time, position/keywords, location and industry were automatically selected based on the job information. Feel free to change them.

Contracting Director

92507

Enter Industry Type

Submit

Browse Job Sites: [Diversity](#) | [Veterans](#) | [Disability](#) | [State Job Board](#) | [General](#) | [Media Packages](#) | [Free](#) | [Newly Added](#)

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.*



# 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).

 <p>Preview   [+] Favorites</p>	<p><b>Monster.com</b></p> <p>Geography: N/A      Diversity: N/A      Industry: <a href="#">General</a></p> <p>Monster is the original and premier provider of global online recruitment solutions, bringing together employers and job seekers to improve their lives.</p> <p><a href="#">More Information</a> ▾</p> <p>\$375 30 Day Job Posting <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">▾</span> <a href="#">Add to Cart</a></p> <p> <a href="#">Inventory &amp; membership</a></p>
 <p>Preview   [+] Favorites</p>	<p><b>AccountingJobsToday.com</b></p> <p>Geography: N/A      Diversity: N/A      Industry: <a href="#">Accounting / Banking / Finance</a></p> <p>AccountingJobsToday.com is a Career and Community resource dedicated to Accounting &amp; Finance professionals Nationwide. Our Job Seeker resources include; Salary Tools, Career Articles &amp; Videos, Accounting News, Sample Resumes and Job Descriptions. All Employer job postings are automatically cross-posted to our Career Center partners that include; CPAClassifieds.com, AccountingWeb.com, CPALeadership.com, CPALink.com, RealLifeAccounting.com, and SmartPros.com.</p> <p><a href="#">More Information</a> ▾</p> <p>\$249 Single 30-Day Job Posting + <b>\$1.25 Posting Fee*</b> <a href="#">Add to Cart</a></p> <p> <a href="#">Inventory &amp; membership</a></p>



# Posting a job using OneClick

The screenshot shows a section titled "SELECTED JOB BOARDS" with a sub-header "These are the job boards on which you have chosen to post a job." Below this, two job boards are listed:

Job Board Name	Cost	Duration	Action
Association of International Product Marketing & Management (AIPMM)	\$80.00	for 30 days	Trash icon
Sales and Marketing Executives International Career Center	\$275.00	for 30 days	Trash icon

**Total: \$355.00**

Buttons:

[Save cart as proposal](#)

Costs of out-of-network sites are subject to change and will be confirmed prior to sale completion.

**Callout 1:** To the left of the job board list you will find your selected job boards. It will list the job board name, cost and posting duration. If you decide you no longer want to post to that site, simply hit the trash can and that board will be removed.

**Callout 2:** If you decide at any time that you don't want to post to any of your selected sites just hit the clear button and they will be removed. If you are ready to post your job to all the sites you selected simply hit Post Job.

# Posting a job using OneClick

**Post a Job**

You will see at the top of the page the job boards you selected, the posting duration and the cost.

**Selected Job Boards & Products**

Job Board	Duration	Cost
Association of International Product Marketing & Management (AIPMM)	30 days	\$80.00
Sales and Marketing Executives International Career Center	30 days	\$275.00

\* Indicates a required field. Please note that requirements are determined by the job boards you've selected.

Post a job using template:

**Settings**

The settings you enter here are only visible to YOU.

**Job Name:** \*   
 Save as Template  
 Anonymous Posting  
 Include Company Profile (will only appear on participating sites).

When the job is spidered into OneClick most fields will be filled in based on the information that is listed in your ATS for each posting. This will include the Job Name which is the Req Number. You also have the option to make each posting a Confidential listing by clicking the Anonymous Posting.

**Job Basics**

General information about your job opportunity.

**Company Name:** \*   
**Position Title:** \*   
**Industry:**    
**Job Function:** \*    
**Job Type:**

**Job Description:** \*



# Posting a job using OneClick

The screenshot shows the 'Job Description' editor in the OneClick system. It features a rich text editor toolbar at the top with options for bold, italic, underline, paragraph, font family, and font size. Below the toolbar, the 'Field' is set to 'Research Aide' and the 'Department' is 'Computer Science'. The 'Description' field contains a detailed job posting for a full-time staff member in the CRASH project. The 'Qualifications' section includes instructions on how to use the 'Word Paste Tool' and 'HTML Edit Tool'. The 'Job Requirements' section also has a rich text editor. Two callout boxes are present: one at the top right explaining that users can enter as much or as little information as desired and can copy/paste from MS Word or use the HTML Edit Tool; another at the bottom left stating that HTML and Word Paste Tools should always be used when adding content. Two windows are overlaid on the interface: 'HTML Source Editor' and 'Paste from Word - Mozilla Firefox'. Red arrows point from the 'Word Paste Tool' and 'HTML Edit Tool' buttons in the 'Qualifications' section to their respective windows. A purple box highlights the HTML toolbar in both the 'Job Description' and 'Job Requirements' sections.

**Job Description:**

Field: Research Aide  
Department: Computer Science

**Description:**

The Department of Computer Sciences seeks a full time staff member to provide research support for Clean-Slate design of Resilient, Adaptive, Secure Hosts (CRASH) project. Design, develop, implement and maintain project website for use by CRASH teams. Gather and update web page of formal material for the project using technical tools within the Nupri system. In collaboration with PI and Researchers expand web projection tools. Facilitate remote collaboration with CRASH teams using tools for navigating Nupri library. Assist with coordination of editorial duties of faculty; monitor submissions to scientific journals; prepare research data for scientific presentations utilizing a variety of software including desktop publishing, word processing, and web design programs. Coordinate meetings with design teams, postdoctoral associates, and visitors. Assist in the preparation of presentations and demonstrations using formal material from database. Prepare monthly progress and budget reports. Support research team (i.e., coordinate travel, accommodations, equipment and software needs). Perform other administrative and assigned duties as needed. Maintain confidentiality in all matters.

**Qualifications:**

If you are pasting from Microsoft Word, launch the Word Paste Tool

To edit your post's HTML code, launch the HTML Edit Tool

**Job Requirements:**

When adding HTML or editing and when adding text from Word always use the HTML and Word Past Tools. They can also be found in each the Job Description and Job Requirements fields in the purple boxes.

**HTML Source Editor**

http://oneclick.jobtarget.com/network

HTML Source Editor  Word wrap

Update Cancel

**Paste from Word - Mozilla Firefox**

http://oneclick.jobtarget.com/network/javas

Paste from Word

Use CTRL+V on your keyboard to paste the text into the window.

Insert Cancel

Done

# Posting a job using OneClick

**Job Details**

Job Duration:

Required Travel:

Min Education:

Min Experience:

Salary:  to    
please enter only numbers  
 Entry Level

**Location**

Tell us where the job will be located.

City:

State: \*

Other:

Zip/Postal Code:

Country: \*

**Contact Information**

This information will appear in your ad. This is how applicants will submit their resumes.

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

Depending on the sites you post to not all information in this field will be required. But the more information you can provide the better!

A location will always be required when posting. Providing a zip code is also very helpful!

Please be sure to include an email address, mailing address, or URL where applicants can apply for the position.



# Posting a job using OneClick

**Additional Information**

One or more of the job boards you have selected have additional data requirements. Please take a moment to fill out the fields below. Please note that each item you enter here will replace the information listed above, and this information will only be visible on that job board.

**Association of International Product Marketing & Management (AIPMM)** [hide optional fields](#)

**Contact Information**

This information will appear in your ad. This is how applicants will submit their resumes.

**Email Address:**

**Apply URL:**

**Sales and Marketing Executives International Career Center** [show optional fields](#)

This job board does not require any additional data. To fill out optional fields, please click the [show optional fields](#) link.

**\* Indicates a required field. Please note that requirements are determined by the job boards you've selected.**

When you done filling in all fields you can Preview your posting. We always recommend previewing your posting before submitting.

You can choose not to Preview and simply click Post Job.

*Not sure what your ad should say? Contact our free recruitment advertising experts now! Call us at 1-888-575-WORK (9675), or [send an email](#).*

Here you can supply additional information for each job board if you would like. For some sites these additional information fields will be required and will be site specific. For example - job categories, job classification, etc.

# Posting a job using OneClick

## Research Aide IV

<b>Job ID:</b> #####	<b>Posted:</b> January 18, 2011
<b>Company Name:</b> JobTarget Enterprise Demo	<b>Position Title:</b> Research Aide IV
<b>Location(s):</b> New London, Connecticut 06320, United States	<b>Job Function:</b> Information Technology

**APPLY FOR THIS JOB**  
**Apply URL:** <http://oneclick.jobtarget.com>

**Job Description**  
**Field:** Research Aide  
**Department:** Computer Science

**Description:**  
The Department of Computer Sciences seeks a full time staff member to provide research support for Clean-Slate design of Resilient, Adaptive, Secure Hosts (CRASH) project. Design, develop, implement and maintain project website for use by CRASH teams. Gather and update web page of formal material for the project using technical tools within the Nuprl system. In collaboration with PI and Researchers expand web projection tools. Facilitate remote collaboration with CRASH teams using tools for navigating Nuprl library. Assist with coordination of editorial duties of faculty; monitor submissions to scientific journals; prepare research data for scientific presentations utilizing a variety of software including desktop publishing, word processing, and web design programs. Coordinate meetings with design teams, postdoctoral associates, and visitors. Assist in the preparation of presentations and demonstrations using formal material from database. Prepare monthly progress and budget reports. Support research team (i.e., coordinate travel, accommodations, equipment and software needs). Perform other administrative and assigned duties as needed. Maintain confidentiality in all matters.

**Qualifications**  
:

**Qualifications**  
:

Formal training beyond a high school diploma of one to two years of college coursework, or Associate's degree with 2-4 years experience or equivalent combination. 2-3 yrs office exp. in an academic setting preferred. Comprehensive knowledge of software programs including desktop publishing, word processing, spreadsheets, databases; web design & maintenance experience required. Demonstrated ability to exercise sound judgment & manage competing priorities; strong attention to detail. Customer service oriented; excellent organization, communication and interpersonal skills. Must be a self-starter & be a contributing member in a team environment.

No relocation assistance is provided for this position.

**APPLY FOR THIS JOB**  
**Apply URL:** <http://oneclick.jobtarget.com>

If you want to make any changes click Close Preview, Continue Editing

Close Preview, Continue Editing Post Job

If you want to post the job as is, click Post Job.

# Posting a job using OneClick

## Confirm Order

Please review the order below and confirm that it is correct. Please note the following:  
**In order to complete your order, please select your payment method below.**

This is the final step in the posting process. You will want to check the cost associated with each board and fee and your total. If you need to provide any notes with a particular board do that here using the Send a not for this site feature.

### You are purchasing the following:

	Cost	PO/IO #
◆ Single 30-Day Job Posting Job Board: AccountingJobsToday.com Posting Fee:	\$249.00 \$1.25	<input type="text"/>
◆ Single Job Posting Job Board: CareerBank Posting Fee:	\$375.00 \$1.25	<input type="text"/>
	<b>Sub-total:</b> \$626.50	
	<b>Tax:</b> \$0.00	
	<b>Total:</b> \$626.50	

Send a note for this site.

Send a note for this site.

Have a coupon? Enter it here:

Add Coupon



# Posting a job using OneClick

**Who should receive billing & receipt information?**

**Send receipts & invoices to me**

Sample User  
225 State St.  
Suite 300  
New London, CT 06320  
United States

Send receipts & invoices to:

Send receipts & invoices to a new contact

You can select who you want your job posting receipt to go to by choosing the default, selecting from the existing list or adding a new contact.

**Pay by Credit Card**

**Name on Card:**

**Card Type:**

**Card Number:**

**Expiration:**

**CVV2 Code:**

**Purchase / IO #:**   
optional

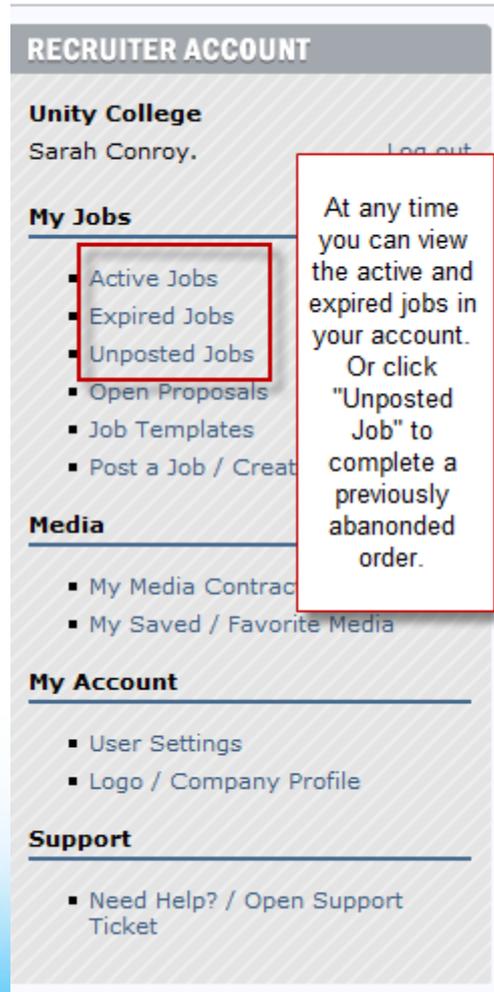
**Pay by Check / Invoice**

When you choose to pay by invoice your order will be processed immediately and you will be issued an email invoice.

**Purchase / IO #:**   
optional

To process your Posting you MUST click one of these two buttons. This will send the job through to be externally posted. If one of these buttons is not selected the job will not be submitted.

# Recruiter Toolbar



**RECRUITER ACCOUNT**

**Unity College**  
Sarah Conroy. [Log out](#)

**My Jobs**

- Active Jobs
- Expired Jobs
- Unposted Jobs
- Open Proposals
- Job Templates
- Post a Job / Create

**Media**

- My Media Contract
- My Saved / Favorite Media

**My Account**

- User Settings
- Logo / Company Profile

**Support**

- Need Help? / Open Support Ticket

At any time you can view the active and expired jobs in your account. Or click "Unposted Job" to complete a previously abandoned order.

# Managing Jobs and Orders

Position	Start	End
<b>Assistant To Senior Associate Deans/Special Projects Analyst</b> (Job ID: 18638450) Idealist.org [stop] 06/13/2014 - 08/12/2014 \$95.00 Edit   Stop All   Post this job to more media!   Statistics	06/13/2014	08/12/2014
This area shows the Job Title as well as JobTarget's ID number (please reference this number when contacting me with questions).		
<b>Assistant Director, Communications</b> (Job ID: 18619830) New York University CreativeHotlist.com [stop] 06/12/2014 - 07/12/2014 \$100.00 Idealist.org [stop] [view] 06/12/2014 - 08/11/2014 \$95.00 LinkedIn [stop] 06/12/2014 - 07/12/2014 \$495.00 MediaBistro.com,Inc. [stop] [view] 06/12/2014 - 07/12/2014 \$279.00 Monster.com [stop] [view] 06/12/2014 - 07/12/2014 \$375.00 Edit   Stop All   Post this job to more media!   Statistics	06/12/2014	08/11/2014
Use the "Stop" button next to each board to stop the posting on that board <i>only</i> . Use the "View" button next to each board to view the job as it appears online.		
Use these tools to <b>edit</b> the job, <b>stop</b> the posting on <i>all</i> sites, <b>add</b> more sites to the order, or <b>review</b> the performance of the job on each site.		
<b>Associate Director, Digital Projects</b> (Job ID: 18618750) New York University CreativeHotlist.com [stop] 06/12/2014 - 07/12/2014 \$100.00 Dice Inc. [stop] 06/12/2014 - 07/12/2014 \$495.00 Idealist.org [stop] [view] 06/12/2014 - 08/11/2014 \$95.00 LinkedIn [stop] 06/12/2014 - 07/12/2014 \$495.00 MediaBistro.com,Inc. [stop] [view] 06/12/2014 - 07/12/2014 \$279.00 Edit   Stop All   Post this job to more media!   Statistics	06/12/2014	08/11/2014
Review the status, job board selection, posting duration, and cost of your order.		

