

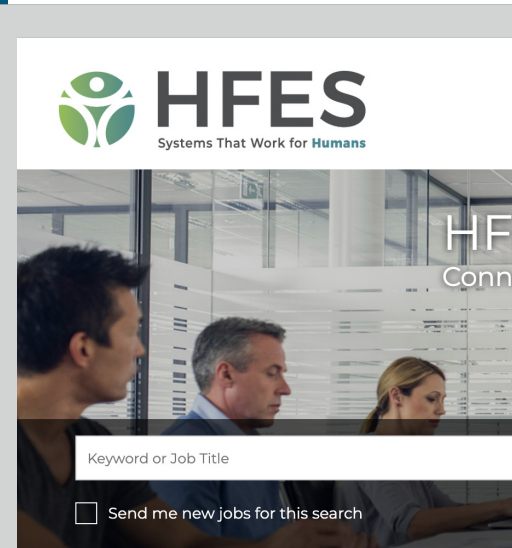
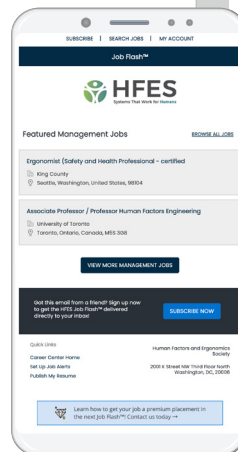
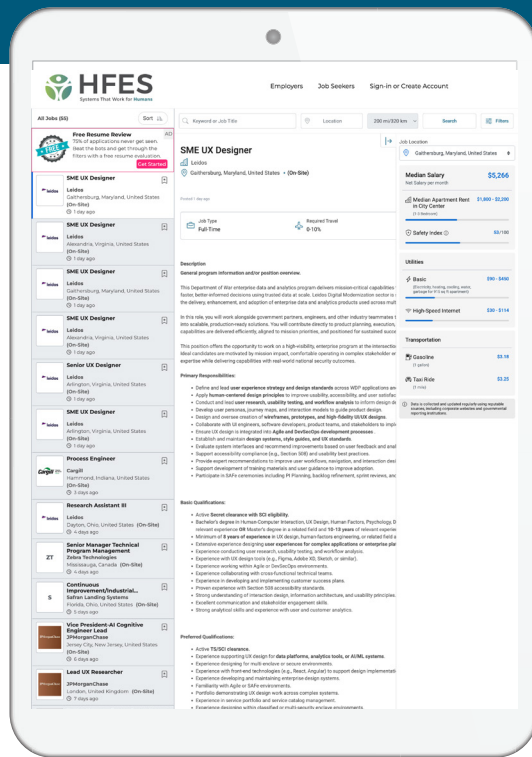


EMPLOYER MANUAL



TABLE OF CONTENTS

Welcome to the HFES Career Center	3
Employer Benefits	4
Your Employer Account	
Dashboard	7
My Jobs	8
Resume Bank	9
Templates	10
Post a Job	11
Upgrade Your Posting	14
Job Flash™ Email	15
Edit Job Postings	16
Contact Us	17



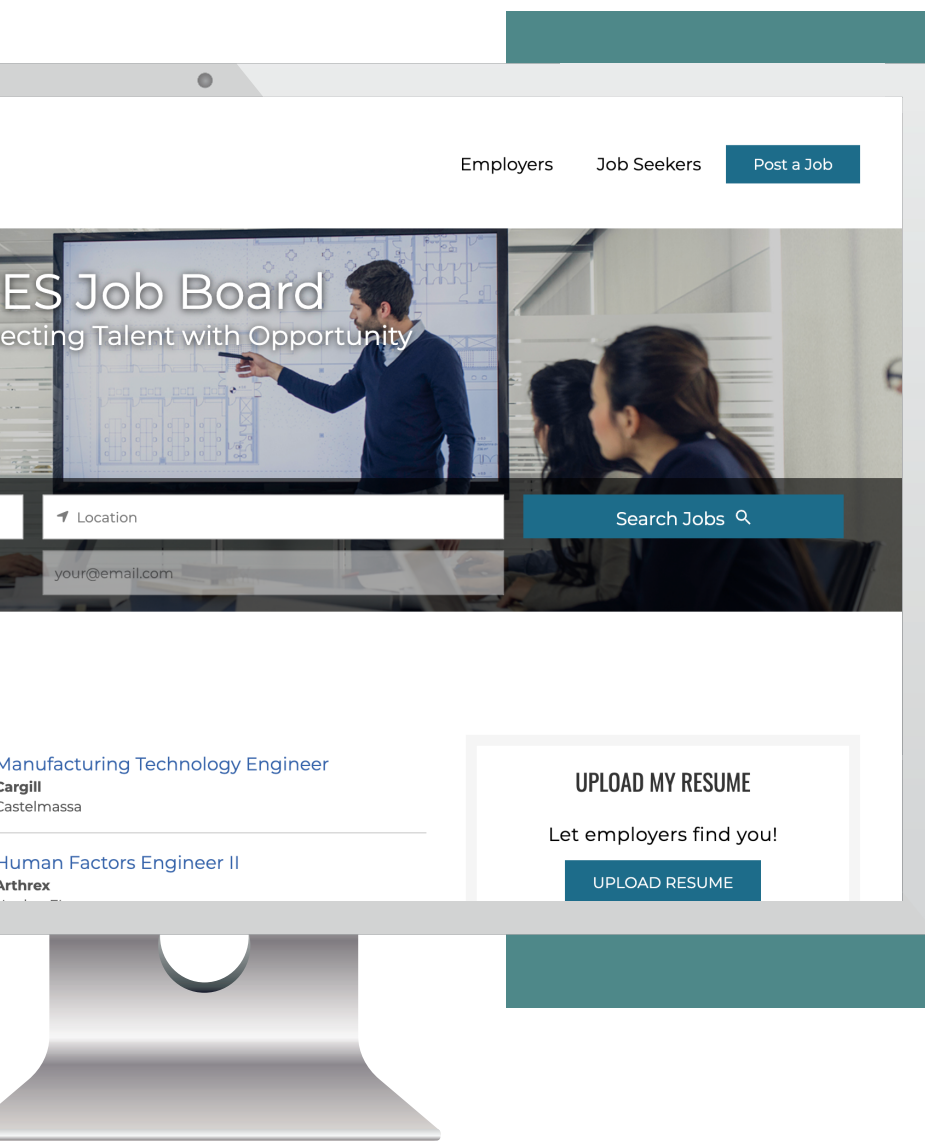
Featured Jobs

Model-Based Systems Engineer
Leidos
 Huntsville, AL

A&P Mechanical Instructor - Coordinator / B1 -
H145 Helicopter MRO Project

Welcome to the HFES Career Center

The HFES Career Center is the leading online career center for human factors and ergonomics professionals. Employers can connect with both active and passive job seekers seeking new career opportunities in the field.



The Human Factors and Ergonomics Society (HFES) advances the science and practice of designing for people in systems through knowledge exchange, collaboration and advocacy

Employer Benefits

Fill your human factors and ergonomics positions faster with the HFES Career Center. It offers effective recruitment solutions that connect you with highly qualified professionals ready to make an impact.

The HFES Career Center is built to support your hiring goals and connect you with highly skilled human factors and ergonomics professionals across industries.

Create your free employer account today and tap into a network of qualified candidates who understand your field and are ready to make an impact.

WHY EMPLOYERS LOVE US

- **Elevate Your Recruitment Strategy.** Post your job openings in a dynamic community where top professionals in human factors and ergonomics are eager to advance their careers.
- **Maximize Outreach and Impact.** Use our exclusive Job Flash™ Email service to ensure your opportunities reach the right candidates directly and instantly.
- **Conduct Efficient and Focused Searches.** With our intuitive Resume Bank filters, identify exceptional candidates who align perfectly with your organization's needs.
- **Streamline Your Hiring.** Manage job postings and monitor applicant activity easily on our user-friendly platform, so you can focus on selecting the right fit for your team.
- **Strengthen Your Employer Brand.** Build a compelling company profile that highlights your mission, values and workplace culture to attract top-tier talent.

The best way to reach job seekers

Place your open positions where top human factors and ergonomics professionals go to advance their careers. Target candidates with ease by utilizing the following multi-channel approach:

Job Posting Upgrades

Highlighted job remains at the top of search results, and the job is distributed to thousands of recruitment sites or sites that are marketed specifically to attract diverse and/or veteran candidates.



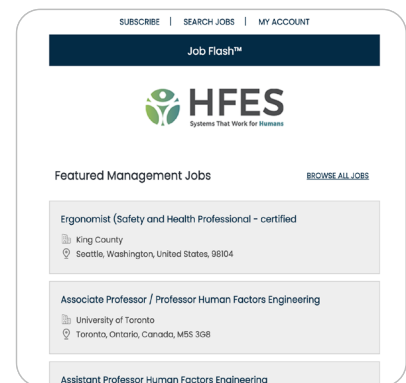
TalentBoost



Diversity/Veterans

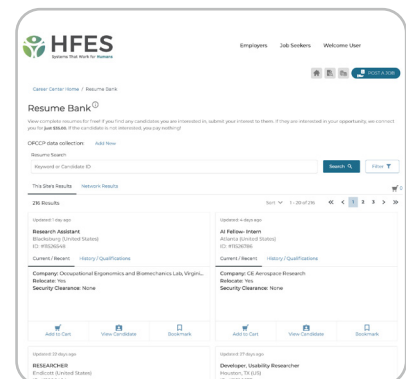
Job Flash™ Email

Our most effective recruitment channel that emails your job directly to the inboxes of thousands of nonprofit management pros.



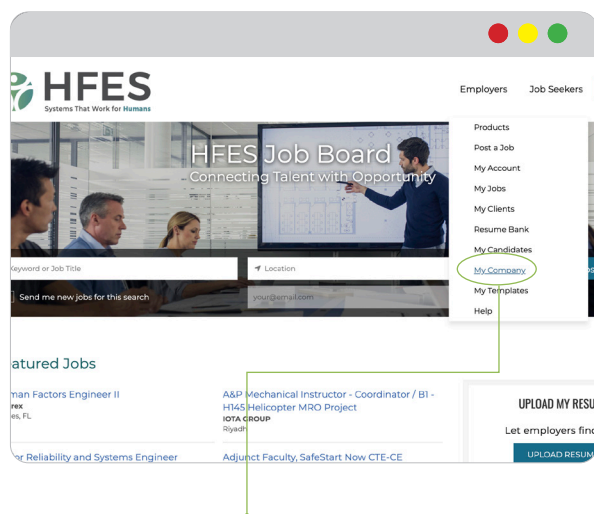
Resume Bank Access

Search, find and contact the most qualified and relevant candidate for your open position.

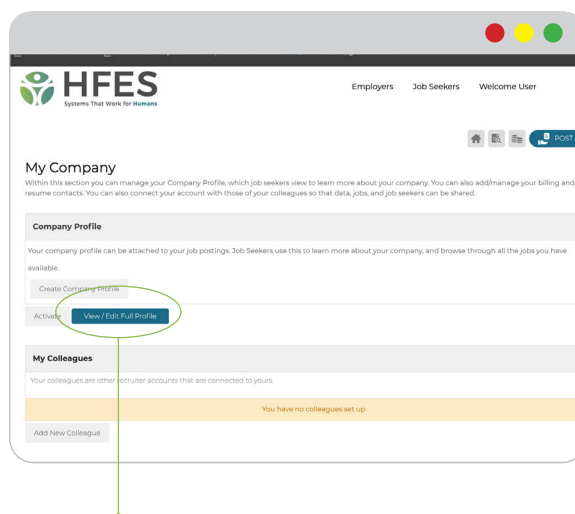


Detailed company profile and logo upload capabilities

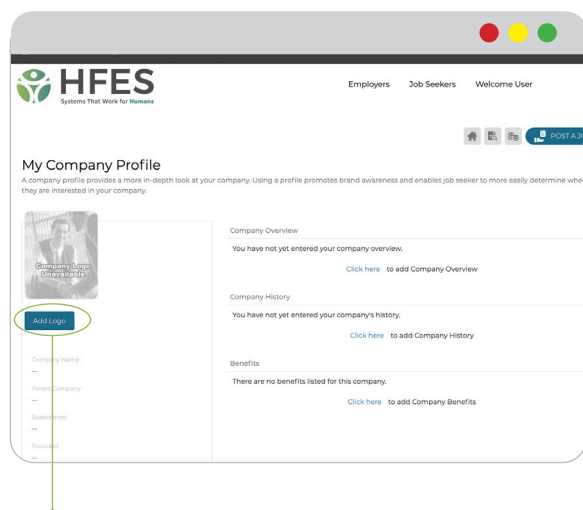
If hiring qualified talent is a top priority for your company, then having a complete and streamlined company profile with a logo can certainly promote your brand. The HFES Career Center offers detailed company profile generation and logo upload capabilities to employers for FREE. With this, job seekers can look for relevant information about your company without leaving the job board.



Employers > My Company

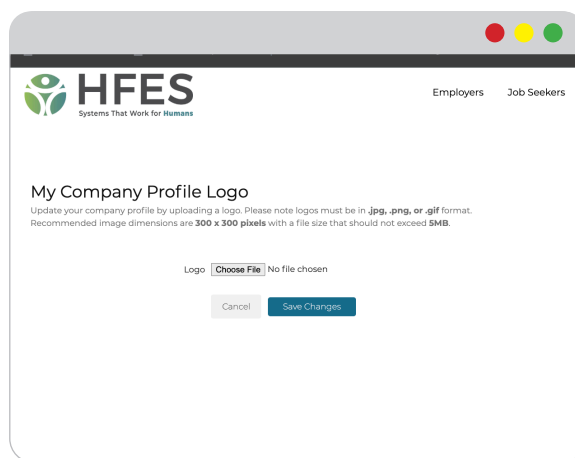


View/Edit Company Profile



Add logo

Logos must be in .jpg, .png or .gif format.
Recommended:
Dimensions - 300 x 300 pixels.
File size - Should not exceed 5MB



Browse > Save Changes

Dashboard



HFES

Systems That Work for Humans

MENU

[POST A JOB](#)

My Account

Your "My Account" area lets you manage your jobs, candidates, and more. It gives you full control over your recruitment all from one area.

QUICK LINKS

-  [Post a Job](#)
-  [Products / Pricing / Specials](#)
-  [Search Resumes](#)
-  [Edit Account Settings](#)
-  [Deactivate Account](#)
-  [Terms & Conditions](#)
-  [Privacy Policy](#)

Current Account Status

 New Messages:	1 message(s)
 Total Applicants: *	0 applicant(s)
 Active Jobs:	0 job(s)

Note: Applicants only includes Job Board and Email apply methods.

My Message Inbox

These are messages you have received from candidates.

[Inbox](#) | [Sent](#) | Viewing 1 - 2 of 2 messages

From	Message	Received	Status	
Admin	Welcome!	Sep 03-25	Unread	 view  reply  delete
Admin	Contact Accepted	Mar 28-19	Read	 view  reply  delete

[New Message](#) | [Templates](#)

Receive & send messages directly from candidates to your account.

You can track how many applications you received.

My Jobs

HFES
Systems That Work for **Humans**

MENU

POST A JOB

My Jobs

For more information about the My Jobs page, [Click here](#).

Search

Enter keyword to search in Job name, position, description, company name, city or search by Job ID number

Show Advanced Search Options

Search

[View OFCCP Data](#)

Viewing 1 - 3 of 3 Jobs

Activate Stop Delete

	Position	Location	Start	End	Status	Action
☐	AI Ethics Policy Analyst Show Details	Fort Worth, Texas, United States	07/14/2021	08/13/2021	Active	Edit Upgrade View Applicants View Job Settings View Live Job
☐	Information Systems Engineer Lead Show Details	Arlington, Texas, United States	07/14/2021	08/13/2021	Active	
☐	CDL Research Assistant	Dallas, Texas, United States	07/14/2021	08/13/2021	Active	

You can select job postings and activate, stop or delete them.

You can edit a live posting or repost an expired posting.

Resume Bank

The screenshot shows the HFES Resume Bank website. At the top, the HFES logo is on the left, and navigation links for Employers, Job Seekers, and Welcome User are on the right. A 'POST A JOB' button is also visible. Below the header, the page title 'Resume Bank' is displayed with an information icon. A descriptive paragraph explains that users can view complete resumes for free and submit interest to employers, with a note about a \$35.00 fee if a candidate is not interested. Below this, there's a section for 'OFCCP data collection' with an 'Add New' link. The main section is 'Resume Search', featuring a search bar labeled 'Keyword or Candidate ID', a 'Search' button, and a 'Filter' button. Below the search bar, there are tabs for 'This Site's Results' and 'Network Results'. The results section shows '216 Results' and a pagination control indicating '1 - 20 of 216'. Four candidate cards are displayed in a grid. Each card includes the candidate's title, location, ID, update date, company, relocation status, and security clearance. Below each card are three buttons: 'Add to Cart', 'View Candidate', and 'Bookmark'. Two callout boxes are present: one on the left pointing to the search bar with the text 'Search through our resume database for your next great hire.', and one on the right pointing to the filter button with the text 'Use our filters to find the candidates that meet your criteria.'

HFES
Systems That Work for Humans

Employers Job Seekers Welcome User

POST A JOB

Career Center Home / Resume Bank

Resume Bankⁱ

View complete resumes for free! If you find any candidates you are interested in, submit your interest to them. If they are interested in your opportunity, we connect you for **just \$35.00**. If the candidate is not interested, you pay nothing!

OFCCP data collection: [Add New](#)

Resume Search

Keyword or Candidate ID Search Filter

This Site's Results Network Results

216 Results Sort 1 - 20 of 216 << < 1 2 3 > >>

Updated: 1 day ago

Research Assistant
Blacksburg (United States)
ID: #11526548

[Current / Recent](#) [History / Qualifications](#)

Company: Occupational Ergonomics and Biomechanics Lab, Virgini...
Relocate: Yes
Security Clearance: None

[Add to Cart](#) [View Candidate](#) [Bookmark](#)

Updated: 4 days ago

AI Fellow- Intern
Atlanta (United States)
ID: #11526786

[Current / Recent](#) [History / Qualifications](#)

Company: GE Aerospace Research
Relocate: Yes
Security Clearance: None

[Add to Cart](#) [View Candidate](#) [Bookmark](#)

Updated: 22 days ago

RESEARCHER
Endicott (United States)
ID: #11886464

[Current / Recent](#) [History / Qualifications](#)

Updated: 27 days ago

Developer, Usability Researcher
Houston, TX (US)
ID: #11526677

[Current / Recent](#) [History / Qualifications](#)

Search through our resume database for your next great hire.

Use our filters to find the candidates that meet your criteria.

Templates

HFES
Systems That Work for **Humans**

MENU

POST A JOB

My Templates

Templates make your recruitment even easier by allowing you to re-use templates for common tasks.

My Letter Templates

These can be used when drafting emails to candidates, colleagues, and others.

There are no letter templates

Create Letter Template

My Job Templates

These are job templates that you can use to easily build your job postings.

There are no job templates

My Filter Templates

These are pre-screen filter templates that you can use to pre-screen applicants.

There are no screening filter templates

It's likely you will have similar postings, emails or filters, which you can keep track of here.

Post a Job

1. On the main employer account page, under “**Quick Links,**” click “**Post a Job.**”
2. Select “**Type of Job Posting**” and enter job details; click “**Continue.**”
3. Select any additional add-ons or upgrades.
4. Submit payment information.

HFES
Systems That Work for Humans

Employers Job Seekers Welcome User

POST A JOB

Post / Create A Job

Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 860-437-5700.

* Indicates required field

Type of Job Posting		View complete product list
Product	Duration	Cost
☒ 30 Day Job Posting	30 days	\$249.00
☐ Job Flash™ Package	30 days	\$399.00
• Job Emailed to thousands of Human Factors / Ergonomics Professionals • Posted for 30 Days		
☐ Premium Job Flash™ Package	30 days	\$499.00
• Job Emailed to thousands of Human Factors / Ergonomics Professionals • Posted for 30 Days • Remains High in Search Results • Highlighted to Stand Out		

Choose the product that fits your current recruitment needs.

Contact Information

Enter the contact information for candidates to apply to your position below.
Please note that your contact name and email address will not be displayed publicly.

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

Applications

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

☒ **Allow Online Applications**

☐ **User Name**
user.name@email.com

First Name:

Last Name:

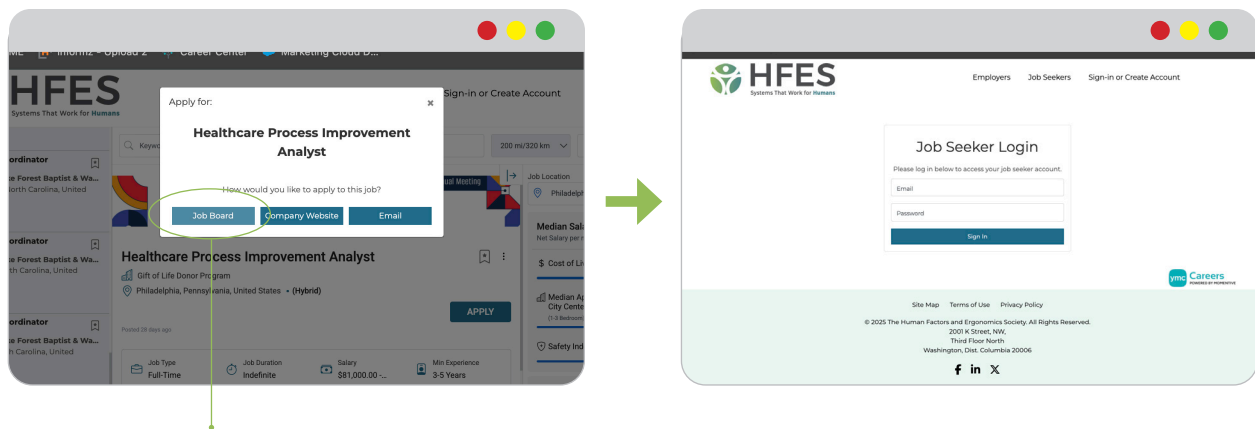
Email:

By ticking off this box, you are giving job seekers the option to apply through the career center. Job applications through this option are found inside your employer account.

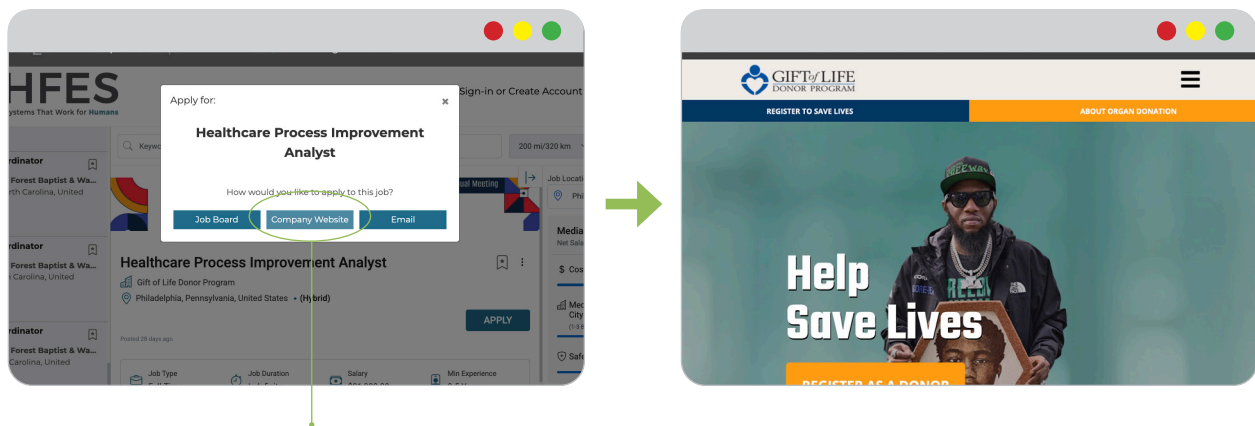
Add the **“Apply URL”** to this box so job seekers will be redirected to a company website where they have an option to apply for the job outside the career center.

“Email Apply” is an option for the Employer to receive applications through their email. Add the email address here where you want to redirect the Job Seeker.

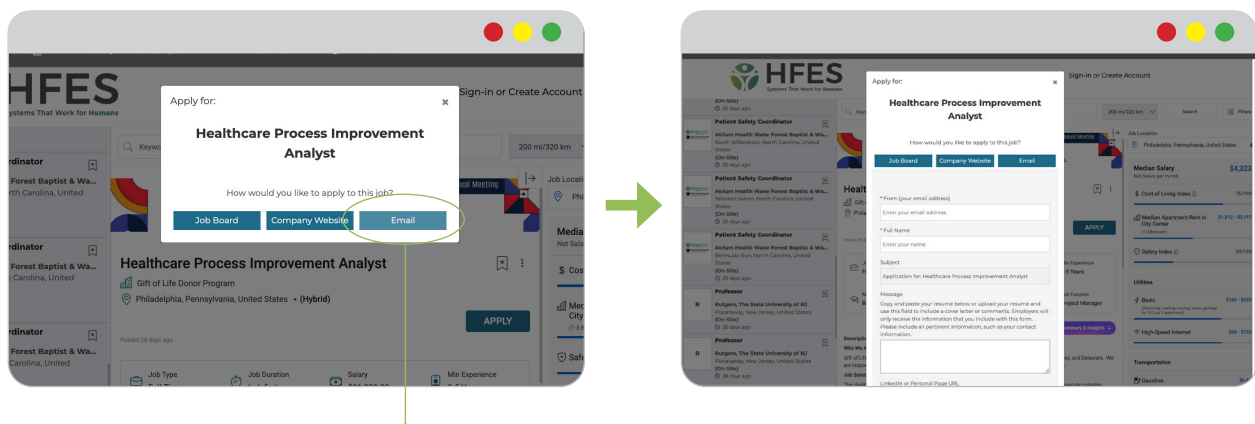
When a job seeker clicks the **“APPLY NOW”** button from the job search page, a pop-up window will appear with options on how they want to apply for the job.



If there’s a **“JOB BOARD”** button, that means the employer allowed online applications.



If there’s a **“COMPANY WEBSITE”** button, that means the employer added an Apply URL.



If there’s an **“EMAIL”** button, that means the employer wanted to receive the applications through email.

Upgrade Your Posting

Offering the best performance, best reach, and most qualified candidates, TalentBoost ensures your job gets filled faster!

☐ \$199.00 **TalentBoost Upgrade**
Please note: This upgrade is only available for US/CA based jobs



Attract qualified candidates while increasing the diversity in your organization! It's a win - win!

The Diversity Network features your job on the top diversity-oriented job boards on the internet, reaching qualified candidates of various races, ethnicities, age groups, genders, sexual orientations and religious affiliations...all while ensuring you remain compliant with EEOC guidelines. As an added benefit, your jobs will be highlighted in search results with a Diversity Focus badge.

☐ \$149.00 **Diversity Upgrade**
Please note: This upgrade is only available for US based jobs



Military Veterans bring talent and leadership to the workplace. Reach your next great employee AND show your support for members of our Military and Armed Forces!

The Veterans Network extends your job to the top veteran, military, and government job boards on the internet and assists you in remaining compliant with OFCCP employment regulations. As an added benefit, your jobs will be highlighted in search results with a Veterans Focus badge.

☐ \$109.00 **Veterans Upgrade**
Please note: This upgrade is only available for US based jobs

No Thanks

Add Upgrades

Spotlight Upgrade

Shine a spotlight on your job and get more candidates! Your job will be highlighted in search results to stand out from the crowd.

Featured Upgrade

When upgrading your job to a Featured Posting, your opportunity is not only highlighted on the HFES Career Center Job Board. It will also be emailed directly to human factors and ergonomics professionals through our Job Flash Email.

Preferred Upgrade

Preferred jobs are shown at the top of the job listings. There they will be specially highlighted to give you maximum exposure.

TalentBoost Upgrade

Your posting will be distributed through our network of more than 1,000 recruitment sites.

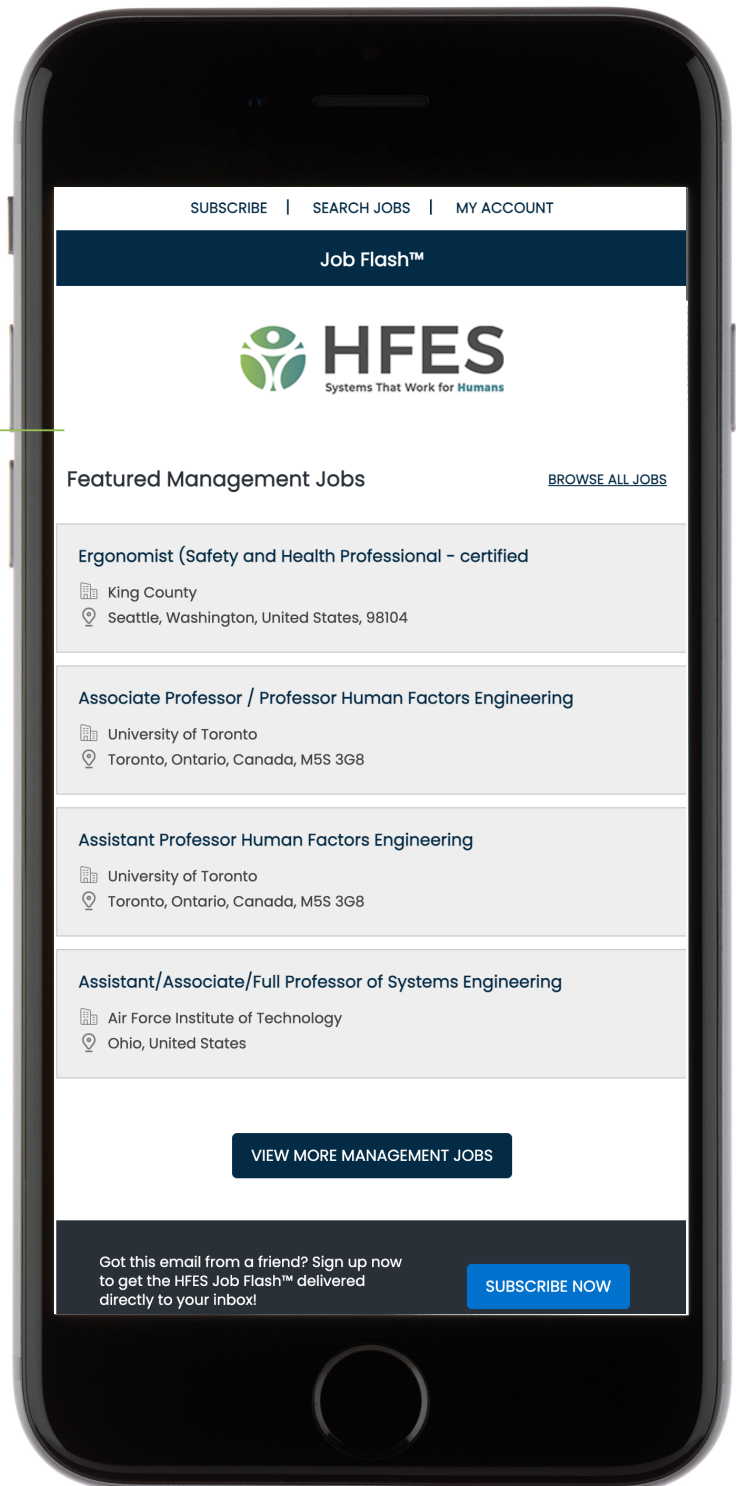
Diversity/Veterans

Your job will be distributed to a collection of sites that are marketed specifically to attract diverse and/or veteran candidates.

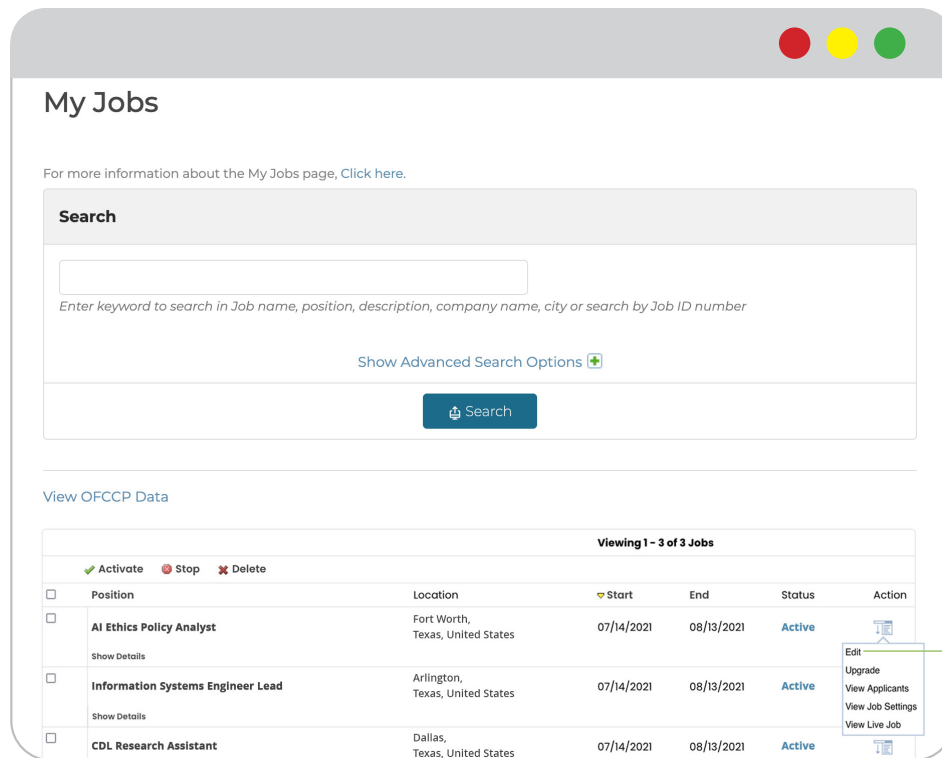
Job Flash™ Email

Features

- Branded email featuring top jobs on the HFES Career Center.
- To give your free posting an added boost, select the Featured Upgrade during checkout. This ensures your job is included in the Job Flash email sent to human factors and ergonomics professionals.



Edit Job Postings



My Jobs

For more information about the My Jobs page, [Click here](#).

Search

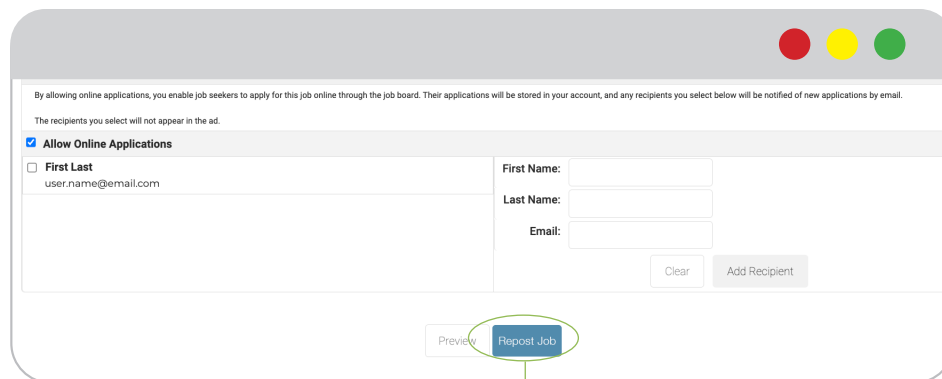
Enter keyword to search in Job name, position, description, company name, city or search by Job ID number

[Show Advanced Search Options](#)

[View OFCCP Data](#)

Viewing 1 - 3 of 3 Jobs

☐	Position	Location	Start	End	Status	Action
☐	AI Ethics Policy Analyst Show Details	Fort Worth, Texas, United States	07/14/2021	08/13/2021	Active	
☐	Information Systems Engineer Lead Show Details	Arlington, Texas, United States	07/14/2021	08/13/2021	Active	
☐	CDL Research Assistant	Dallas, Texas, United States	07/14/2021	08/13/2021	Active	



By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email. The recipients you select will not appear in the ad.

☒ **Allow Online Applications**

☐ **First Last**
user.name@email.com

First Name:

Last Name:

Email:

On your **“My Jobs”** window, find the job you want to edit and hover on the icon under **“Action”** column, then click **“Edit.”** Fill/edit the info required on the next page and once done, click the **“Repost Job”** button at the bottom of the page.

Contact Us

Human Factors and Ergonomics Society (HFES):

2001 K Street, NW
Third Floor North
Washington, DC 20006
+1 (202) 367-1114
info@hfes.org

Association: www.hfes.org

Career Center: jobs.hfes.org

Customer and Technical Support:

Momentive Software Customer Service
(860) 437-5700
clientserv@momentivesoftware.com



