

Enhancing Your Posted Jobs: A User Guide to Editing and Optimizing Job Postings

1. Executive Summary

This report provides a clear guide on how to effectively manage and refine your existing job postings. You'll learn simple, practical steps to update job details, fine-tune the desired personality traits for candidates, set specific expectations for supervisor roles, and customize application questions. These powerful tools are designed to help you attract the most suitable talent, keep your job descriptions current, and streamline your entire recruitment process, ultimately leading to better hires.

2. Introduction

Attracting the right talent begins with a well-crafted and up-to-date job posting. This guide is specifically created for you, the end-user, to effortlessly manage and enhance your active job listings. We understand the challenges of finding the perfect candidate, and our goal is to provide you with clear, actionable steps to ensure your job postings are not just current, but also highly effective in reaching the right people.

By using the "Posted Job" features, you can ensure your job descriptions accurately reflect current roles, proactively screen for desired personalities, and maintain full control over your hiring workflow.

Key Terms You'll Encounter:

- **Posted Job:** An active job opening that is currently visible to and accepting applications from candidates.
- **Personality Selector:** A specialized tool that helps you define the ideal behaviors for candidates and instantly see how well they align with different personality profiles, shown as feedback percentages.
- **Supervisor Personality:** A feature designed to help you identify suitable leadership traits by allowing you to select key behaviors and view matching supervisor personality types.
- **Behaviors:** Specific actions, traits, or characteristics that are used to assess how well a candidate or supervisor might fit a role.
- **Feedback Percentage:** A numerical score (e.g., 85%) that clearly indicates the level of alignment between the behaviors you select and a particular personality match.

3. Main Content (User-Focused Sections):

What This Means for You

- **Attract Better-Matched Candidates:** By refining the personality criteria for your jobs, you can target and identify applicants whose traits and work style are a perfect fit for the role and your team culture.
- **Maintain Accurate & Current Job Listings:** Easily update all aspects of your job postings—from job titles and descriptions to company details and screening questions—to reflect the latest requirements and branding.
- **Streamline Your Recruitment Workflow:** Quickly make necessary adjustments to job details without the hassle of creating entirely new job postings.
- **Gain Deeper Insights into Fit:** Understand precisely how different behaviors contribute to ideal candidate and supervisor personalities with real-time feedback and visual cues.
- **Ensure Consistency & Reliability:** All your saved changes persist across sessions and page reloads, providing a reliable and always up-to-date reference for both you and potential applicants.

How It Works

The "Posted Job" system serves as your central control panel for all active job listings. From this hub, you can initiate detailed edits across various aspects of any job. This includes modifying fundamental job details, accessing sophisticated tools for candidate personality matching, and utilizing specialized assessments for supervisor roles.

You will navigate through different sections within the job edit form, making precise adjustments and applying or saving changes as you go. The system then automatically updates these details, ensuring that candidates always see the most accurate and relevant information.

For a visual overview of the entire process, please refer to the [Flow Chart Diagram](#) provided below.

Getting Started

To begin editing any aspect of your posted jobs, follow these clear, numbered steps:

1. **Log in** to the system using your valid credentials.
2. From your main dashboard, navigate to the **"Posted Jobs"** or **"Jobs"** section.
3. Carefully locate the specific job you wish to edit from the displayed list.
4. Click on the **"More"** menu (often represented by three vertical dots  or a similar icon) situated next to your chosen job posting.
5. From the dropdown menu that appears, select **"View Respondent."**
6. On the "Job Candidate List" or "View Respondent" screen, you will again see the job title.
7. Click on the **"Edit" icon** (typically a pencil icon) located right next to the job title. This action will open the comprehensive "Edit Job" screen, allowing you to begin making your modifications.

Key Features You'll Use

- **Edit Job Details:** This is where you update all the core information about your job. You can modify the **job title**, **description**, **company name**, **location**, **screening questions**, and more. You also have the flexibility to upload or change your **company logo** and specify various **company attributes** like industry, size, and work structure.
- **Personality Selector:** This powerful feature helps you define the ideal personality traits for candidates. You can select up to **4 key behaviors** that are most important for the role. The system then instantly shows you how these selected behaviors align with two different personality matches ("Match 1" and "Match 2"), providing clear feedback percentages. This helps you understand the personality fit more deeply.
- **Supervisor Personality:** Specifically designed for leadership roles, this feature allows you to select up to **4 key behaviors** that are crucial for an effective supervisor. Based on your selections, the system will highlight the most relevant supervisor personalities. You also have the flexibility to directly select a supervisor personality from the available options, even without first choosing behaviors.
- **Custom Questions:** Enhance your application form by adding your own "Yes/No" questions. You have complete control over their visibility to candidates using simple **toggle switches** (ON/OFF).
- **Outgoing Email & Collaborators:** Manage which email address will be used for all outgoing communications related to this specific job. Additionally, you can easily **add or remove collaborators** who need access to help manage the job posting and review candidates.
- **Quiz Source & Assessment Type:** Define how candidates will be assessed for this role. You can choose between using a **"Saved Quiz,"** creating a **"Customized Quiz,"** or selecting **"None"**. You can also specify the assessment intensity by choosing **"Short"** or **"Normal"** assessment types.

Common Scenarios

- **Updating a Job Description:** Imagine your team's responsibilities evolve, and you need to update a job description. Simply navigate to the Edit Job screen, modify the "About Company" or "Job Title" fields, and then click **"Save."**
- **Refining Candidate Personality Match:** If you're noticing that applicants aren't quite the right personality fit, you can access the Personality Selector. Try selecting a different set of **4 behaviors** for "Match 1," then click **"Apply"** to instantly see how the feedback percentage changes, helping you fine-tune your search.
- **Adding a Specific Screening Question:** You've just implemented a new tool, and you want to ask all applicants if they have experience with it. Go to the custom question section, click **"Add Feature,"** type your new "Yes/No" question, ensure its toggle is **ON** (visible), and then **"Save."**

- **Selecting a Supervisor Personality:** For a new managerial opening, you want to identify a "Visionary Leader." Open the Supervisor Personality section, select **4 key behaviors** that align with this trait, observe the "Visionary Leader" personality highlighted, and then click **"Save."**
- **Changing the Company Name:** If your company undergoes a rebranding or a legal name change, you can easily update this. On the Edit Job page, simply modify the "Company Name" field and **"Save"** the changes.
- **Removing a Collaborator:** If a team member who was previously a collaborator on a job posting leaves the project, you can go to the Collaborators section, locate their email address, and click the **"Remove/Delete icon"** next to it to take them off the list.

What to Expect

- **Successful Updates:** After you've saved your changes (whether to job details, company information, or personality selections), you will receive a confirmation message. The updated information will then be immediately reflected in the job listing and in what candidates see.
- **Instant Feedback:** When you select or change behaviors within the Personality Selector, the feedback percentages for "Match 1" and "Match 2" will recalculate and display instantly, giving you real-time insights.
- **Dynamic Highlighting:** In the Supervisor Personality section, as you select behaviors, the corresponding matching personalities will automatically highlight, making it visually clear which ones align with your criteria.
- **Persistent Data:** All your saved selections—from specific behaviors and chosen personalities to custom questions and collaborator emails—will remain visible and active even if you navigate away from the page, close the form, or refresh your browser.
- **Controlled Visibility:** Custom questions that you have toggled "OFF" will be completely hidden from candidates in the application form, ensuring they only see relevant questions. Questions toggled "ON" will be visible and answerable.
- **Validation Guidance:** If you attempt to save incomplete or invalid information (for example, leaving a mandatory field blank, entering an incorrect URL, or exceeding a behavior selection limit), the system will display clear and helpful error messages, guiding you to correct the issues before saving.
- **Mobile-Friendly Experience:** All important buttons and selection interfaces are designed to be fully functional and easily visible, whether you're accessing the system from a desktop computer or a mobile device.

Business Rules & Constraints

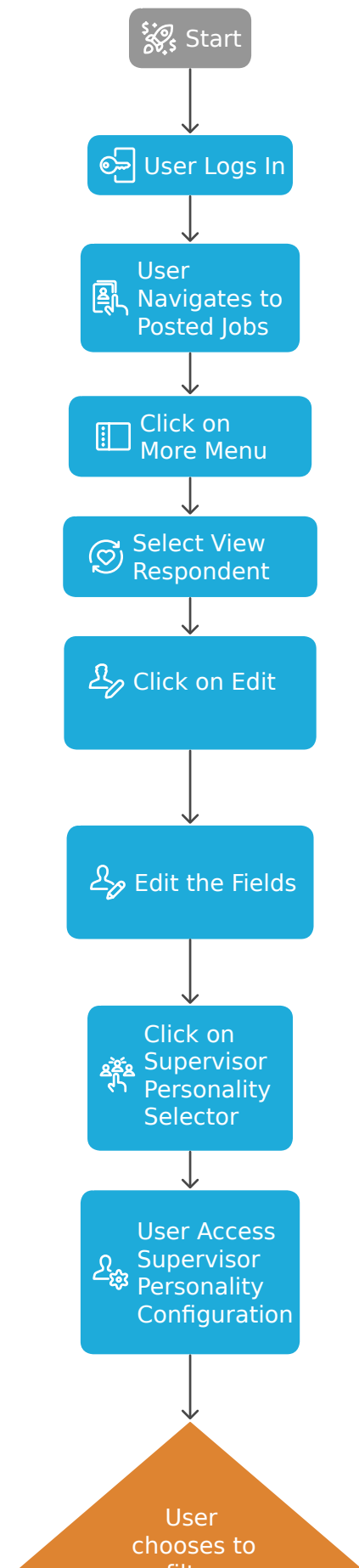
- **Behavior Selection Limit:** For both the **Candidate Personality Selector** and the **Supervisor Personality** features, you can select a maximum of **4 behaviors** at any given time. If you attempt to select a fifth behavior, the system will prevent it.
- **Incomplete Behavior Selection:** If you select fewer than 4 behaviors in the Personality Selector and then click the "Apply" button, the system will display a message prompting you to select all 4 behaviors. This ensures that the feedback results are comprehensive and accurate.
- **Apply Button Activation:** The "Apply" button (found in both the Personality Selector and Supervisor Personality sections) will only become active and clickable after you have made at least one valid selection (either by choosing behaviors or by directly selecting a personality).
- **Save Button Activation:** The "Save" button (present in the Supervisor Personality section and the main Edit Job form) will only become enabled and clickable after you have made a valid selection of behaviors or personalities, or after you have made other changes to editable fields on the form.
- **Unsaved Changes are Lost:** It is crucial to remember that any changes you make that are not explicitly saved by clicking an "Apply" or "Save" button will be permanently lost if you close the form or navigate away from the page. Always click "Save" to ensure your updates are kept.
- **Individual Job Editing:** You can only edit one posted job at a time. The system does not support bulk editing of multiple job postings simultaneously.
- **Closed or Expired Jobs:** Jobs that have already been closed or have passed their expiration date cannot be edited. To make changes to such jobs, you would first need to re-open or duplicate them.

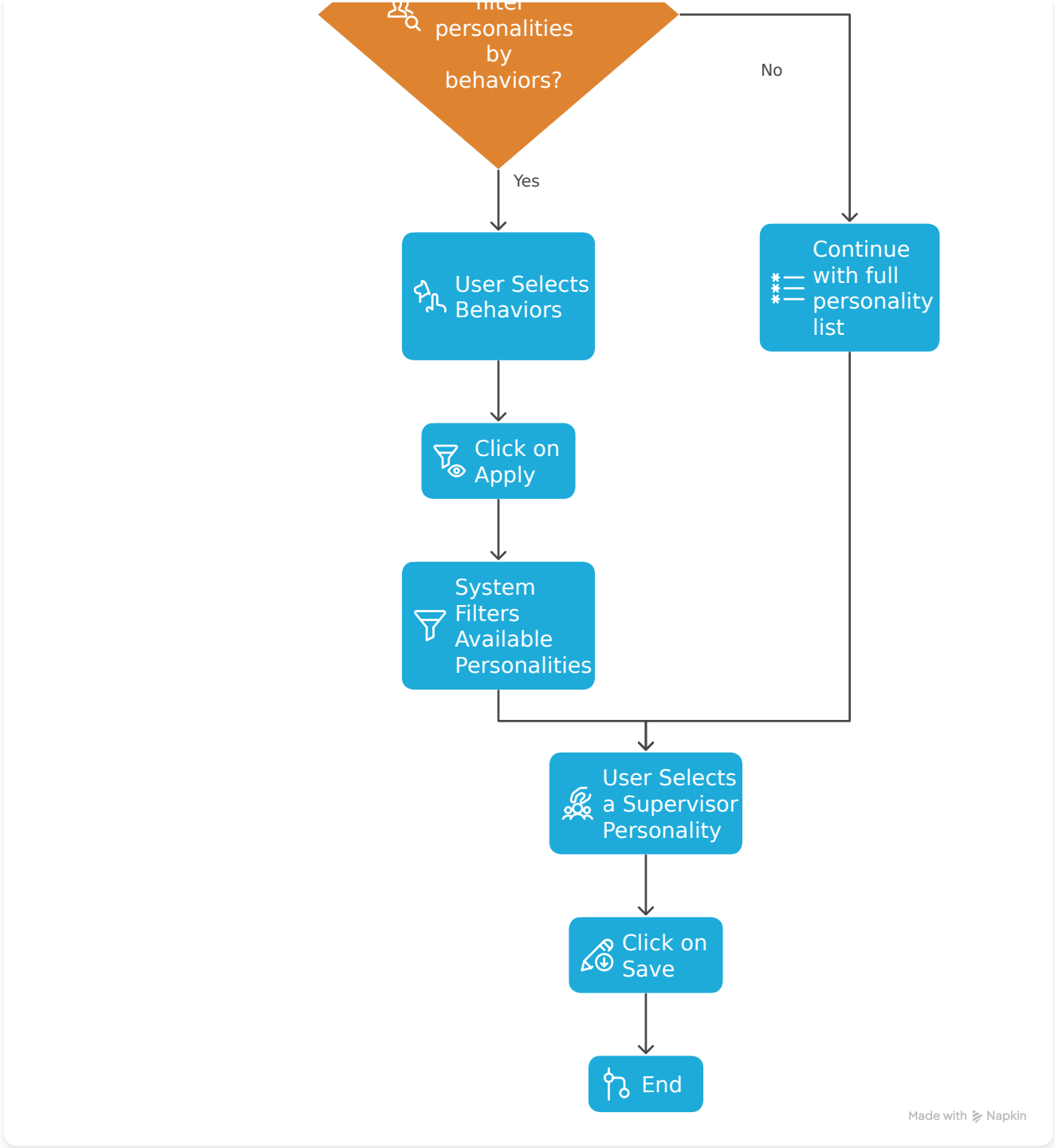
- **Role-Based Permissions:** Different user roles (e.g., an Administrator versus a Collaborator) may have varying permissions regarding which fields they can edit. For example, a Collaborator might be restricted to editing only outgoing emails, collaborator emails, and personality selector details, while an Administrator typically has broader access to edit most fields, excluding potentially sensitive system-level identifiers like access codes.

4. Visual Elements & Supporting Information

Flowchart Diagram for Posted Job Module

Posted Job Management Flowchart





This diagram visually illustrates the overall workflow for managing your posted jobs, from the initial setup to the detailed editing and fine-tuning processes.

Screenshot 1: Personality Selector for Posted Job







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This screen, often displayed as a pop-up window or a dedicated section within the edit form, allows you to fine-tune the personality matching criteria for candidates applying to your job. You can select specific behaviors that are crucial for the role, and the system will instantly provide feedback on how these chosen behaviors align with "Match 1" and "Match 2" personality profiles, clearly shown as percentages.

Field Validation Table: Personality Selector

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Behavior Selection	Yes	Checkbox/Toggle	Boolean	Max 4 selected	Yes	Choose up to 4 specific behaviors that you deem most important for the job role. Examples include "Steadiness," "Patience," "Efficiency," or "Teamwork." If fewer than 4 are selected, the system will prompt you to complete the selection before applying.
Match 1 Feedback %	No	Display Text	Percentage	Not applicable	No	Displays a dynamically calculated percentage representing how well the selected behaviors align with the 'Match 1' personality profile. This field is automatically updated by the system.
Match 2 Feedback %	No	Display Text	Percentage	Not applicable	No	Displays a dynamically calculated percentage representing how well the selected behaviors align with the 'Match 2' personality profile. This field is automatically updated by the system and only changes if behaviors for Match 2 are specifically modified.
Apply Button	Yes	Button	N/A	Not applicable	Yes	Click this button to recalculate and save your chosen behavior selections and to

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
						update the feedback percentages for the relevant match. This button remains disabled until at least one behavior has been selected.
Cancel Button	Yes	Button	N/A	Not applicable	Yes	Clicking this button will close the behavior selection modal or section without saving any changes you've made to the behaviors. All unsaved selections will be discarded.
Close (X) Button	Yes	Button	N/A	Not applicable	Yes	Located typically at the top-right corner, this button closes the current modal or overlay (e.g., the Personality Selector), returning you to the previous screen without applying any unsaved changes.
Check Personality Button	No	Button	N/A	Not applicable	Yes	Provides a more detailed view of all personality matches along with their corresponding percentages, allowing for a deeper review of the fit.

Screenshot 2: Supervisor Personality Selection



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This section helps you define the ideal personality traits for a supervisor role. You can select up to four key behaviors that are critical for leadership within your organization. As you make your selections, the system will automatically highlight matching supervisor personalities from a broader list. You also have the flexibility to directly select a specific personality from the available cards without first choosing any behaviors.

Field Validation Table: Supervisor Personality

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Behavior Selection	No	Checkbox/Toggle	Boolean	Max 4 selected	Yes	Choose up to 4 behaviors that are most relevant for a supervisor role. Your selections here will dynamically influence which supervisor personalities are highlighted as a match. Attempting to select more than 4 will be prevented.
Selected Behaviors Counter	No	Display Text	String	e.g., "1/4"	No	This counter dynamically updates to show how many behaviors you have currently selected out of the maximum allowed of 4 (e.g., "2/4"). It resets to "0/4" if no behaviors are selected.
Personality Cards	No	Clickable Cards	N/A	Not applicable	Yes	A visual list of available supervisor personalities. Clicking on any card will open a popup window with full details about that specific personality. Matching personalities will be highlighted based on your behavior selections, while non-matching ones appear dull.
Apply Button	Yes	Button	N/A	Not applicable	Yes	This button confirms your selected behaviors or directly chosen personalities, setting them for final saving. It becomes active only after you've made at least one valid selection of behaviors or a personality.
Save Button	Yes	Button	N/A	Not applicable	Yes	Permanently saves your chosen behaviors and/or selected supervisor personality. This button becomes enabled

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
						immediately after you make a valid selection of behaviors or a personality, and the selections will persist across sessions.
Close Button	Yes	Button	N/A	Not applicable	Yes	Located typically at the top-right corner of the form, this button closes the Supervisor Personality form immediately and returns you to the previous page or the main edit job screen without saving any unsaved changes.
Personality Detail Popup	No	Display Text	N/A	Not applicable	No	A popup window that appears when you click on a personality card, displaying comprehensive details such as the description, key traits, and feedback for that selected supervisor personality.

Screenshot 3: Edit Job Details



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This is the primary screen for editing the comprehensive details of your posted job. From fundamental information like the job title and company specifics to preferred screening methods and custom application questions, this form provides a central and efficient platform to keep your job postings accurate, relevant, and highly effective.

Field Validation Table: Edit Job Details

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Company Logo	No	File Upload	Image	Max 5MB (example)	Yes	Allows you to upload a new image or change your existing company logo, which will be displayed prominently on the job posting.
Company Name	Yes	Text / Dropdown	String	Up to 100 chars (ex)	Yes	The official name of the company posting the job. This field may offer a dropdown to select from a predefined list of companies or allow direct text input. This is a required field.
Industries	Yes	Dropdown	String	Multiple selection	Yes	Select one or more industries that best describe your company's sector. This is a required field.
Company Website	No	Text	URL	Up to 255 chars (ex)	Yes	Provide the official website address for your company. This helps candidates learn more about your organization.
Company Type	Yes	Dropdown	String	Single selection	Yes	Select the type of your company (e.g., Private, Public, Startup). This is a required field.
Company Size	No	Dropdown	String	Single selection	Yes	Select the approximate size range of your company (e.g., 1-10 employees, 11-50 employees, etc.).
Headquarters Location	No	Text	String	Up to 150 chars (ex)	Yes	Enter the primary location of your company's headquarters.
About Company	No	Text Area	String	Up to 1000 chars (ex)	Yes	Provide a brief yet compelling description of your company, its mission, and culture. This helps attract suitable candidates.

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Complexity of the Company	No	Dropdown	String	Single selection	Yes	Describe the typical complexity of your company's operations or projects.
Work Structure at the Company	No	Dropdown	String	Single selection	Yes	Indicate the predominant work structure within your company (e.g., Fully Remote, Hybrid, On-site).
Growth and Change status	No	Dropdown	String	Single selection	Yes	Select the current growth trajectory and status of change within your organization.
Job Title (Designation)	Yes	Text	String	Up to 100 chars (ex)	Yes	The official and clear title of the job being posted (e.g., "Software Developer," "Marketing Manager"). This is a required field.
Assessment Type	Yes	Radio Button	String	"Short", "Normal"	Yes	Choose between a "Short" or "Normal" assessment for candidates during the screening process. You can only select one of these options.
Quiz Source	Yes	Radio Button	String	"Saved Quiz", "Customized Quiz", "None"	Yes	Select whether candidates will take a quiz, and if so, its source. Options include using a "Saved Quiz," creating a "Customized Quiz," or selecting "None." Only one option can be active at a time.
Address of the Sheet	No	Text	URL	Up to 500 chars (ex)	Yes	If your screening process involves a custom Google Sheet (e.g., for specific tasks), paste the valid Google Sheet URL here. The system will validate the format to ensure it's a proper URL; invalid

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
						entries will trigger an error.
Custom Question (Text)	No	Text Area	String	Up to 255 chars (ex)	Yes	Input the text for a custom "Yes/No" question that you want to include in the application form. You can add multiple custom questions.
Custom Question Toggle	No	Toggle	Boolean	ON/OFF	Yes	This toggle switch controls the visibility of each custom question to candidates. Set to ON for the question to appear, or OFF to hide it.
Outgoing Email	Yes	Dropdown	Email	Single selection	Yes	Select the specific email address that will be used for all outgoing communications related to this job posting (e.g., notifications, applicant responses). This is a required field.
Collaborator Email Input	No	Text	Email	Up to 255 chars (ex)	Yes	Enter a valid email address of a team member you wish to add as a collaborator to this job. The system will validate the email format.
Add Collaborator Button	No	Button	N/A	Not applicable	Yes	Click this button after entering a valid email address in the input field to add that user to the list of collaborators for this job.
Remove Collaborator Icon	No	Icon/Button	N/A	Not applicable	Yes	An icon (e.g., a trash can or 'X') next to each collaborator's email that allows you to remove them from the list of collaborators for this job.
Save/Update Button	Yes	Button	N/A	Not applicable	Yes	This prominent button is used to save all the

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
						changes you have made across the entire job edit form. Ensure all modifications are complete and correct before clicking this button. It becomes enabled after any valid change or selection.

Note: The "Field Size" values provided are examples based on common web application practices. Actual character limits or file sizes may vary slightly depending on system configuration.

5. Summary & Benefits

The "Posted Job" module is designed to empower you with comprehensive control over your recruitment efforts. By offering robust editing capabilities for all job details, dynamic and insightful tools for personality matching, and flexible options for custom screening questions, the system ensures your job postings are consistently accurate, highly appealing, and perfectly optimized to attract and identify the ideal candidates.

By fully utilizing these features, you will gain:

- **Confidence in Candidate Fit:** Actively shaping the personality profiles for both candidates and supervisors means you can be more assured that your recruitment process is aligned with your team's specific needs and cultural values.
- **Efficiency in Job Management:** Say goodbye to static, outdated job posts. You can now update and refine your job listings on the fly, immediately reflecting evolving requirements and maintaining consistent company branding.
- **Reduced Hiring Time:** Clearer job descriptions, combined with targeted personality assessments, mean you'll spend less time sifting through unsuitable applications and more time connecting with truly qualified individuals.
- **A Seamless User Experience:** Intuitive controls, clear step-by-step guidance, and instant feedback ensure that managing your job postings is straightforward, effective, and productive, whether you're working from your desktop or on the go with a mobile device.

Ultimately, these powerful features are here to help you build stronger, more cohesive teams by making it significantly easier to find and hire individuals who not only have the right skills but also truly fit your organization's vision and values.