



## **Diversity@Workplace Job Portal Frequently Asked Questions**

### ***Q. What is the benefit of your job portal over others?***

**A.** This portal was created in response to multiple requests from Diversity@Workplace’s network to connect HR professionals, recruiters, and hiring managers to diverse talent. We hope that posting an open position on our job portal will help make opportunities more transparent and connect you to diverse candidates faster.

### ***Q. How do potential candidates learn about the job portal?***

**A.** Postings on the job portal are promoted periodically to Diversity@Workplace’s social networks. Many of our followers are current/past/prospective clients, as well as friends of Diversity@Workplace and DEI enthusiasts.

### ***Q. What URL or email should we include when posting a new job and why?***

**A.** We require either a URL or email in order to direct job candidates directly to your preferred career site and/or recruiter/hiring manager. For organizations that prefer job candidates directly contact their recruiter/hiring manager, please include that person’s direct email. If an organization is leveraging an online recruiting system, please provide the direct URL to the specific job posting. When candidates click on the “Apply for Job” button at the bottom of your job posting, they will be provided with the option to click on either the email or URL provided.

For email, a new window will be opened in their own email server with a pre-populated contact and subject line. The candidate will be able to directly email the identified recruiter/hiring manager.

For URL, a new window will be opened automatically which launches specific to the URL provided. The candidate will then be able follow the specific steps associated with applying for the job posting in that system.

**Q. When do job posts get removed from the job portal?**

**A.** When the position is filled you can remove the job post from the system. In addition, all job posts will be automatically removed from the job portal 90 days after posting. You will receive a notification 7 days before the posting is removed.

**Q. How do I delete/edit/repost a job?**

**A.** You can access previously posted jobs by accessing your Employer Dashboard by clicking on the button shown below. You will be asked to log in to your account.

Welcome to the Diversity@Workplace Job Portal – where diverse talent and employers can connect! This portal is free to use – please apply to as many jobs as you see fit. If you feel you have the skills for a role but your resume doesn’t necessarily reflect that, please include a **cover letter** with your resume to explain what makes you a strong candidate. We encourage you to **apply even if you don’t meet every requirement**.

If you are employer, click on **Submit a Job** for information on how to post for free.



Once you have logged in, the previous job postings you have submitted will be listed. When you place your mouse over the specific job posting you want to delete or edit, you will see a selection of options that include **Edit**, **Mark filled**, **Duplicate**, and **Delete**.



Your listings are shown in the table below.

Title	Filled?	Date Posted	Listing Expires	Applications
Test Edit • Mark filled • Duplicate • Delete	-	February 9, 2021	May 10, 2021	-

**Q. I’ve created an account, but the system won’t let me log in again. What should I do?**

**A.** If you are experiencing issues logging in to the job portal, we recommend that you reset your password.

When you access the Employer Dashboard you will be asked to sign into your account.



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Employer Dashboard   All Open Jobs   **Submit a Job**

Select the “Lost your password” option, enter your username and select “Get New Password.” You will receive an email confirmation with a link to your new password. Click that link and when the page loads you can either use the generated password supplied to you or create your unique password. Click “Set New Password”.

The screenshot displays the password reset workflow in three stages:

- Stage 1:** The login form includes fields for 'Username or Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. A red arrow points to the 'Lost your password?' link below the form.
- Stage 2:** A confirmation screen titled 'Please enter your username or email address. You will receive a link to create a new password via email.' It features a 'Username or Email Address' field and a 'Get New Password' button. A red arrow points to the button.
- Stage 3:** A screen titled 'Enter your new password below.' It has a 'New password' field, a hint: 'Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & .', and a 'Reset Password' button. A red arrow points to the button.

**Q. Is there a contact for additional support?**

**A.** For additional support and questions please contact [jobportal@diversityatworkplace.com](mailto:jobportal@diversityatworkplace.com).