“My Jobs”

Access “My Jobs” tab from your job board account to:
- search and view all your jobs as well jobs belonging to colleagues;
- manage job postings by activating or stopping them;
- delete job postings; and
- edit, repost or renew job postings.

Frequently Asked Questions:

What is “My Jobs” tab in my job board account?
How can I sort my jobs?
What is keyword search?
What are advanced search options?
What is “Your Search Results for Criteria”?
What happens when I activate a job?
What happens when I stop a job?
What happens when I delete a job?
How do I edit a job?
Can I edit any job?
What is renew and repost?
What is Show Details view?
Why does my active job show up in expired jobs view?
How can I post a new job?

What is “My Jobs” tab in my job board account?
In this tab you have all the tools to view and manage your jobs and your colleagues’ jobs. We have given you all the tools to search for a specific job, edit the posting, repost or renew, and even easy access to posting a new job.

How can I sort my jobs?
When you access “My Jobs” you can sort the default view by Position, Start date or End date (the column headings are blue and underlined for easy identification). When you click on the heading for Position it will sort in alphabetical order, click on the Position heading again and it will sort in reverse alphabetical order. Click on the Start Date heading will sort your postings by newest to oldest, click on the Start Date heading again and it will sort the dates by oldest to newest.
**What is keyword search?**

Simply enter a keyword to search by job name, position title, company name, or job description. You can also enter city name here to search for jobs posted for a specific city if it was entered when the posting was created. If you have a YourMembership Job ID you can enter here to get quick access to a specific job.

**What are advanced search options?**

If you have a lot of jobs to manage and many different colleagues, advanced search will help you narrow your results.

*Posted Between* - enter a date range to view jobs posted last week or last month, or whenever you think the job was posted.

*Status* – simply select the status of the jobs you wish to view. For example, if you want to see how many stopped jobs you have, select stopped from the Status drop down menu.

*Belongs to* – select a colleague whose jobs you want to view from a drop down list.

*Country and State* – select a country and/or state to narrow your search even more.

Input all your search criteria and hit Enter on your keyboard or click the Search button. Your search results will be displayed below with a summary of the criteria you entered. If you need to change anything simply click the red X next to one of the criterion and then click Show Advanced Search Options to add another criterion or modify your previous search.

**What is “Your Search Results for Criteria”?**

Here you can view the search criteria you selected before hitting Enter on your keyboard or clicking Search. You can remove any entered criterion by clicking the red X next to it. Edit your advanced search by clicking Show Advanced Search Options and expanding the advanced search menu.

**What happens when I activate a job?**

You can activate a stopped job by clicking the checkbox next to it and then clicking the Activate button.

Activating a job will make it visible to job seekers so they can view the posting and apply for it. Please note that you cannot activate an expired job. You can only activate jobs if the posting date is still current. If the job is expired you first have to renew or repost it.
Features and Functions

What happens when I stop a job?
You can stop an active job by clicking the checkbox next to it and then clicking the Stop button.

Stopping a job will simply hide it from the job seekers, but will not delete it from your account. Stopped jobs are still active – they have not reached their end or expiration date. You can easily activate a stopped job by clicking the checkbox next to a job and then clicking the activate button.

What happens when I delete a job?
When you select a job to be deleted it will be removed from your account completely. Please note that deleting a job posting does not cancel your order. If you are looking to cancel your order or have any questions about deleting a job please contact customer support at clientserv@yourmembership.com or 860-437-5700.

How do I edit a job?
You can edit your job by clicking the action menu and selecting edit. This will bring you to the page where you can make any necessary edits.

You can also click on the position title which will bring you a preview of the job posting. Here you can edit or delete the job.

Can I edit any job?
You can edit active and stopped jobs. If you try to edit an expired job you will be directed to repost or renew the job.

What is renew and repost?
You can renew a job for the same duration as the original posting product 4 days before it expires and 4 days after its expiration date. Outside of that 8-day window, you will be directed to repost the job and choose a posting product available on the job board.
What is Show Details view?

Show Details provides you with a quick look at the posting information without having to leave the “My Jobs” page.

Job Details shows YM Job ID, which is a YourMembership Job ID assigned by the system. Here you can also view the job name, position, company name and preview of the job description.

Stats shows number of views if available on the job board, and number of applications if you chose to allow online applications via the job board. Please note; "views" is only available on participating sites.

History will display dates this posting already ran. If you renewed or reposted this job, the renew or repost dates will be shown here.

Why does my active job show up in expired jobs view?

It may be because it’s expiring today. We just wanted to remind you that the posting is about to run out in case you want to renew it.

How can I post a new job?

To post a new job simply click the button right below your name and log out link, or you can click on the Post a Job link at the top of the view.