



Your G.I. JOBS CAREER PORTAL Starter Pack

G.I. Jobs, A VIQTORY Brand

careers.gijobs.com

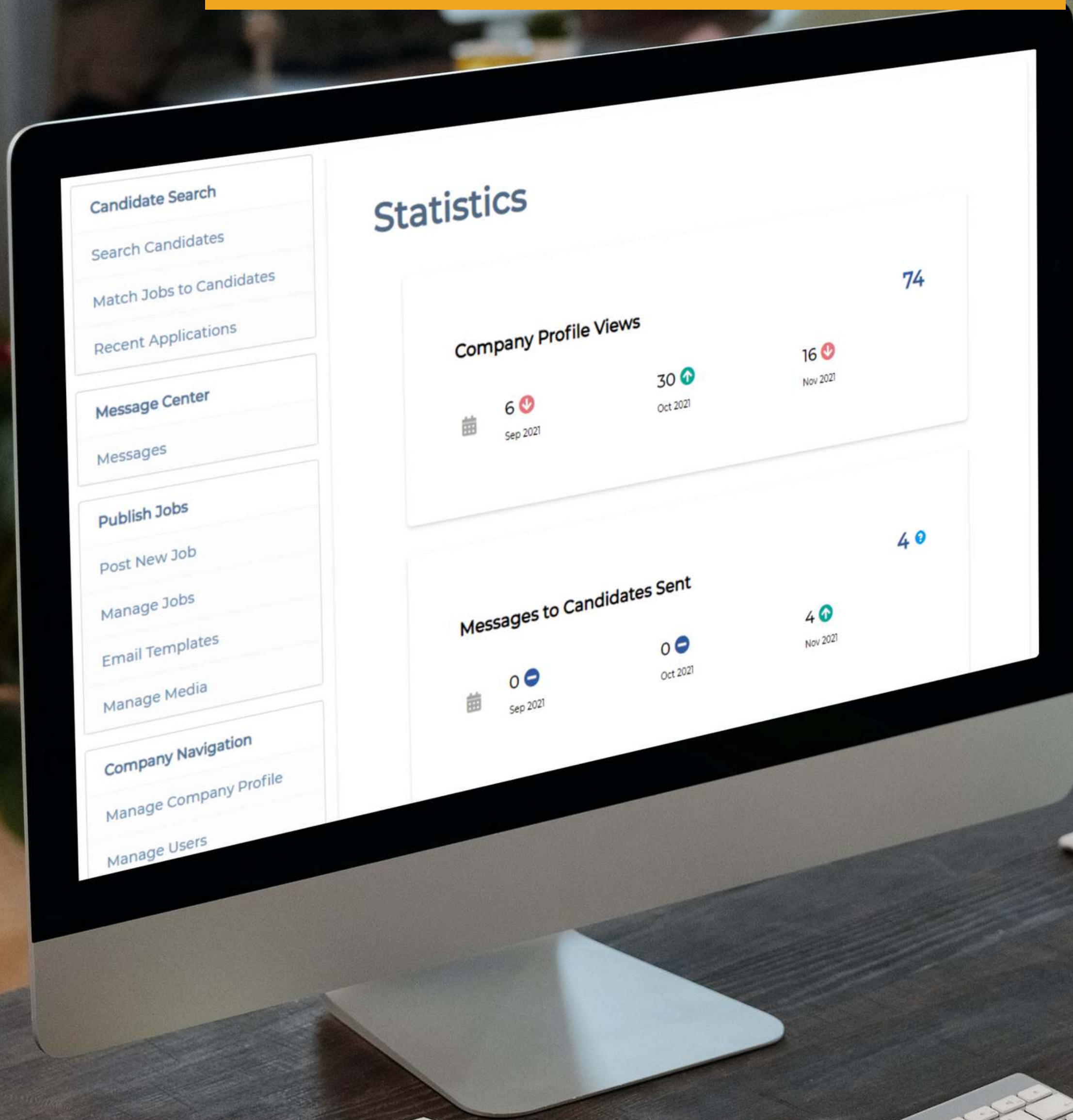


Start Your Free Profile

Manage Your Company Profile

- Customize your copy. Add company history, your website, why veterans should choose you.
- Add your company logo.
- Upload Media or Videos
- Feature Jobs (upgrade*)

Company Dashboard

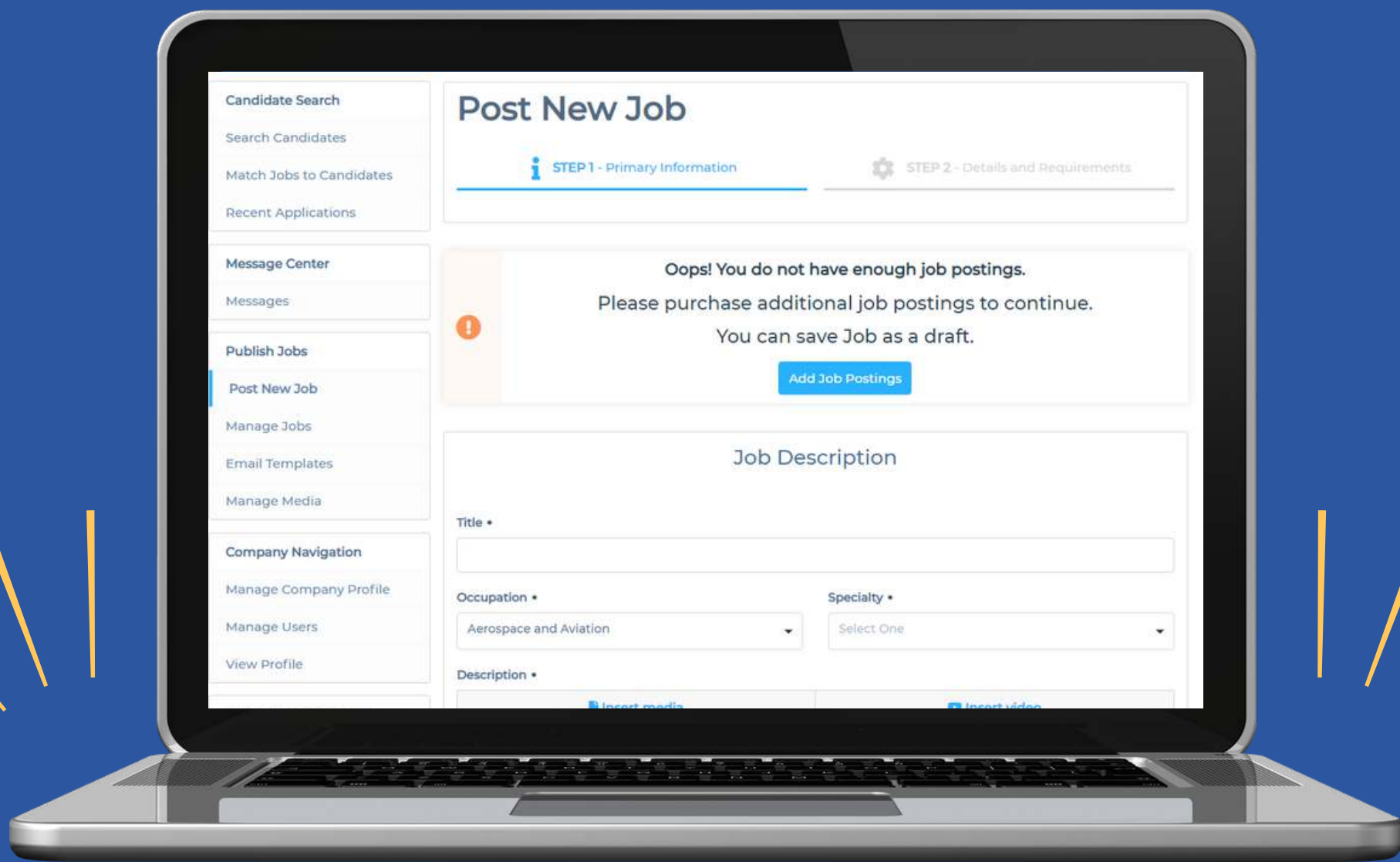


Career Portal

Welcome to your G.I. Jobs Career Portal home page.

Easily view your profile views, messages sent to candidates, job applications, and job views.

Ready to Post Your Jobs?



Now that you've created a beautiful profile, start posting your jobs.

We've made it easy. Add the job title, select the occupation and additional job post information.

You can make it mandatory for candidates to share a resume!

Feature your job to get 5x more candidate views with the Featured Jobs Add-on!

Need to upgrade your account to post a job? No worries! Follow the payment steps on the next page and come back to this step.

Select Add-ons

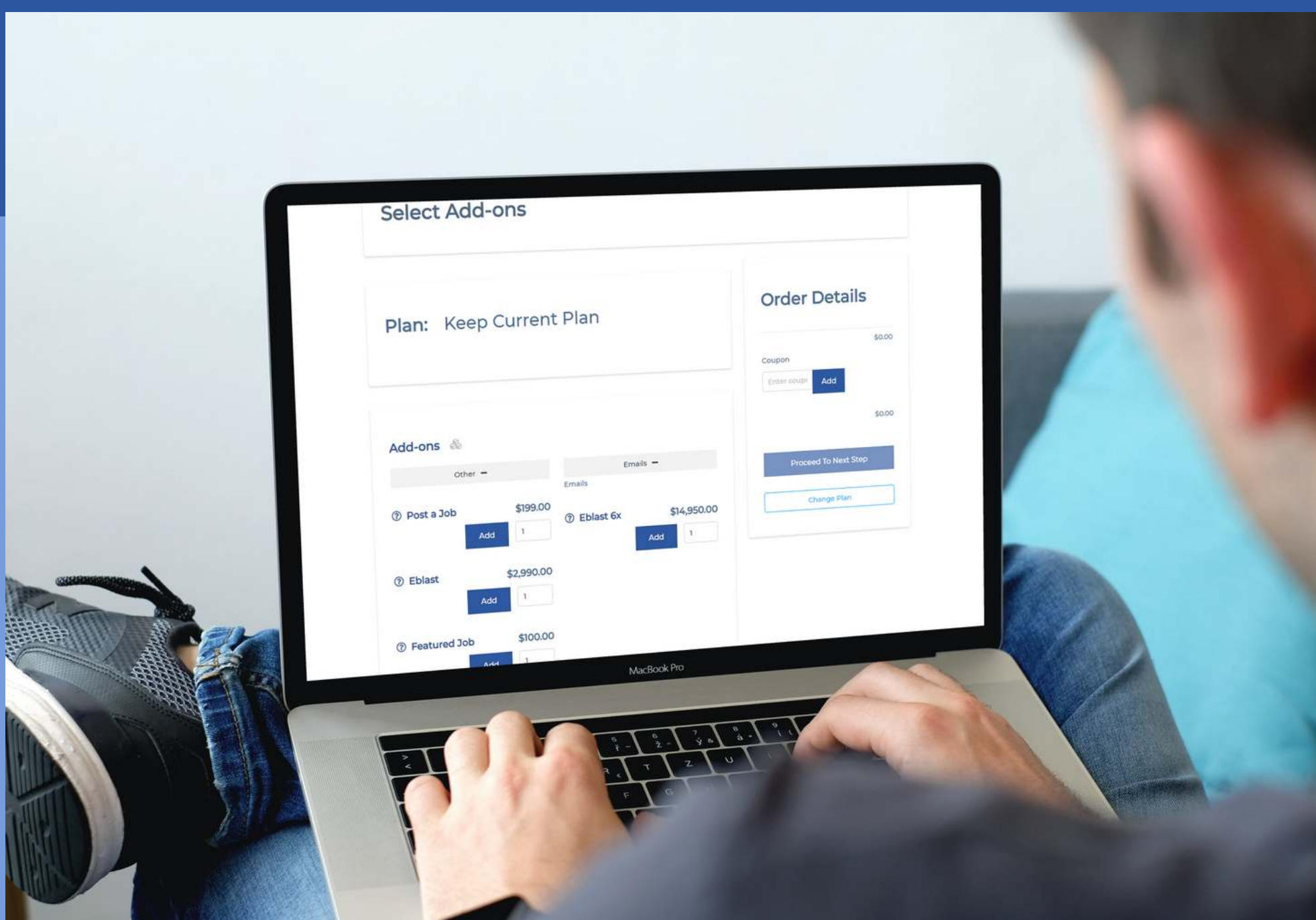
Our add-ons are a great way to boost your job posting interactions at a low cost.

You can easily purchase the option to post one job or several on the career portal.

Send the job post directly to the G.I. Jobs registered users with a customized e-blast

Want to explore the database and find resumes that match your skills? Purchase 20x, 10x, or 5x resume database searches.

Expand beyond the Career Portal and purchase a booth to meet candidates in person at the Virtual Career Expo.



How Do I Use the Candidate Search?

Search thousands of qualified candidates to find the right match for your open positions.

Filter candidates by current job title, location, MOS, military rank, branch of service, security clearance level, and more.

If you've maxed out on searches or want to add more to your subscription, you can purchase a one-time add on at any of the following amounts!

Resume Database Search Add-on Options

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20x

A circular graphic with a blue background and a yellow dotted border. The text "10x" is centered in white.

10x

A circular graphic with a blue background and a yellow dotted border. The text "5x" is centered in white.

5x

Upgrade or Purchase Add-ons



Select Level

Under Membership Settings, click subscriptions. Choose upgrade



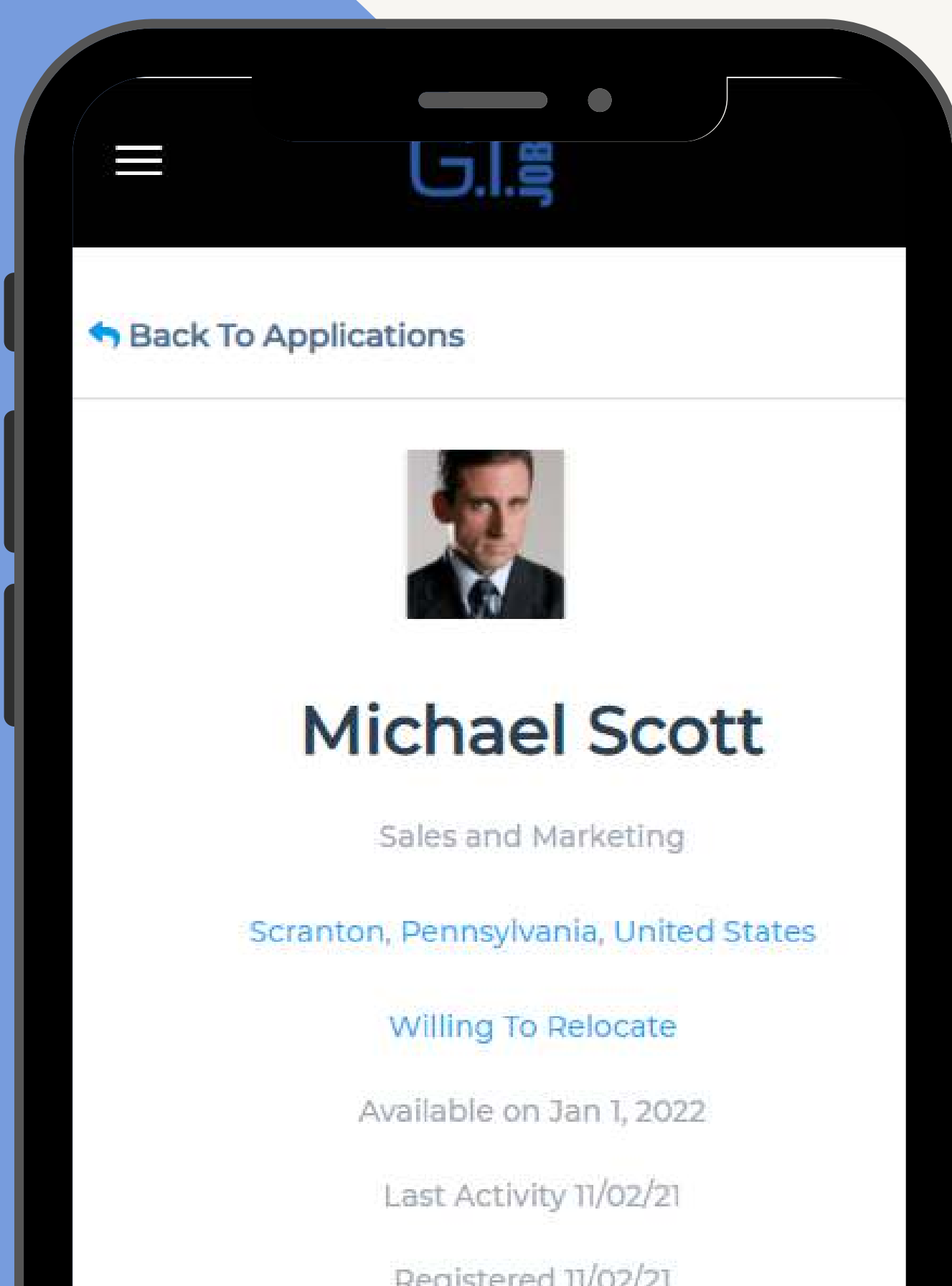
Payment

Select preferred billing cycle. Make the payment according to the method you choose



Delivery

Expect a confirmation email and get ready to find your next hire!



Managing Your Candidates



Track candidates moving through your recruitment pipeline.

View the "Recent Applications" tab under the "Candidate Search" Section. From here you can update the status of the candidates or export the information.

Update stages: Under "Membership Settings", easily add new stages that match your process.

Any Questions?

G.I. JOBS CAREER
PORTAL

Contact us today

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