WELCOME TO **EDjobsNH.com**

A Training Guide for Administrators
and Human Resource Directors

This booklet is provided to introduce you to the most important procedures for using this simple, but effective, website to recruit the best applicants for positions in your school.

1. Basic Organization and Use
2. Login, Navigation, and Authorization for Access
3. Entering and Managing Your Job Postings
4. Résumé Searches
5. Effective Use of the Service
6. Troubleshooting, Help, and Communicating

Basic Organization and Use

www.EDjobsNH.com is designed with three components. The back end is managed by NHSAA to enroll participating schools and manage the overall site. The District Administration section is where you, as a school representative, will be able to post job openings, search résumé files, and maintain an archive of common listings. The general website is where candidates searching for education jobs in New Hampshire will find you.

Benefits of the system include the ability to control your own listings (including security to prevent tampering by applicants and other employers), the amount of information included, the length of time each listing runs, and the ability to archive frequently used listings for future use. The system is unique with its automated notification feature, which will notify you when an applicant, who has stored a résumé in the database, is qualified for an open position in your school. In addition, applicants have the ability to search for new positions matching his/her criteria anywhere in the state, free of charge.

You will have a level of security. This security permits you, as your organization's designated contact, to enter, modify, archive, and delete your listings, as well as perform searches for qualified candidates. This feature requires a login and password that should be restricted to your human resources personnel who normally manage your job listings and personnel files. You should protect your password as NHSAA cannot be responsible for the security of your listings if the password is released.

Thank you for subscribing, and we hope you find the service exceeds your expectations!

NHSAA contact and help desk by calling (603) 225-3230.
Site Address: *http://www.edjobsnh.com/edj/district/*   Please bookmark it.
**Don't forget your Login and Password!**

Login, Navigation, and Authorization for Access

To access the District Management section directly from your web browser, enter the following address in your location bar: *http://www.edjobsnh.com/edj/district/*

When you press your ENTER or RETURN key, you will see the following screen:

Figure 1: Administrative Opening Screen


When you press your ENTER or RETURN key, you will see the following screen:
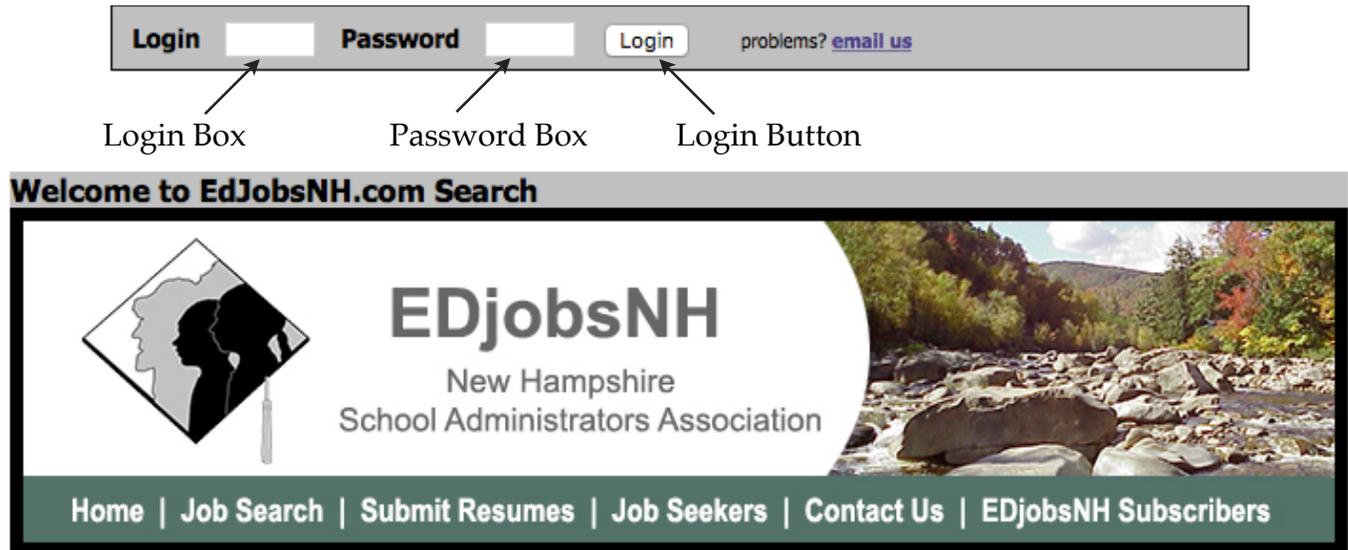
Place your cursor in the **Login** box and enter the login name provided by NHSAA. Then place your cursor in the **Password** box, type your password, and click the **Login** button.

The next screen allows you to identify the people in your organization who will be entering job listings and receiving email notifications generated when an applicant applies to your job posting.

Figure 2: Administrative Screen
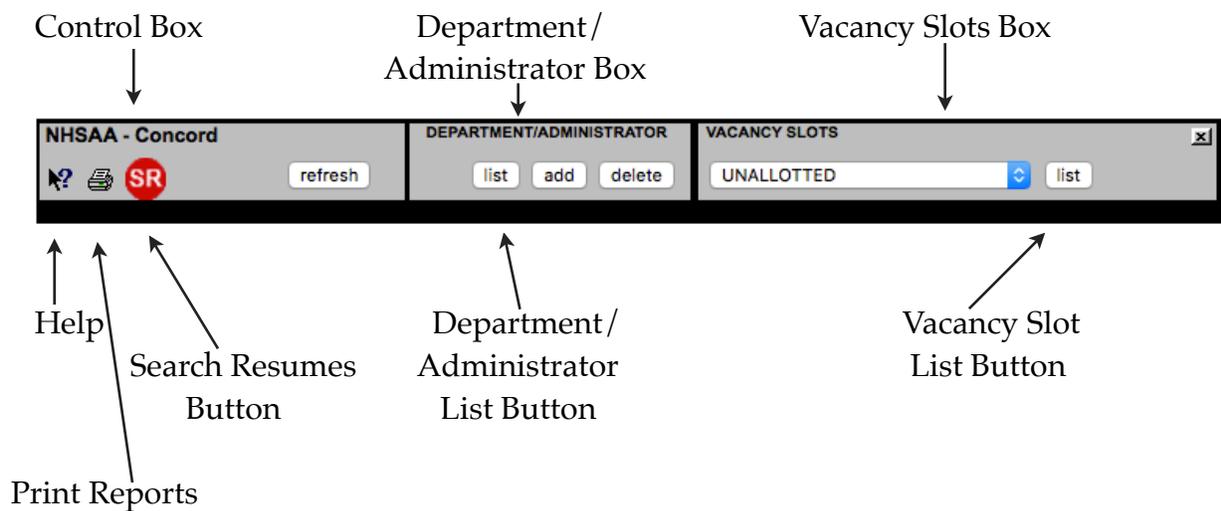
To see a list of your authorized listing administrators, click on the **list** button located in the gray DEPARTMENT/ADMINISTRATOR box.

To enter a new listing administrator, click the **add** button in the DEPARTMENT/ADMINISTRATOR box. The *EDjobsNH* logo will be replaced with a data entry screen (Figure 3) with boxes to enter information about yourself or other authorized personnel. For security reasons, it is good practice to limit the number of personnel with the password. It should be limited to those in your office who are directly involved in selecting and interviewing candidates.

Figure 3: Add New Department or Hiring Administrator Screen

When you have entered all of the information, click the **Add** button (next to the **Reset** button, not the one in the gray DEPARTMENT/ADMINISTRATOR box). You must then click on the **Refresh** button in the gray control box to view the new department or hiring administrator now added to your database.
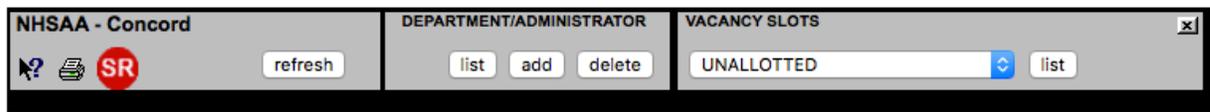
Figure 4: Vacancy Slots Box

In addition to listing the administrator(s) authorized to post your jobs, the Administration Screen includes different options to view all your vacancy slots, unallotted (unused) slots, and postings entered by the administrator(s). Clicking the arrows in the VACANCY SLOTS box will display a drop-down with these options. Every member will initially be allotted 200 posting slots. If more are needed, simply contact the NHSAA office with the request. Additional slots do not add to the cost of participation.

Entering and Managing Your Job Postings

Click the up and down arrows on the VACANCY SLOTS drop-down button. Scroll down to and select **All Slots**, then click the **list** button in the VACANCY SLOTS box. This list will display all the slots, or records, allocated to your organization for job postings. If you already have positions posted, they too will be displayed on the screen in the slot number where they were posted. If this is your first time posting, or you select the **UNALLOTTED** option, all of the slots will be blank.

Your slots may not necessarily begin with #1 as the numbering does not start over for each member. In slots where jobs already exist, you may **EDIT** the existing position (for example, to re-advertise a position that was open a year ago and is now vacant again), **REPLACE** it with a new position, or **WIPE** it out completely, leaving you with a blank slot for future use. With 200 available slots, if you look for an archived job in slot #17467 a year from now, you may have to scroll down.

Figure 5: Vacancy Slot Allocations

To enter a new position, click the **EDIT/REPLACE** link to display the position entry screen, entitled "Update Vacancy Listing" (Figure 6). This screen includes all the fields you will use to describe the position and set search criteria for potential applicants.

The "Field of Work" title in Figure 6 is a drop-down; it includes most of the general areas where jobs exist in education. The list currently contains the following: Adjunct Faculty, Administrative, Clerical, Custodial/Maint., Food Services, Health Services, Paraprofessional, Professor, Teaching, Transportation, and Other. The "Sub Field" that appears includes another drop-down list of positions related to the general field. For example, the Administrative field will include Superintendent, Assistant Superintendent, Business Administrator, Principal, Assistant Principal, etc. The Teaching positions will include the New Hampshire certification areas. You can speed through the long lists by typing in the first letter of the job classification, then scrolling down with the down arrow on your keyboard.

The "District's Reference Code" field can be used in any way you wish with an alpha-numeric entry. It gives you the ability to classify your positions to ease your search later when you have numerous archived positions, or you can separate identical positions by building, classroom, etc. The "Application Deadline" field is for the information of potential applicants, and the date entered here will determine how long the posting will be visible to applicants on the website. The date must be entered in the following format: 07/01/2017. It does not have any effect on an automatic archiving of your posting.

Figure 6: Position Entry Screen

Update Vacancy Listing

Field of Work must be selected first before completing remainder of form.

Field of Work: [Other] **Sub Field:** [Other]

Educational Institutions [Public K-12]

Job Title [ ]

District's Reference Code [ ]

Application Deadline [ ] ☐ or until filled
MM/DD/YYYY Format Only

Status ⦿ Permanent   **Shift** ◯ First Shift
◯ Contract   ◯ Second Shift
◯ Contract to Permanent   ⦿ N/A
◯ Part-Time
◯ Temporary

Salary Information [ ]

Benefits
Maximum of 255 characters
[ ]

Job Description
Maximum of 255 characters

Creating Links using this Text Editor

[Text editor toolbar]

body
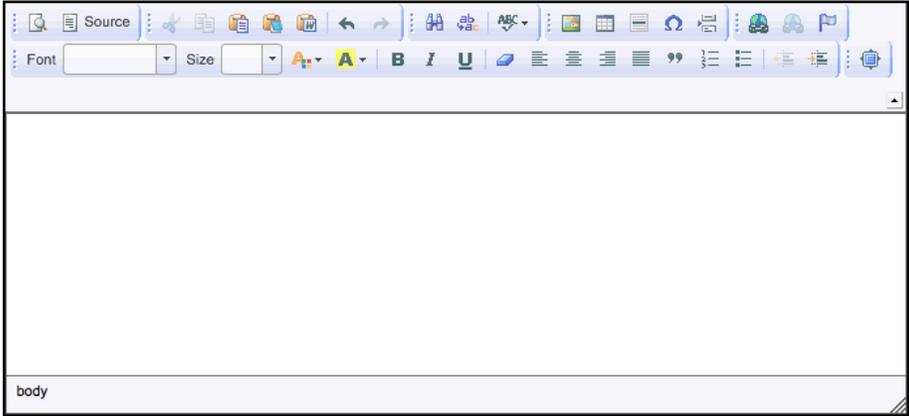
Keywords [ ]

Region [Southeast]

Department or Hiring Manager [Bernice Toscano]

Location [ ]

[Submit]

The radio buttons for "Status" and "Shift" allow you to post contract service positions as well as regular positions.

The "Salary Information" and "Benefits" fields are self-explanatory. It is not necessary to enter a salary range if there is a fixed salary or wage that is not subject to training and experience or other factors.

The "Job Description" field is not intended to be the full Board adopted job description. This is where you would put the most pertinent information, similar to what you might include in an ad in the *Boston Globe* or your local newspaper. You can be as original or as brief as you like.

The "Keywords" are for the benefit of potential applicants who are searching for certain criteria. Use common keywords applicants might use when searching for positions. How you use this field is entirely open.

When you have completed your entry, click the **Submit** button. You can go back and edit at anytime. If you later discover that the posting should be changed, go back to the Vacancy Slots list, find the posting, click the **EDIT** option, make the desired changes, and hit **Submit** again.

Résumé Searches

Anyone in your organization with the login and password can look at any or all résumés stored in the database by potential applicants. To do so, click the the red icon labeled **SR** (Search Resume). The most effective way to find résumés is to search by keywords. Just enter your search criteria and click on the yellow **search** button (Figure 7). A list of résumés stored by applicants who have listed the same keyword will be displayed on the screen (Figure 8).

Figure 7: Résumé Search Screen

SEARCH RESUME DATABASE

keywords:

— job status —   — job type —   — location —

Permanent ○   ANY   SELECT LOCATION

Contract/Temp ○

All ◉

Part-Time ○   **search**

Figure 8: Résumé Search Result Screen

1.   posted: 6 June 2017 (41 days)

ADMINISTRATIVE   **JACV - 49550**

Desired Location(s): Southeast,South Central,Lakes Region (Under Contract?: No)

Date Available: 1 July 2017

Experience?: "YES"   **Find out more about this Candidate**

Profile:

18 years exp in secondary education. Focus on individ. learning and career pathways planning. Grant review, admin, and writing. CTE concentration. Interested in teaching, administrative, ELO and WBL roles in NH secondary schools.

2.   posted: 28 May 2017 (51 days)

ADMINISTRATIVE   **JACV - 38838**

Desired Location(s): Southeast,South Central,South West,Lakes Region,North Country (Under Contract?: No)

Date Available: 8 June 2017

Experience?: "YES"   **Find out more about this Candidate**

Profile:

I have a high level of administrative acumen, significant experience with community outreach, a track record of excellence in managing and guiding staff, and a tireless work ethic. I am a nationally known expert in bullying prevention.

3.   posted: 26 May 2017 (52 days)

ADMINISTRATIVE   **JACV - 49533**

Desired Location(s): Southeast,South Central,South West (Under Contract?: No)

Date Available: 31 May 2017

Experience?: "YES"   **Find out more about this Candidate**

Profile:

7 years teaching experience, 3 years instructional coaching experience, reading and ESOL endorsed, Masters in Educational Leadership, Marzano trained, versed in delivering professional development, fully technology literate

The search results in Figure 8 are a summary of keyword-matched applicants along with a brief profile. By clicking the **Find out more about this Candidate** link, you will be able to view the applicant's contact information (Figure 9). Click the **View Resume File** link to view the résumé they have stored in the *EDjobsNH* database.

Figure 9: Résumé Screen

Clicking the back button on your browser allows you to go back to the list of résumé summaries so you can get details on the next matching applicant. You may print the résumé page, or any other page, by using the print command on the tool bar at the top of your browser. The printer icon in the gray control box (Figure 2) is used only to print reports of your own job listings

Effective Use of the Service

Below are some planning and organizing tips and principles that may help down the line if you implement them from the beginning. We welcome any feedback that could help all of New Hampshire's schools, so please communicate any additional ideas to Faith at the NHSAA office: (603) 225-3230 or faith@nhsaa.org.

1. All of your vacancy slots are numbered, so it might be helpful to group them. This strategy might be particularly useful as you enter more vacancy postings and find a need to search through your listings at a later date. For example, you could allocate groups by similar job categories. If you have slots 501 to 700, you might allocate 501-600 for teaching positions, 601-620 for clerical positions, 621-640 for custodial and maintenance, etc. You also have the option to organize by department using the **Add** button in the DEPARTMENT/ADMINISTRATOR box (Figure 2). You can name your departments as schools, job classifications, school districts in a multi-district SAU, or any other organizational scheme.

2. Keep a log of the listings getting the best responses and see if there are certain keywords common to those listings. The keywords that result in the most hits can be used in future postings.

3. Put downloadable application forms on your organization's website in PDF format.

4. Put the word out in your community about this site. Teachers usually look at the *Boston Globe* or other regional papers and will see our ads there, but many times local, non-certified applicants look only in the local paper or go by word-of-mouth.

5. *Protect your password*. As much as we like to cooperate in education, when it comes to attracting new applicants to the state, we are competing for the best. If a neighboring organization that does not participate in the membership gains access to your password, you are paying for your competition to use one of your best tools, and you will lose your access to the site.

Troubleshooting, Help, and Communicating

We are here to assist you! If you experience any problem whatsoever, please contact us immediately. Just give us a call, and we will do our best to work through any problems.

For general information about how to use the system, change passwords, or add more slots, contact the NHSAA office at (603) 225-3230.

We really expect you will be pleasantly surprised with the power and ease of use of this system. This site is not a copy of other commercial sites; it has features beneficial to schools not found in other job listing services. We hope you will realize the full benefit of these features and find the site to be the most powerful and most cost effective tool you have for recruiting.

Thank you and good hunting!