

## Introduction to the Crossroads Career® Network Job Board

*What is this job board for? What does it do? How do I get started?*

Crossroads Career® Network is a network of Churches, Career Explorers, and Employers. Our job board is a powerful way for Career Explorers and Employers *within the network* to find each other. Because of this specificity, the job board does not offer an open “resume posting” feature for Career Explorers, nor does it offer Employers the capability to conduct a random candidate search. However, here's what that means for you:

### **Employers**

1. If you're a small company or firm, you probably don't have the time or money to post your job openings on national boards, then wade through hundreds of applications from people who may not share your professional values. If that sounds like you, then the Crossroads job board is a low-risk, high-return alternative: it's free, and it's targeted only to people who are pursuing a Christ-centered career search process.
2. If you're a bigger company, you may already be paying for postings on large national job boards. In that case, the Crossroads job board is a good complementary choice for you. Again, no extra cost, very targeted to the people in the Crossroads network of churches.
3. There are two ways to get news of an open job into the Crossroads Career® Network. They're both legitimate options -- in fact, you may want to do both!
  - Low-tech: Send a job description to a Crossroads Ministry Team volunteer, who passes it around to Career Explorers via email or Yahoo Groups. This is simple, but you only reach the Explorers in your church. Also, you have to do more of the work to screen the resumes you get back.
  - High-tech: Use the Crossroads job board to post your job. You invest 10-15 minutes on the front end to create a detailed job profile questionnaire -- but you save it on the back end, because the software does the work of rating and ranking your applicants for their fit to the profile. You also get your job in front of quality job seekers from other local churches in the network.
4. Here's how to register for free:
  - Go to [www.crossroadscareer.org](http://www.crossroadscareer.org).
  - On the Crossroads home page, click “For Employers.”
  - On the “Register as an Employer” page, complete the contact information as shown below.  
*Note: This information is case sensitive.*

\* = required field

First Name: *	Mr. <input type="text"/>
Last Name: *	<input type="text"/>
Company Name: *	<input type="text"/>
Address: *	<input type="text"/>
City: *	<input type="text"/>
State: *	Georgia <input type="text"/>
Zip: *	<input type="text"/>
County: *	<input type="text"/>
Website Address:	<input type="text"/> Example: <a href="http://www.YourChurch.com">www.YourChurch.com</a> - do NOT enter "http://"
Email: *	<input type="text"/>
Phone: *	<input type="text"/> - <input type="text"/> - <input type="text"/>
Referred by:	<input type="text"/>
Church Affiliation (if applicable):	Anastasia Baptist Church <input type="text"/> Beach United Methodist Church <input type="text"/> Brookwood Church <input type="text"/>

## **Employers** (Continued)

- You will receive at the registered email address an email from CrossroadsCareer.org containing a TEMPORARY password.
- Follow the instructions in the email to complete your registration.
- You may then click on “Change Password” to create a PERMANENT password of your choosing.
- Log out and log back in using your email address and the PERMANENT password you create.
- You can then begin posting jobs and Tracking Applications.
- If you fill the position or want to deactivate it for any reason, you can Close the Posting from the website.
- The position will remain active for 60 days. You will receive notification 5 day prior to the expiration and you have the option to close the position or renew it. If you do neither, then the posting will be automatically deactivated.

5. To learn more about posting jobs, go to **Employers-Instructions for Posting Jobs**.

## **Career Explorers**

1. You'll often hear that you should search multiple job boards for jobs. We agree. You should consider the big national boards (e.g. Monster), as well as boards in your region or job field. You can access national, regional and specialized job boards on the Crossroads website by clicking on “Career Tools” and then scrolling to the Job Board category.
2. It's also a great idea to check out the Crossroads Career® Network job board. What's unique is that you can find Employers who are affiliated with (usually members of) churches in the network. That's a plus.
3. You simply register on the Crossroads website with the membership key provided by your church. Click on "Job Board" from the Career Explorer area of the site. You can search jobs by church, location, type of job -- or view all the available job listings. Click on a job in the list and just follow the instructions. Your application will be delivered directly to the Employer via computer -- rated according to your fit with the job profile created by the Employer.

## **Churches**

Our job board is a powerful way for the church to connect Career Explorers and Employers within the network to find each other. Because of this specificity, the job board does not offer an open “resume posting” feature for Career Explorers, nor does it offer Employers the capability to conduct a random candidate search.

There are two ways Employers can get news of an open job into the Crossroads Career® Network. They're both legitimate options -- in fact, you may want to encourage your Employers to do both!

- Low-tech: Employer sends a job description to a Crossroads Ministry Team volunteer, who passes it around to Career Explorers via the Send Email function on the Ministry Team Area page or via Yahoo Groups. This is a simple way to reach the Explorers in your church. To create a Yahoo Group go to the Ministry Team Area page of the website, scroll down and click Career Tools. Under Career Tools, scroll down and click on Discussion Groups, then click on Yahoo Group Setup. Create a group and begin your 'networking'!
- High-tech: Employer can use the Crossroads job board to post a job. The Employer invests 10-15 minutes on the front end to create a detailed job profile questionnaire -- but saves time on the back end, because the software does the work of rating and ranking the applicants for their fit to the profile. The Employer also gets their job in front of quality job seekers from other local churches in the network.

Simply direct Employers in your church to [www.crossroadscareer.org](http://www.crossroadscareer.org) and click on “For Employers”. The rest is easy.

## Churches (Continued)

For Career Explorers, you provide them your church membership key to register on the Crossroads website. The Explorer simply clicks on "Job Board" from the Career Explorer area of the site, from which they can search jobs by church, location, type of job -- or view all the available job listings. They simply click on a job in the list and just follow the instructions. The Explorer's application will be delivered directly to the Employer via computer -- rated according to the Explorer's fit with the job profile created by the Employer.

If you would prefer to provide a hard copy of the job postings to the Career Explorers at a Network Meeting, you must first register as a Ministry Team Member (with your church membership key). Then follow these steps:

1. Go to [www.crossroadscareer.org](http://www.crossroadscareer.org).
2. Log in (existing user)
3. On the Ministry Team Area page, scroll down to Career Explorers and select "Job Board."
4. On the Job Board page, select "View all listings" and then select a location. When the listings are displayed, click on the Job Title and you will then see an option to Print the posting.

Location: (Hold down the Ctrl key to select two or more.)

Alabama - Birmingham	▲
Georgia - Alpharetta	
Georgia - Atlanta	
Georgia - Duluth	▼

It is possible for a Ministry Team Member to "work around" the direct connection between the Career Explorer and the Employer, though it's less convenient because the job board was designed for that direct connection. The best way to understand it is: Whoever posts the job owns the job. However, in the event that having the Ministry Team post the job is the only way to get it on the job board, there are two ways to make that happen. For both, the Ministry Team Member registers as the Employer. That means that the Employer must provide the Ministry Team member with all of the information to complete the Registration Form as noted below, including an email address at which the Employer will want to receive applications.

\* = required field

First Name: *	Mr. ▼	<input type="text"/>
Last Name: *		<input type="text"/>
Company Name: *		<input type="text"/>
Address: *		<input type="text"/>
City: *		<input type="text"/>
State: *	Georgia ▼	
Zip: *		<input type="text"/>
County: *		<input type="text"/>
Website Address:		<input type="text"/> Example: <a href="http://www.YourChurch.com">www.YourChurch.com</a> - do NOT enter "http://"
Email: *		<input type="text"/>
Phone: *	<input type="text"/>	- <input type="text"/> - <input type="text"/>
Referred by:		<input type="text"/>
Church Affiliation (if applicable):	Anastasia Baptist Church ▲ Beach United Methodist Church Brookwood Church ▼	
	<input type="button" value="Reset"/>	<input type="button" value="Submit Query"/>

## **Churches** (Continued)

The Employer will also need to provide the Ministry Team Member a complete description of the job to be posted, including information to create the candidate ranking questionnaire (should the Employer wish to employ this function).

Under the first scenario, the password will be sent back to the Employer's email address, so the Employer would have to complete the registration process and then provide the Ministry Team Member the password to complete the job posting process. However, after that point, the Employer will receive all applications.

Under the second scenario, if you are already registered as a Ministry Team Member, you MUST use a different email address to post a job as an Employer.

1. Go to [www.crossroadscareer.org](http://www.crossroadscareer.org).
2. Select "For Employers."
3. Complete the Registration Form under your own identity; therefore you assume a "broker" status. This means you will spend time receiving, viewing and forwarding the application to the Employer.
4. A Temporary password will be sent to the email address listed in the Registration Form to prompt you to complete the account activation. Be sure to select Change Password to create one of your choosing.
5. All auto-driven notifications (i.e., Applicant has applied for job) will be sent to the email address listed in the Registration Form.
6. You will select or create a template for the job listing and complete a job description. This means you will need to have the pertinent data to ensure the job listing is appropriately represented on behalf of the Employer. You should include in the Employer's name and contact information within the body of the job description.
7. You will also be responsible for creating the candidate questionnaire at the instruction of the Employer.
8. You should activate the Applicant Tracking function to be able to receive, view and forward Applicant's resume to Employer. Once the Employer has the application, the contact with the Applicant can be made directly from the Employer.
9. You should remain in contact with the Employer to know the status of the job so it can either be renewed or closed; or it will expire after 60 days.

Questions? Select the Contact Us tab on the website and send us an email.