



# Your Source for Talent S

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## Posting on IPG Website Instruction

### Post Job on IPG Website

1. Navigate to <https://apn.hitalentech.com/jobs>
2. Go to "Jobs" > "My Jobs" and then enter the job profile page of the one you want to post on IPG website.

Jobs

All Jobs My Jobs

Create Job - General Staffing (Contract) 13470 results Only Favorite Jobs

	Job Title	Company	Account Manager	Job ID	Posting Date	Status	Job Type	Location
☆	Demo Job	IntelliPro Group (IntelliPro Group)	Pinxian Du	16692	2022-06-07	Open	General Staffing	Santa Clara, California, United States
☆	FAEs at all levels-S	Goodix Technology	Christina Shi	16691	2022-06-07	Open	General Recruiting	Cambridge, Massachusetts, United States
☆	UX/Visual Designer	Google	Viki Matthews	16690	2022-06-07	Open	General Staffing	Mountain View, California, United States
☆	UI Designer III	Google	Viki Matthews	16689	2022-06-07	Open	General Staffing	Mountain View, California, United States
☆	Program Manager I	Google	Viki Matthews	16688	2022-06-07	Open	General Staffing	Mountain View, California, United States
☆	UX/Visual Designer	Google	Viki Matthews	16687	2022-06-07	Open	General Staffing	San Bruno, California, United States
☆	FAEs at all levels-S	Goodix Technology	Nick Chen	16686	2022-06-07	Open	General Recruiting	Bay Area, California, United States
☆	Technical Program Manager	Google	Viki Matthews	16685	2022-06-07	Open	General Staffing	Mountain View, California, United States

3. After entering the job profile page, click "Edit".

Jobs

Pinxian

Demo Job General Staffing (Contract) #16692

Open ☆ AM Checklist Edit

Job Title \*

Demo Job

Job Openings \*

1

Allowed Submittals

0

Job Code

Company \*

IntelliPro Group (Inhouse Hiring Only)

Department

Client Contact \*

Hr Contact Yisu Jin

Location \*

Santa Clara, California, United States

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Rate Currency \*

USD - \$

Unit Type \*

Yearly

Bill Rate

Min - Max

Pay Rate

Min - Max

Job Function \*

Software Development

Required Skills \*

Java React

Candidates Candidate AI Recommendation Notes(0)

There is no applied candidate.

Pick Candidate

4. Scroll down and under the "Assigned Group/User" section, check the "Post on IPG website" box.

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy Rate Currency: USD - \$ Unit Type: Yearly

Bill Rate: Min - Max Pay Rate: Min - Max

Job Function: Software Development Required Skills: Java, React

Assigned Group/User: Account Manager Pinxian Du Only visible to you: ☐

☐ Post on IPG website

**Additional Information**  
Filling in more job information can get more accurate candidate recommendation.

+ Degree Requirement + Years of Experience + Required Languages  
+ Preferred Languages + Preferred Skills

Cancel Save

There is no applied candidate  
Pick Candidate

5. Double-check & make sure the information of the position is correct, then click "Confirm".  
(Attention: all client information should be excluded from the job description before posting a job on IPG website. For more instructions please refer to [JD Description Guidelines](#))

**Post Job**

Please enter job type and job description. It will show on IPG website

Job Type: Contract

Public Job Description:

**Demo Job**

(This is NOT a real hiring position but for demo purposes only)

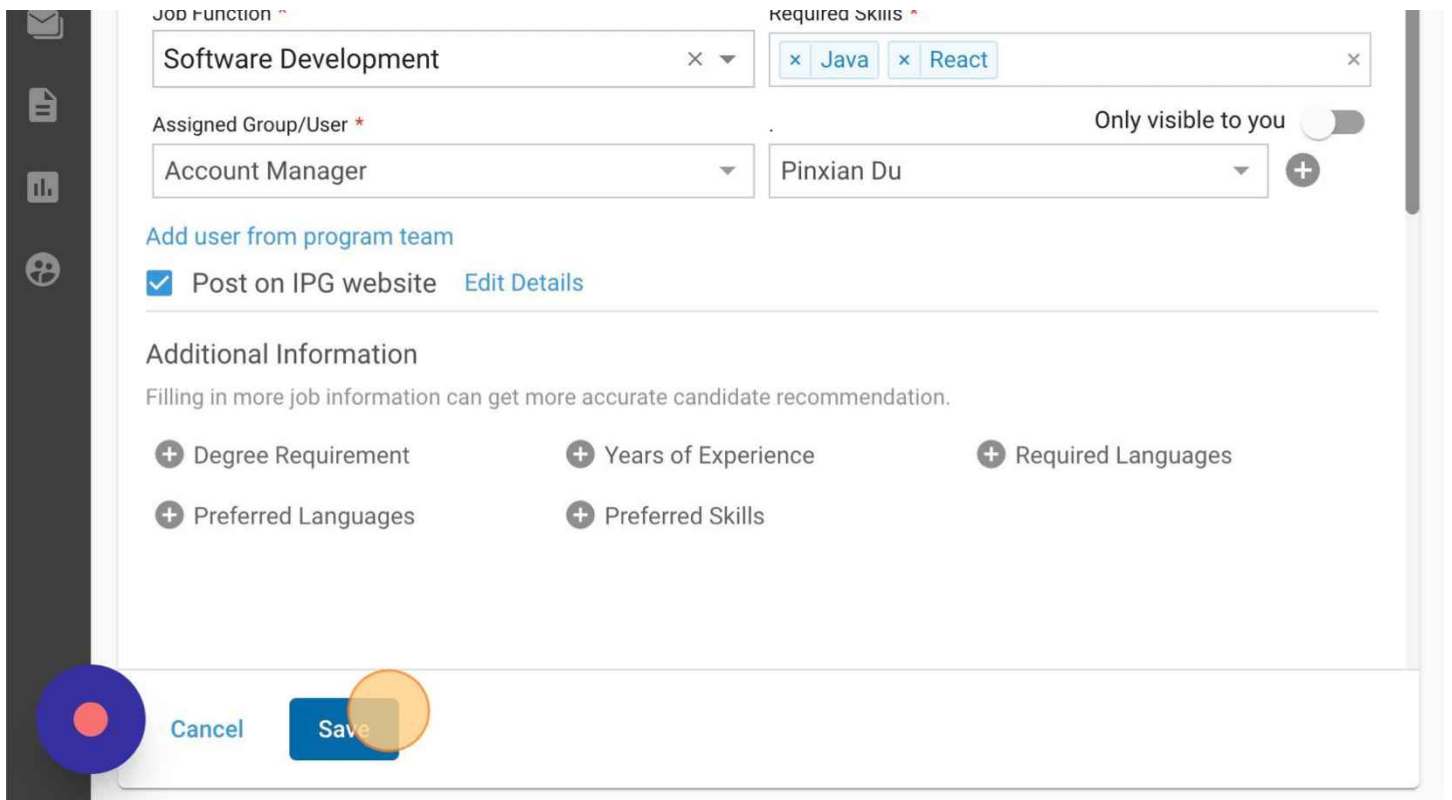
Responsibilities:

- Proficiency LTE/5G, 3GPP specifications, IMS call flows, the SIP protocol.
- Debugging and analyzing VoLTE, LTE and 5G NR logs.
- Work with vendor-specific network management and configuration systems and release documentation for cellular technologies (5G, LTE).
- Perform 4G/5G testing and troubleshooting.
- Good knowledge of VMware virtualization environment for network function virtualization.

Qualifications:

Cancel Confirm

6. Finally click "Save".



The screenshot shows a job posting form. At the top, there are two input fields: "Job Function" with the value "Software Development" and "Required Skills" with values "Java" and "React". Below these are "Assigned Group/User" with the value "Account Manager" and a "Only visible to you" toggle switch. A link "Add user from program team" is present. A checkbox "Post on IPG website" is checked, with an "Edit Details" link next to it. The "Additional Information" section includes a note: "Filling in more job information can get more accurate candidate recommendation." and five expandable options: "Degree Requirement", "Years of Experience", "Required Languages", "Preferred Languages", and "Preferred Skills". At the bottom left, there is a blue circle with a red dot. At the bottom right, there are "Cancel" and "Save" buttons, with an orange circle highlighting the "Save" button.

Job Function ✖ ▼ Software Development

Required Skills ✖ ✖ Java ✖ React ✖

Assigned Group/User \* Account Manager ▼ Only visible to you ☐

Pinxian Du ▼ +

[Add user from program team](#)

☒ Post on IPG website [Edit Details](#)

**Additional Information**

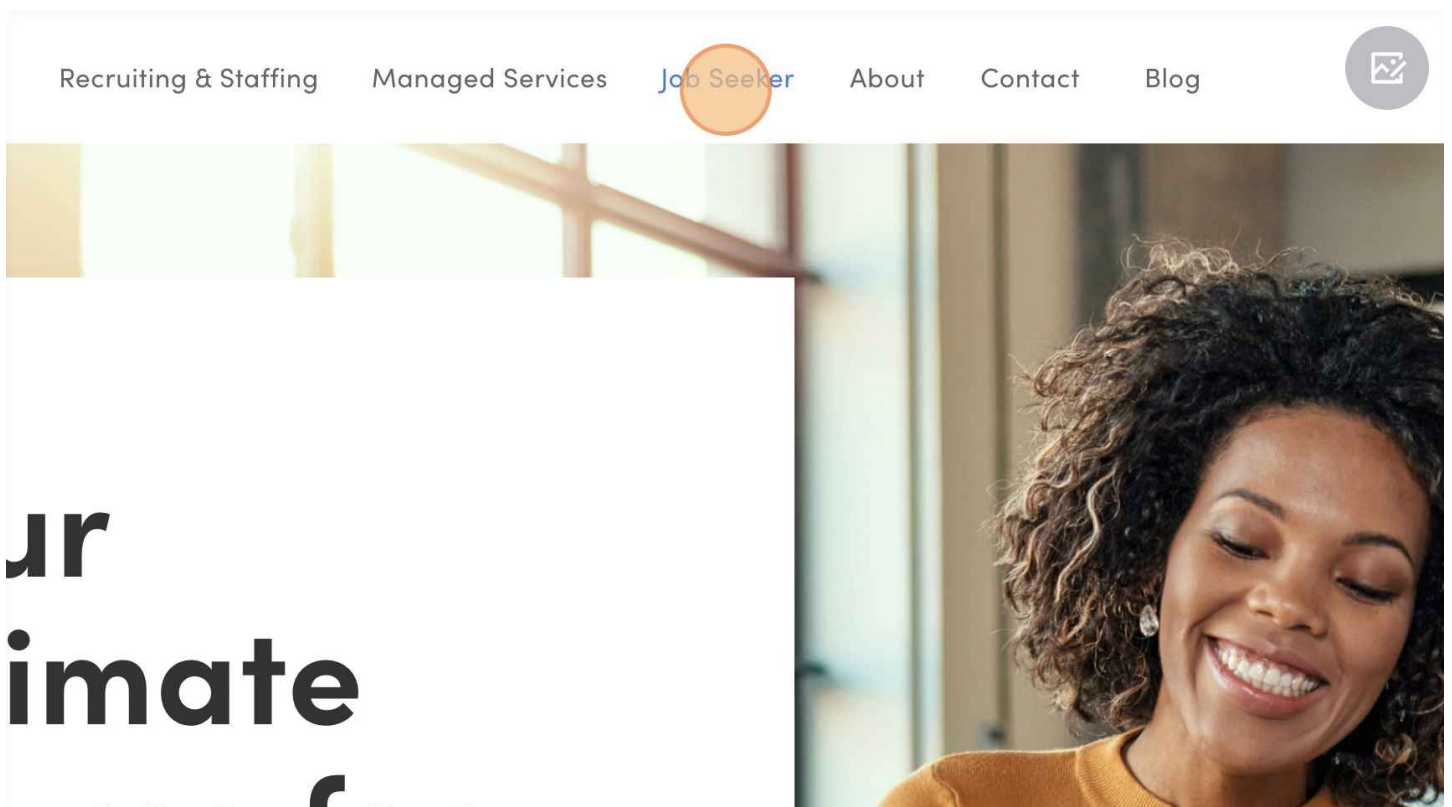
Filling in more job information can get more accurate candidate recommendation.

+ Degree Requirement + Years of Experience + Required Languages

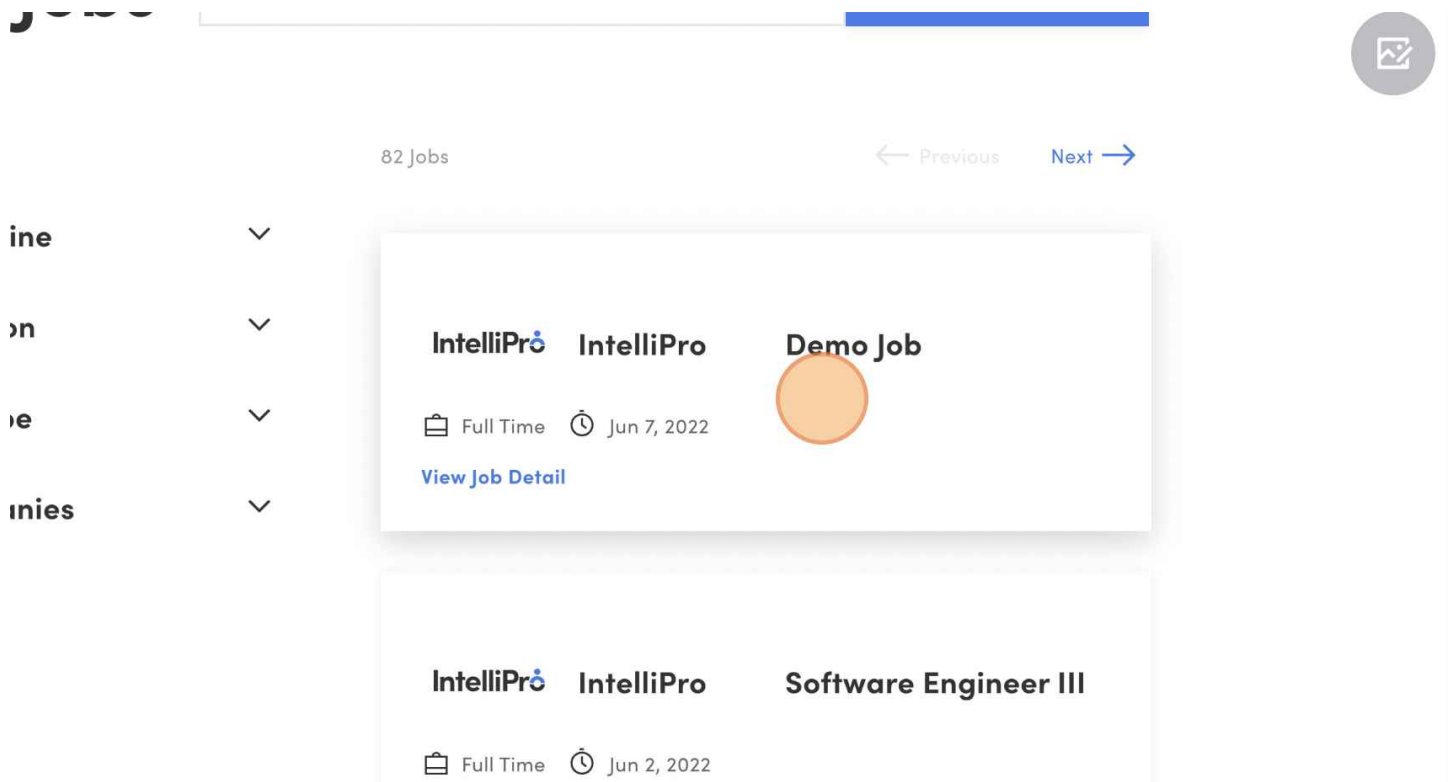
+ Preferred Languages + Preferred Skills

Cancel Save

7. To check if your job has been posted on IPG website, Navigate to <https://www.intelliprogroup.com/> , and go to "Job Seeker".



8. Scroll down to "All Jobs" and you will see the job posting. (Tips: it may take from several minutes to half an hour for the job to show up on IPG website.)



## Take Down Job on IPG Website

1. Navigate to <https://apn.hitalentech.com/jobs> , and enter the Enter the job detail page of the one you want to take down from IPG website.

← ↻ Jobs


All Jobs   **My Jobs**

Create Job - General Staffing (Contract)   13470 results   Only Favorite Jobs   🔍 S

	Job Title	Company	Account Manager	Job ID	Posting Date	Status	Job Type	Locati
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☆	FAEs at all levels-Si	Goodix Technology	Nick Chen	16686	2022-06-07	Open	General Recrui...	Bay Ai
☆	Technical Program	Google	Viki Matthews	16685	2022-06-07	Open	General Staffi...	Mount

2. Click "Edit".

j (FTE) #16695

[G Website](#) ☆ AM Checklist 

Start Date

Department

Hiring Only)

Location \*

Salary   -

Required Skills \*

**Candidates** Candidate AI Recommendation Notes(0)

There is no applied candidate.

[Pick Candidate](#)

3. Scroll down and uncheck the "Post on IPG website" box.

Rate Currency \*    -

Job Function \*

Assigned Group/User \*

[Add user from program team](#)

☒ Post on IPG website [View Job Details](#)

**Additional Information**

Filling in more job information can get more accurate candidate recommendation.

Degree Requirement  Years of Experience  Required Languages

Preferred Languages  Preferred Skills

4. Click "Delete Posted Job".



Job Type \*  
Full Time

Public Job Description \*

**B I U** [List Icons] [Search Icon] [Link Icon]

## Demo Job

(This is NOT a real hiring position but for demo purposes only)

Responsibilities:

- Proficiency LTE/5G, 3GPP specifications, IMS call flows, the SIP protocol.
- Debugging and analyzing VoLTE, LTE and 5G NR logs.
- Work with vendor-specific network management and configuration systems and release documentation for cellular technologies (5G, LTE).
- Perform 4G/5G testing and troubleshooting.
- Good knowledge of VMware virtualization environment for network function virtualization.

Qualifications:

[Cancel](#) [Delete Posted Job](#) [View Job Details](#)

5. Click "Save".

Assigned Group/User \*  
Account Manager Pinxian Du Only visible to you

[Add user from program team](#)

☐ Post on IPG website

### Additional Information

Filling in more job information can get more accurate candidate recommendation.

+

 Degree Requirement

+

 Years of Experience

+

 Required Languages

+

 Preferred Languages

+

 Preferred Skills

# Edit Job Posted on IPG Website

To edit the job already posted on IPG website, follow the following step:

1. Take down job on IPG website
2. Edit job details
3. Post job on IPG website

## Job Post Template and Guidelines

Follow this pattern: Position, Location,

Position Type and Date

Example:

Position: Senior Manager Digital Marketing

Location: Mountain View, California

Position Type: Full-Time

Salary: \*Range must be included due to SB 1162

Date: 06/08/2022

Remove a client' s name by replacing it with Client or

Company:

Example:

Client enables the financial services world to deliver

the future of banking with applications that power financial institutions,

marketplaces that accelerate industry & an open innovation platform for

banks, fintechs & non-banks to connect and collaborate.

Remove product names or other



identifiers.

Example:

**Product** is

Company' s DevOps Self Service PaaS transforming how we develop and operate...

Add subtitles and format the text.

Example

Responsibilities:

- Proactively identifying and eliminating excess  
operational work and poorly performing services
- Authoring observability for applications,  
infrastructure using RED & USE methods

Proofread and correct bad grammar and punctuation

Example

Client

is a ~~fast growing~~ **fast-growing**

AI-based startup based in Mountain View, CA. **It's Its** Fraud and Risk Management platform

**enables organizations to respond to fast-evolving fraud** attacks...

## Reopen Job And Post on IPG Website

1. When you change the status of a job to filled/closed/cancelled/onhold on APN, it will be taken down from IPG website automatically.
2. When you reopen the job, you need to check the "Post On IPG Website" box again to repost the job onto IPG website. For more detailed steps please see [Post Job on IPG Website](#) .