HERC OneClick Login Page

- **URL:** [http://herc.jobtarget.com](http://herc.jobtarget.com)
- Sign in at the top left side of the screen with your email address and designated password.
Where to find your jobs

1. After logging in, select the “Unposted Jobs” link from the menu on the left side of the screen.
Where to find your jobs

2. You’ll see a list of the jobs our spider has imported into your account. Once you find the job you need to advertise select “Post”.

<table>
<thead>
<tr>
<th>My Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the appropriate tab below to access your job postings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Active</th>
<th>Expired</th>
<th>Unposted</th>
<th>Proposals</th>
<th>Templates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Created/Imported</th>
<th>Position</th>
<th>Location</th>
<th>Name</th>
<th>date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 05, 2015</td>
<td>Contracting Director</td>
<td>Riverside, California, United States</td>
<td>201405276423</td>
<td>[post]</td>
</tr>
<tr>
<td>Mar 05, 2015</td>
<td>Director of Development, Athletics</td>
<td>Riverside, California, United States</td>
<td>201412171324</td>
<td>[source] [delete] [post]</td>
</tr>
<tr>
<td>Mar 05, 2015</td>
<td>Administrative Analyst</td>
<td>Riverside, California, United States</td>
<td>201403059222</td>
<td>[source] [delete] [post]</td>
</tr>
<tr>
<td>Mar 09, 2015</td>
<td>Academic Advisor</td>
<td>Riverside, California, United States</td>
<td>201404055263</td>
<td>[source] [delete] [post]</td>
</tr>
<tr>
<td>Mar 09, 2015</td>
<td>Administrative Assistant</td>
<td>Riverside, California, United States</td>
<td>201409292663</td>
<td>[source] [delete] [post]</td>
</tr>
<tr>
<td>Mar 09, 2015</td>
<td>Communications &amp; Stewardship Director</td>
<td>Riverside, California, United States</td>
<td>201403180434</td>
<td>[source] [delete] [post]</td>
</tr>
<tr>
<td>Mar 09, 2015</td>
<td>Museum Preparator</td>
<td>Riverside, California, United States</td>
<td>201408038023</td>
<td>[source] [delete] [post]</td>
</tr>
<tr>
<td>Mar 09, 2015</td>
<td>Acquisitions Assistant</td>
<td>Riverside, California, United States</td>
<td>201407186743</td>
<td>[source] [delete] [post]</td>
</tr>
<tr>
<td>Mar 09, 2015</td>
<td>Director of Student Special Services</td>
<td>Riverside, California, United States</td>
<td>201407107444</td>
<td>[source] [delete] [post]</td>
</tr>
<tr>
<td>Mar 09, 2015</td>
<td>Fleet Services Manager</td>
<td>Riverside, California, United States</td>
<td>201406168544</td>
<td>[source] [delete] [post]</td>
</tr>
</tbody>
</table>

Post New Job
Posting a job using OneClick

After you select the job you need to advertise, our search page will appear. A summary of the job you are working on will appear at the top of the search bar.

To find the website(s) you wish to advertise on, type the job board name (or a keyword) into the first search field. *I recommend leaving the zip code and industry fields blank.*
Posting a job using OneClick

On the search results page, there are two new important pieces of information to notice:

• Most sites offer more than one posting option. To view the products, please select the price/duration field (circled below in red)

• Each site is assigned a specific posting fee. Some sites do not have posting fees, but if the site does, the cost will appear in the pricing bar (highlighted below).
Posting a job using OneClick

SELECTED JOB BOARDS

These are the job boards on which you have chosen to post a job.

Association of International Product Marketing & Management (AIPMM)
Cost: $80.00 for 30 days

Sales and Marketing Executives International Career Center
Cost: $275.00 for 30 days

Total: $355.00

Clear  Post Job

Save cart as proposal

Costs of out-of-network sites are subject to change and will be confirmed prior to sale completion.

To the left of the job board list you will find your selected job boards. It will list the job board name, cost and posting duration. If you decide you no longer want to post to that site, simply hit the trash can and that board will be removed.

If you decide at any time that you don’t want to post to any of your selected sites just hit the clear button and they will be removed. If you are ready to post your job to all the sites you selected simply hit Post Job.
Posting a job using OneClick
Posting a job using OneClick

You can enter as much or as little information about the job as you desire. You can copy and paste from MS Word, or enter the details using the HTML Edit Tool.

If you are pasting from Microsoft Word, launch the Word Paste Tool.

To edit your post's HTML code, launch the HTML Edit Tool.

When adding HTML or editing and when adding text from Word always use the HTML and Word Paste Tools. They can also be found in each the Job Description and Job Requirements fields in the purple boxes.
Posting a job using OneClick

- **Job Details:** Select one for Job Duration, Required Travel, Min Education, Min Experience, and Salary.
  - Salary can optionally include a range.

- **Location:** Enter the city (New London), state (Connecticut), zip code (06320), and country (United States).
  - A location is always required when posting.
  - Including a zip code is very helpful.

- **Contact Information:**
  - Include the email address, phone number, and URL where applicants can apply for the position.
  - Please be sure to include an email address, mailing address, or URL.

---

*Image source: JobTarget OneClick*
Posting a job using OneClick

**Additional Information**

One or more of the job boards you have selected have additional data requirements. Please take a moment to fill out the fields below. Please note that each item you enter here will replace the information listed above, and this information will only be visible on that job board.

**Association of International Product Marketing & Management (AIPMM)**

**Contact Information**

This information will appear in your ad. This is how applicants will submit their resumes.

- **Email Address:**
- **Apply URL:**

**Sales and Marketing Executives International Career Center**

This job board does not require any additional data. To fill out optional fields, please click the show optional fields link.

*Indicates a required field. Please note that requirements are determined by the job boards you’ve selected.*

- When you done filling in all fields you can Preview your posting. We always recommend previewing your posting before submitting.

- You can choose not to Preview and simply click Post Job.

Not sure what your ad should say? Contact our free recruitment advertising experts now! Call us at 1-888-575-WORK (9675), or send an email.
# Posting a job using OneClick

<table>
<thead>
<tr>
<th>Research Aide IV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job ID:</strong></td>
</tr>
<tr>
<td><strong>Company Name:</strong></td>
</tr>
<tr>
<td><strong>Location(s):</strong></td>
</tr>
<tr>
<td><strong>Position Title:</strong></td>
</tr>
<tr>
<td><strong>Job Function:</strong></td>
</tr>
</tbody>
</table>

## Apply for this job

**Apply URL:**

[http://oneclick.jobtarget.com](http://oneclick.jobtarget.com)

## Job Description

**Field:** Research Aide  
**Department:** Computer Science  

**Description:**

The Department of Computer Sciences seeks a full time staff member to provide research support for Clean-Slate design of Resilient, Adaptive, Secure Hosts (CRASH) project. Design, develop, implement and maintain project website for use by CRASH teams. Gather and update web page of formal material for the project using technical tools within the Nuprl system. In collaboration with PI and Researchers expand web projection tools. Facilitate remote collaboration with CRASH teams using tools for navigating Nuprl library. Assist with coordination of editorial duties of faculty; monitor submissions to scientific journals; prepare research data for scientific presentations utilizing a variety of software including desktop publishing, word processing, and web design programs. Coordinate meetings with design teams, postdoctoral associates, and visitors. Assist in the preparation of presentations and demonstrations using formal material from database. Prepare monthly progress and budget reports. Support research team (i.e., coordinate travel, accommodations, equipment and software needs). Perform other administrative and assigned duties as needed. Maintain confidentiality in all matters.

## Qualifications

Formal training beyond a high school diploma of one to two years of college coursework, or Associate's degree with 2-4 years experience or equivalent combination. 2-3 yrs office exp. in an academic setting preferred. Comprehensive knowledge of software programs including desktop publishing, word processing, spreadsheets, databases; web design & maintenance experience required. Demonstrated ability to exercise sound judgment & manage competing priorities; strong attention to detail. Customer service oriented; excellent organization, communication and interpersonal skills. Must be a self-starter & be a contributing member in a team environment.

No relocation assistance is provided for this position.

[If you want to make any changes click Close Preview, Continue Editing]

[If you want to post the job as is, click Post Job]
Posting a job using OneClick

Confirm Order

Please review the order below and confirm that it is correct. Please note the following:

In order to complete your order, please select your payment method below.

You are purchasing the following:

- Single 30-Day Job Posting
  - Job Board: AccountingJobsToday.com
  - Posting Fee: $1.25
  - Send a note for this site.

- Single Job Posting
  - Job Board: CareerBank
  - Posting Fee: $1.25
  - Send a note for this site.

Cost | PO/IO #
-----|--------
$249.00 | 
$1.25 | 
$375.00 | 
$1.25 | 
Sub-total: $626.50
Tax: $0.00
Total: $626.50

Have a coupon? Enter it here: Add Coupon
Posting a job using OneClick

Who should receive billing & receipt information?

- Send receipts & invoices to me
  - Sample User
  - 225 State St.
  - Suite 300
  - New London, CT 06320
  - United States

- Send receipts & invoices to: Select a contact from this list

- Send receipts & invoices to a new contact

You can select who you want your job posting receipt to go to by choosing the default, selecting from the existing list or adding a new contact.

Pay by Credit Card
- Name on Card: Stephanie Davis
- Card Type: Select the card type
- Card Number: 
- Expiration: January (1) 2015
- CVV2 Code: 
- Purchase / IO #: optional

Pay by Check / Invoice
- Pay by Invoice
- When you choose to pay by invoice your order will be processed immediately and you will be issued an email invoice.
- Purchase / IO #: optional

To process your Posting you MUST click one of these two buttons. This will send the job through to be externally posted. If one of these buttons is not selected the job will not be submitted.
Recruiter Toolbar

At any time you can view the active and expired jobs in your account. Or click "Unposted Job" to complete a previously abandoned order.
# Managing Jobs and Orders

<table>
<thead>
<tr>
<th>Position</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant To Senior Associate Deans/Special Projects Analyst</td>
<td>06/13/2014</td>
<td>08/12/2014</td>
</tr>
<tr>
<td>CreativeHotlist.com</td>
<td>06/12/2014 - 07/12/2014</td>
<td>$100.00</td>
</tr>
<tr>
<td>Idealist.org</td>
<td>06/12/2014 - 06/11/2014</td>
<td>$95.00</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>05/12/2014 - 07/12/2014</td>
<td>$495.00</td>
</tr>
<tr>
<td>MediaBistro.com,Inc.</td>
<td>06/12/2014 - 07/12/2014</td>
<td>$279.00</td>
</tr>
<tr>
<td>Monster.com</td>
<td>06/12/2014 - 07/12/2014</td>
<td>$375.00</td>
</tr>
</tbody>
</table>

This area shows the Job Title as well as JobTarget’s ID number (please reference this number when contacting me with questions).

<table>
<thead>
<tr>
<th>Position</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director, Digital Projects</td>
<td>06/12/2014</td>
<td>06/11/2014</td>
</tr>
<tr>
<td>CreativeHotlist.com</td>
<td>06/12/2014 - 07/12/2014</td>
<td>$100.00</td>
</tr>
<tr>
<td>Dice Inc.</td>
<td>06/12/2014 - 07/12/2014</td>
<td>$495.00</td>
</tr>
<tr>
<td>Idealist.org</td>
<td>06/12/2014 - 08/11/2014</td>
<td>$95.00</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>06/12/2014 - 07/12/2014</td>
<td>$495.00</td>
</tr>
<tr>
<td>MediaBistro.com,Inc.</td>
<td>06/12/2014 - 07/12/2014</td>
<td>$279.00</td>
</tr>
</tbody>
</table>

Use the “Stop” button next to each board to stop the posting on that board only.
Use the “View” button next to each board to view the job as it appears online.

Use these tools to edit the job, stop the posting on all sites, add more sites to the order, or review the performance of the job on each site.

Review the status, job board selection, posting duration, and cost of your order.