


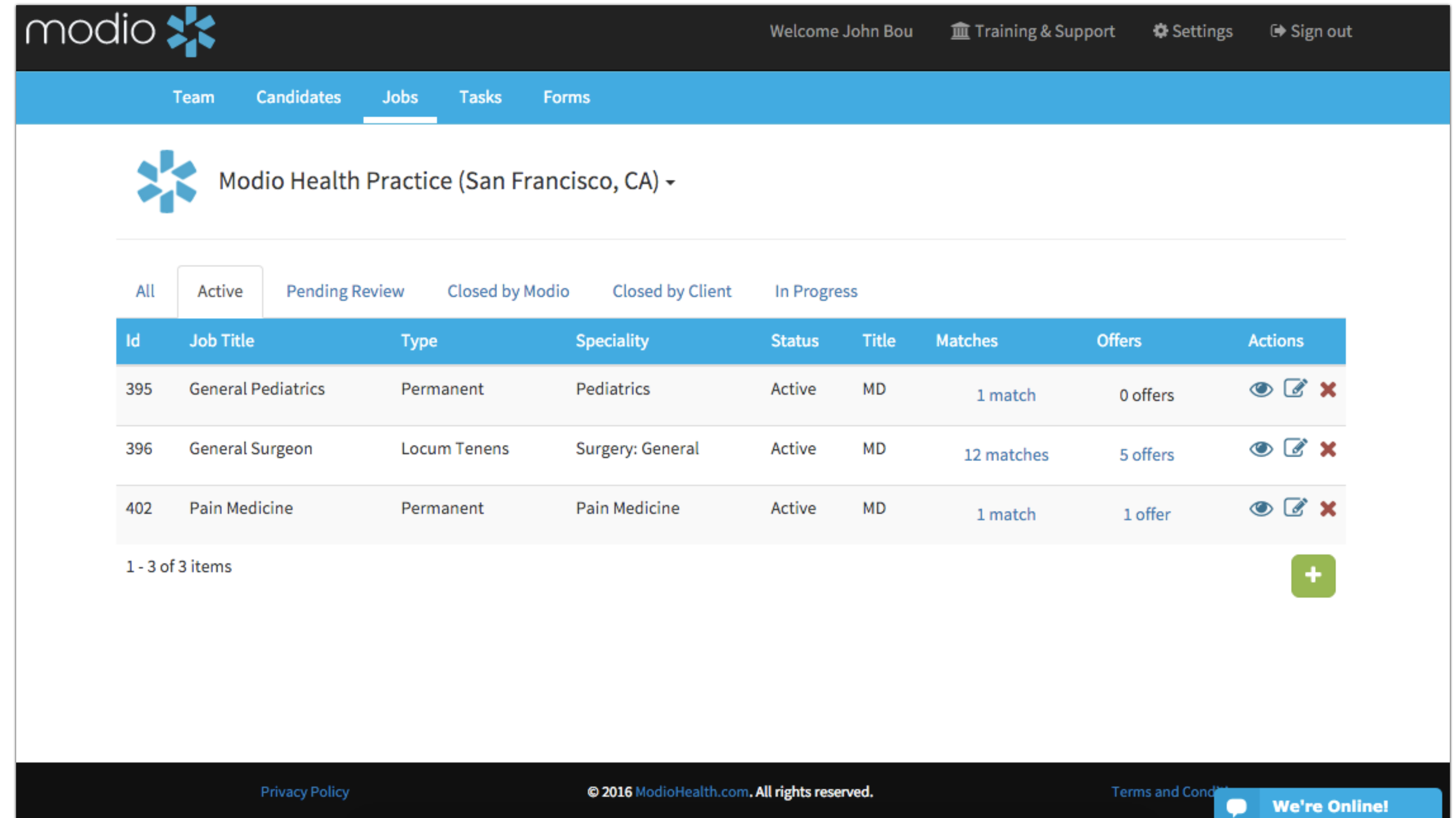
# How-To Guide: Posting Jobs

Easily add listings for your open positions










## Adding a Job


Your OneView recruiter account lets you add open jobs anytime you want.

Start by clicking on the Jobs tab. At the bottom of the page is a green  button. Click this to begin editing a new job post.



The screenshot displays the Modio Jobs management interface for Modio Health Practice (San Francisco, CA). The interface includes a navigation bar with tabs for Team, Candidates, Jobs, Tasks, and Forms. The Jobs tab is selected. Below the navigation bar, there are filters for job status: All, Active, Pending Review, Closed by Modio, Closed by Client, and In Progress. The main content area shows a table of job listings with the following data:

Id	Job Title	Type	Speciality	Status	Title	Matches	Offers	Actions
395	General Pediatrics	Permanent	Pediatrics	Active	MD	1 match	0 offers	  
396	General Surgeon	Locum Tenens	Surgery: General	Active	MD	12 matches	5 offers	  
402	Pain Medicine	Permanent	Pain Medicine	Active	MD	1 match	1 offer	  

At the bottom of the table area, there is a green  button. The footer of the page includes links for Privacy Policy, Terms and Conditions, and a "We're Online!" chat button.

Questions, comments, or feedback? Click the "We're Online" button at the bottom right to chat or submit your request to our team.  
[www.modiohealth.com](http://www.modiohealth.com)

## How to Create a New Job

1. Create a **Title** for your job, ex. "Family Medicine Provider Needed."
2. Start typing the name of a **Specialty** to open a drop-down menu, then select the correct one.
3. Select whether a job is **Locum Tenens** or **Permanent**.
4. Fill out your job **Description**. (Hint: helpful details can be the city or state where the job is located, the professional requirements for the position, the job environment, and the coverage hours.)
5. Choose a **Start Date** and **End Date** from the calendar.
6. Add a **Title** (such as MD, PA, or NP) to the job.
7. Enter the **Rate Type** and **Rate**.  
\*(Hint: These are optional fields, but providers will be more interested in your job if you fill out the rate details, and you'll see more traffic to the job post.)
8. Next, enter a **Job ID** if you have one. (This could be an internal ID to your company.)
9. Enter a **Job Contact Name** and **Job Contact E-mail** for this job. This could be you, or it could be another person at your practice who handles potential candidates.
10. Click **Save** to finalize the job post.

### Add New Job

**Title**  
Family Medicine Provider Needed

**Specialty** Family Medicine **Type** Locum Tenens

**Description**  
Enter Job Description Here : helpful information is the city or state where the job is located, the professional requirements for the position, the job environment, and the coverage hours.

**Start Date** 01/12/2016 **End Date** 01/18/2017 **Title** MD - M

**Rate Type** Hourly **Rate (\$)** 150

**Job Id** 0123 **Job Contact Name** Jane Doe **Job Contact E-mail** Jane@example.com

Click Save to send the job for review and approval (within 24 hours). Cancel Save

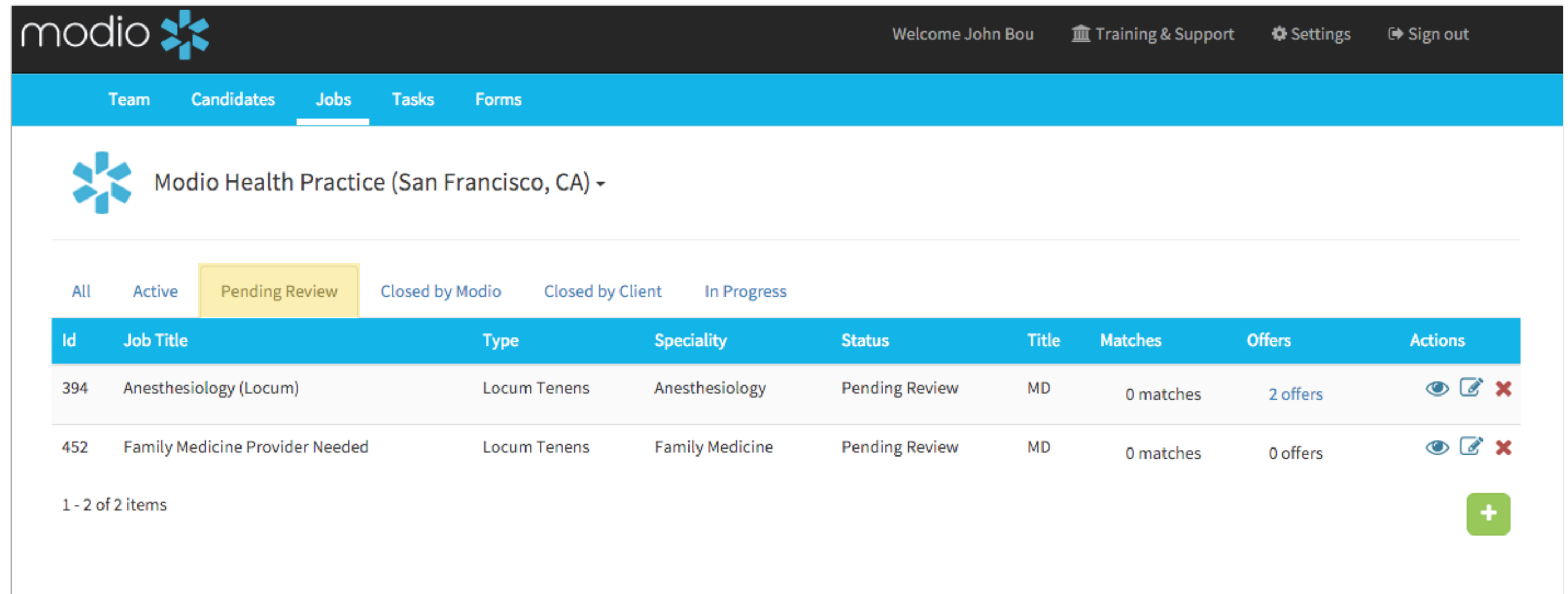
## Viewing your Job Listing







When you hit **Save**, the job will be sent to the Modio team. We'll review the job to make sure that it has all the right details, then approve it or send it back to you for changes within 24 hours.

Once your job post has been approved, it will be visible on our job marketplace to any candidate who matches the specifications for the position.

Providers can contact you to start the job matching process, or you can contact them.

To see more about our job matching process; see **"How-To-Guide for Candidate Search."**



Id	Job Title	Type	Speciality	Status	Title	Matches	Offers	Actions
394	Anesthesiology (Locum)	Locum Tenens	Anesthesiology	Pending Review	MD	0 matches	2 offers	  
452	Family Medicine Provider Needed	Locum Tenens	Family Medicine	Pending Review	MD	0 matches	0 offers	  

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