

FAQs from Jobbers:

How do I post a job on SR?

There is a green **post a job** button in the top right hand corner of your SmartRecruiters account. Once you log in to your account, click on the button and follow the 4 step process that allows you to write the job description (or select a pre-written job description), select individuals to add to the hiring team (in case you want more people to review and interview the applicants), and select from 100s of job boards to post to.

All job creation and posting is done inside of SmartRecruiters and takes just minutes to do.

Where is my log in information?

Your login information is your email address and the unique password you have created. There is an option to click 'forget password' if you cannot remember.

Who can I talk to if I can't log in?

You can contact Denise Jones @ Denise.Jones2@genpt.com or SmartRecruiters support @ supportfeedback@smartrecruiters.com.

Where are the job descriptions/templates for my jobs?

If you click on Post a Job and start typing in the title of your position (i.e. Store Manager or Part Time Sales) the job templates will pop up and ask if you want to use the jobber standard templates. This is a great option as it also allows you to customize once the template has been selected.

What happens after I post my job on SR?

Candidates will now be able to find your job on multiple channels (see below) and can apply within just a few clicks. Those candidates and their resumes can be found directly inside your SmartRecruiters account the next time you log in. From there you can send candidates emails, provide notes and ratings on candidates, schedule interviews and even send the offer letters. Yes, all of this can be done right from inside of SmartRecruiters!

Where will my jobs be once I post them on SR?

Your job is automatically posted to NapaAutoJobs.com. In addition your job can be posted to 100s of job boards and 15 job aggregators (free job boards) if you select those options when creating and posting your job. Those paid job boards are integrated with SmartRecruiters and your job will automatically be sent to the job boards you have selected.

What is Indeed and is it free?

Indeed is the world's largest job board with the highest monthly candidate traffic. SmartRecruiters, NAPA, and Indeed have all partnered together to allow you to send your jobs right to Indeed's job board from inside your SmartRecruiters account.

There are 2 options when posting to Indeed. First, they have a free offering which allows you to send your job to their free/organic listings. This is a great way to get candidates but traffic is usually lower than expected because it is not listed as a premium placement job (or, a paid job ad that will appear on the first page of a candidates search). Second, they have a paid option which will get your job listed in the premium placement necessary to drive high candidate traffic.

Both options can be leveraged right inside your SmartRecruiters account when posting a job.

Who can I call when I am having issues with the site?

You can contact Denise Jones @ Denise.Jones2@genpt.com or SmartRecruiters support @ supportfeedback@smartrecruiters.com.

How many people see my job on SR?

Your job goes to as many sites as you need. Its all up to you on where you want to post. For context, Indeed has more than 30 million candidates that check out their jobs every month. If you post to Indeed through SmartRecruiters your job will be seen by A LOT of candidates.

Do you offer training?

SmartRecruiters has created 3 short training videos that can be accessed right here on the resource page. In addition, if more training is required please contact the support contacts to learn more.