

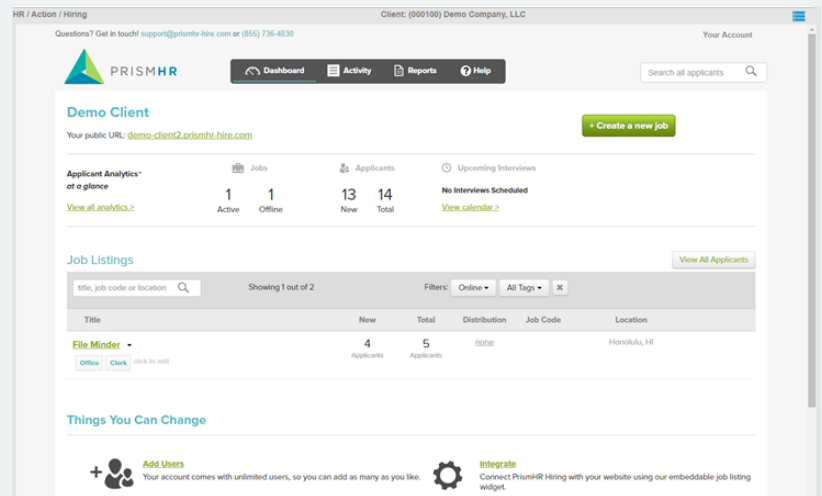


MAKAI PRISM HR
APPLICANT
TRACKING
SYSTEM -
Posting your
First position

STEP 1 DASHBOARD

To navigate to our applicant tracking system (Hiring), click through HR>Action>Hiring or search for "Hiring".

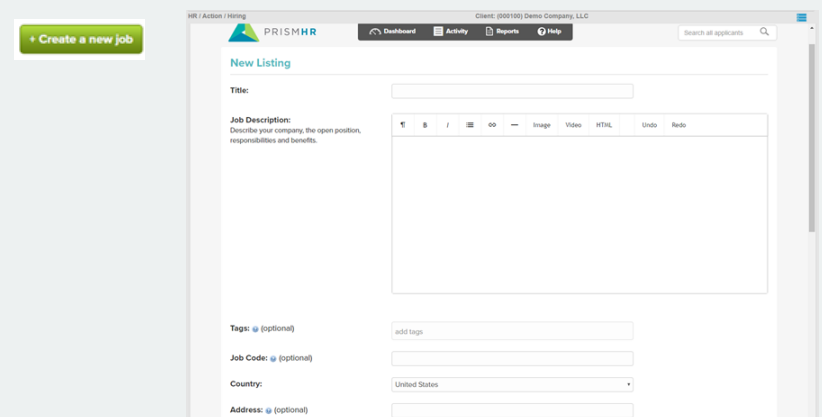
The dashboard gives you access to create and review positions. This includes applicants for any of the positions that have been posted.



STEP 2 NEW LISTING

To post a new position, start by selecting the green "Create a new job" button.

In the "New Listing" section that opens up you will be able to add the necessary details. This includes the Title, the description and your location.

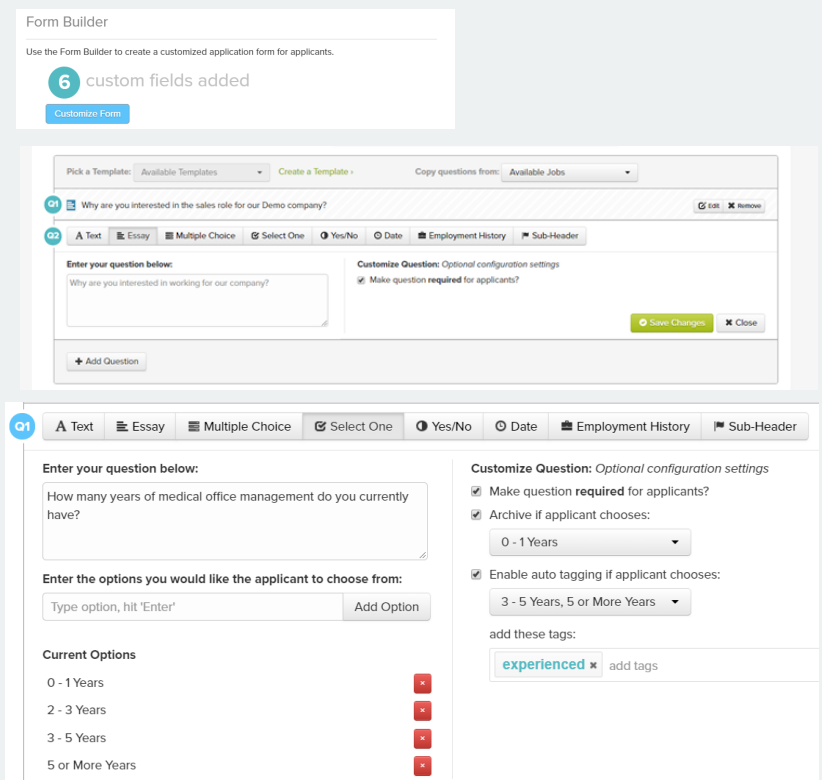


STEP 3 FORM BUILDER

Below the listing information, you'll find the "Form Builder". This is where you can enter in the questions that you want an applicant to answer for the position. To add or edit any of the questions, use the "Customize Form" button.

The system allows you to create multiple types of questions using the tabs to select between different types. This example uses the "Select One" to create a question for experience level. Use the "Archive" and "Auto Tagging" to either file the applicant away if they don't meet the minimum requirements or tag them if they are exceptional.

When done with the form designs, please be sure to "save changes".



STEP 4

POSTING POSITIONS

Once the forms have been completed and the descriptions are good to go, look to the bottom of the page for the "Publish and Continue" button to post your position online. Selecting this option will activate this position at your company's unique Hiring URL and then give you the option to post to free and paid for job boards.

Check the boxes next to the options that you want and select "Proceed to Checkout" when complete. Please note to use anything but the free sites, you will need to have a credit card entered into the system. (To add go to "Your Account>Account Details>Add Billing Information")

STEP 6

QUESTIONS?

If you have any questions regarding the setup of your positions, please do not hesitate to reach out to us by phone or text message at 808.451.0000.



[Publish and Continue >>](#)

Select from the following options:

Syndication included in your PrismHR Hiring Plan

- | | | |
|--------------------------|---|------------|
| <input type="checkbox"/> | Free Boards ⓘ
<small>Now includes Free Indeed & Free Monster - post to all free boards in 1 click! Post your job to several online free job boards including Google Jobs, LinkedIn, ZipRecruiter, DirectEmployers, Glassdoor and many others. NOTE: free postings get lower priority than sponsored postings.</small> | \$0 |
|--------------------------|---|------------|

Local Options

- | | | |
|---|---|--------------------|
|  | <input type="checkbox"/> Craigslist ⓘ
<small>A great resource for posting jobs online to your local community.</small> | \$15 - \$90 |
|  | <input type="checkbox"/> Jobing ⓘ
<small>Jobing.com is a local job board network, segmented into cities, metro areas, and states.</small> | \$199 |