

Instructions: How to Use AgingServicesJobs.Org

LeadingAge Minnesota has launched a new free job board for members at AgingServicesJobs.org. Our goal is to provide a smooth transition for you to this new platform as of Friday, Aug. 11, at which time the SmartRecruiters supported site will expire. For more information on maintaining your SmartRecruiters account, and the reason behind this change, read this [Advantage article](#).

This document will provide instructions on how to post an open position, edit a job posting, and delete a job posting, all in a matter of minutes!

Welcome to the *new* and easy to use AgingServicesJobs.Org!

To Post a New Job

Step 1. Login to the LeadingAge Minnesota website.

The screenshot shows the LeadingAge Minnesota website homepage. At the top, there is a navigation menu with links: Home, About, Provider Resources, Family Resources, Advocacy, Knowledge Center, News, and Education & Events. Below the menu is a large banner for the "Health Support Specialist REGISTERED APPRENTICESHIP PROGRAM" featuring an image of a train. To the right of the banner is a "Member Login" section with fields for "Username" and "Password", a "Login" button, and a "Forgot your password?" link. A yellow callout box with an arrow points to the "Username" field, containing the text "Login in on the main page of the website." Below the login section is a "Become a Member" section with a "Join Today" button.

Step 2. Go to the top of the main page and click on Workforce Center.

The screenshot shows the top of the LeadingAge Minnesota website. On the left is the LeadingAge Minnesota logo with the tagline "Leading Change. Changing Lives." In the center, there is a user profile for "Jenna Seal" with links for "Account" and "Logout". On the right, there is a navigation bar with links for "Workforce Center", "Vendor Center", and "Contact Us". A yellow callout box with an arrow points to the "Workforce Center" link, containing the text "Here". Below the navigation bar is a search bar with a "Search" button and a "Text size" selector.

Step 3. Once you are in the Workforce Center, click on the binocular icon  to get to AgingServicesJobs.Org.

Workforce Center



Our Workforce Center is designed to provide members with proven resources to help recruit the highest quality staff, retain exceptional team members and train career caregivers. Whether we are [sharing data about our current workforce environment](#) or designing new initiatives with valued stakeholders, our members are working to elevate our state's aging services caregiving workforce. Together, we are advancing bold [strategies](#) that ensure all Minnesotans have access to the

Click here



AgingServicesJobs.org

Discover a career in the aging services field – find a job or search for team members on our online job board.

Step 4: Click on *Post Jobs – Members Only*.

AgingServicesJobs.org

Click here.

Post Jobs – Members Only

AgingServicesJOBS.org

If you're ready to take the next step in your aging services career, we'll help you find the opportunity that's right for you.

[AgingServicesJobs.org](#) is a job board that provides you access to open positions at the leading senior living organizations throughout Minnesota. The cost for previous users to post on this job board is \$249 per month. Unfortunately, [AgingServicesJobs.org](#) is not accepting any new users at this time.

We recognize that having an affordable, accessible and robust job board is vital to successful recruitment. Workforce solutions are a priority for LeadingAge Minnesota, and we look forward to offering an improved recruitment tool as soon as possible in 2017.

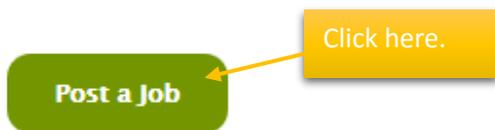
Step 5. Click on 'Post a Job.'

Post a Job

AgingServicesJOBS.org

AgingServicesJobs.org is the one-stop shop for all your career recruitment efforts.

AgingServicesJobs.org service is a free, exclusive benefit for LeadingAge Minnesota member organizations. If you are unsure of your member status, please check our [member directory](#). All non-member postings will be removed.



Step 6. Click the box that says 'Check if you have no code,' then click 'Submit.'

A "Sign in" form with a blue background. At the top left is a lock icon. The title "Sign in" is in blue. Below it is a text input field for "Anonymous Login Code: (Enter code if updating prior anonymous response)". Below that is a checkbox labeled "Check if you have no code: (Then click Submit)". A yellow callout box with "Click here." points to the checkbox. Below the checkbox is a "Submit" button. A yellow callout box with "Then click here." points to the "Submit" button.

Step 7. Fill in each drop box field in the following four pages. Boxes with the red asterisk* are required to complete.



LeadingAge Post Jobs

Anonymous Login Code: I20265I00

Page 1 of 4

Save this code, which is required to update your response at a later time.

Job Description

Job Title*

Job Description:*

Job Type

Job Code

Job Experience

Education

Shift

Expiration Date:



The expiration date will establish a date for the post to be deleted from the site.

Go to the next page.

Next

You will find the unique login code for your new job posting here. Every job you post will receive a unique code.

Anonymous Login Code: I20265I00 Page 2 of 4
Save this code, which is required to update your response at a later time.

Job Location

Travel Requirements

Job Region

Job City*

Job State*

Job Zip Code*

Job Country

Asterisks designate mandatory fields.

Go to the next page, or click Back to go to the previous page.

Anonymous Login Code: I20265I00 Page 3 of 4
Save this code, which is required to update your response at a later time.

Job Salary

Pay Period

Minimum Salary
\$

Maximum Salary
\$

Commission

Bonuses

Go to the next page, or click Back to go to the previous page.

Anonymous Login Code: I20265I00

Page 4 of 4

Save this code, which is required to update your response at a later time.

Contact Information

Please enter contact information for this job posting.

First Name: *

Last Name: *

Company: *

Company Description: *

Phone: *

Fax:

Email: *

Apply URL:

Back

Done

All LeadingAge Minnesota member organizations are included in this pre-loaded drop box.

Paste the link (URL) to your organization's job posting here. This will direct applicants to apply for the job directly on YOUR website.

For example, if I were posting an LPN position from St. Paul Care Center, the URL might be StPaulCare.org/job_application_id_123

By clicking on the link it would take me directly to the LPN Job posting on the St. Paul Care Center website.

Therefore, all applicants from AgingServicesJobs.Org will be redirected to apply directly on YOUR organization's website.

When you are satisfied with your post, click Done.

LeadingAge Post Jobs

Survey Completed

Thank you for adding your position with LeadingAge Minnesota!

Job Details:

Job code: n2026962L
 Job Title: Helpdesk Support
 Job Description: Help support desks
 Posted by: Charles Kronschnable

Save or print this page! The unique job code you will use to edit your posting in the future is located here.

Please print this confirmation to edit this job in the future.

Step 8: You're done! Find your newly posted position [here](#). Positions will be listed by date, so all new postings will be shown at the top of the job board.

Job Title	Company	Location
Nurse	LeadingAge Minnesota Solutions	St. Paul, mn
Helpdesk Support	LeadingAge Minnesota Solutions	St. Paul, mn
Helpdesk Support	LeadingAge Minnesota Solutions	St. Paul, mn

To Edit a Current Job Posting

Step 1. Go to AgingServicesJobs.Org, then click on *Post Jobs – Members Only*.

AgingServicesJobs.org

Click here.

Post Jobs – Members Only

AgingServicesJOBS.org

If you're ready to take the next step in your aging services career, we'll help you find the opportunity that's right for you.

AgingServicesJobs.org is a job board that provides you access to open positions at the leading senior living organizations throughout Minnesota. The cost for previous users to post on this job board is \$249 per month. Unfortunately, AgingServicesJobs.org is not accepting any new users at this time.

We recognize that having an affordable, accessible and robust job board is vital to successful recruitment. Workforce solutions are a priority for LeadingAge Minnesota, and we look forward to offering an improved recruitment tool as soon as possible in 2017.

Step 2. Click on '*Post a Job.*'

Post a Job

AgingServicesJOBS.org

AgingServicesJobs.org is the one-stop shop for all your career recruitment efforts.

AgingServicesJobs.org service is a free, exclusive benefit for LeadingAge Minnesota member organizations. If you are unsure of your member status, please check our [member directory](#). All non-member postings will be removed.

Click here.

Post a Job

Step 3. Enter the Job Code that you saved from the 'Survey Completed' page when you originally posted the position.



LeadingAge Post Jobs

Survey Completed

Thank you for adding your position with LeadingAge Minnesota!

Job Details:

Job code: n2026962L
Job Title: Helpdesk Support
Job Description: Help support desks
Posted by: Charles Kronschnable

Please print this confirmation to edit this job in the future.

This one!



Copy here.

Anonymous Login Code:
(Enter code if updating prior anonymous response)

2026962

Check if you have no code:
(Then click Submit)

Submit

Then click submit.



Step 4. Your job posting will load with all original content. Edit any of the necessary drop box fields, clicking the 'Next' button to get to the page that needs editing. Once edits are complete, click 'Next' until you get to the final page, and click 'Done.'



LeadingAge Post Jobs

Anonymous Login Code: l20265100 Page 1 of 4

Save this code, which is required to update your response at a later time.

Job Description

Job Title*

Job Description:*

Job Type
--None--

Job Code
--None--

Job Experience
--None--

Education
--None--

Shift
--None--

Expiration Date:

Step 5. Your Job Code will remain the same number. Remember to keep that number in case the position needs to be edited again!



LeadingAge Post Jobs

Survey Completed

Thank you for adding your position with LeadingAge Minnesota!

Job Details:

Job code: n2026962L
Job Title: Helpdesk Support
Job Description: Help support desks
Posted by: Charles Kronschnable

Please print this confirmation to edit this job in the future.

To Delete a Current Job Posting

Congratulations! You've hired a new team member!

Step 1. Go to AgingServicesJobs.org, then click on *Post Jobs – Members Only*.

AgingServicesJobs.org

Click here.

Post Jobs – Members Only

AgingServicesJOBS.org

If you're ready to take the next step in your aging services career, we'll help you find the opportunity that's right for you.

AgingServicesJobs.org is a job board that provides you access to open positions at the leading senior living organizations throughout Minnesota. The cost for previous users to post on this job board is \$249 per month. Unfortunately, AgingServicesJobs.org is not accepting any new users at this time.

We recognize that having an affordable, accessible and robust job board is vital to successful recruitment. Workforce solutions are a priority for LeadingAge Minnesota, and we look forward to offering an improved recruitment tool as soon as possible in 2017.

Step 2. Click on '*Post a Job*.'

Post a Job

AgingServicesJOBS.org

AgingServicesJobs.org is the one-stop shop for all your career recruitment efforts.

AgingServicesJobs.org service is a free, exclusive benefit for LeadingAge Minnesota member organizations. If you are unsure of your member status, please check our [member directory](#). All non-member postings will be removed.

Click here.

Post a Job

Step 2. Enter the Job Code that you saved from the 'Survey Completed' page when you originally posted the position.



LeadingAge Post Jobs

Survey Completed

Thank you for adding your position with LeadingAge Minnesota!

Job Details:

Job code: n2026962L
Job Title: Helpdesk Support
Job Description: Help support desks
Posted by: Charles Kronschnable

Please print this confirmation to edit this job in the future

This one!

A "Sign in" form with a blue background and a white rounded rectangle. It features a padlock icon, the text "Sign in", and a text input field containing "2026962". There is a checkbox for "Check if you have no code" and a "Submit" button. Annotations include a yellow box "Copy here." pointing to the input field and another yellow box "The click submit." pointing to the Submit button.

Sign in

Anonymous Login Code:
(Enter code if updating prior anonymous response)

2026962

Check if you have no code:
(Then click Submit)

Submit

Copy here.

The click submit.

Step 3. On Page 1, enter the date into the 'Expiration Date' drop box. The job post will be deleted by the end of the day. If you forget to delete a post, you may enter a past-date, and the post will delete immediately.



LeadingAge Post Jobs

Anonymous Login Code: I20265I00 Page 1 of 4

Save this code, which is required to update your response at a later time.

Job Description

Job Title*

Job Description:*

Job Type
--None--

Job Code
--None--

Job Experience
--None--

Education
--None--

Shift
--None--

Expiration Date:

Here!

Step 4. Click the 'Next' button until you get to page four, then click the 'Done' button. The job post will be deleted on the date entered.



LeadingAge Post Jobs

Anonymous Login Code: I20265I00 Page 4 of 4

Save this code, which is required to update your response at a later time.

Contact Information

Please enter contact information for this job posting.

First Name:*

Last Name:*

Company*
--Please Select--

Company Description:*

Phone:*

Fax:

Email:*

Apply URL:

Here!