



DICE.com Posting Procedures

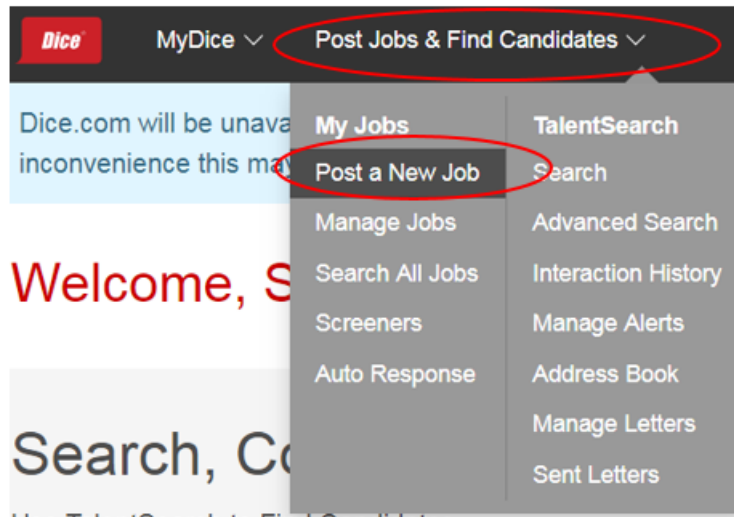
Updated Dec. 2019

Table of Contents

| | |
|----------------------------------|--------------|
| Posting a New Job..... | pp. 1 - 4 |
| Refreshing Active Jobs..... | pp. 5 - 6 |
| Inactivating Active Jobs..... | p. 7 |
| Reposting Inactive Jobs..... | pp. 8 - 9 |

Posting a New Job

1. Go to the following website: <https://employer.dice.com/daf/servlet/DAFctrl?op=1201>
2. Login with the following info:
un: smackinnon@tci-la.com
pw: Abcd1234!
3. Once logged in, click on "Post Jobs & Find Candidates" at the top toolbar of the webpage.
 - a. Click on "Post a New Job" in the left column.



4. When entering job details, start by selecting the intended Primary Recruiter seat from the dropdown menu (view image on next page).

(continued on next page)

5. Continue by entering the job's information as found in Bullhorn (see below images for reference):

Manage Jobs

Post a Job

Active group: Technical Connections, Inc.

Contact us for help

Job Title
Scrum Master

Job Location
Irvine, CA, USA

Job ID (OPTIONAL)
BS18231

Direct Hire Contract

Full-time Part-time

Annual Hourly

Up to \$120,000

Min Max 120000

Recruiter dropdown menu:

- smackinnon@tci-la.com
- jcarlson@tci-la.com
- lbailey@tci-la.com
- rwill@tci-la.com
- rlee@tci-la.com
- cmyers@tci-la.com

Helpful Tips:

- The Job ID is the Primary Recruiter's initials and the job's Bullhorn ID (see above image).
- For the Skills section (below), either cut and paste the keywords from the Bullhorn job order, or enter each with a comma, then click "Add".

Skills

Enter skills separated by a comma

Scrum, Agile, Java or .Net, Cloud, PCF

Add

^^ Before clicking "Add"

(continued on next page)

Skills

Scrum

Agile

Java or .Net

Cloud

PCF

^^ After clicking "Add"

Also, be sure to uncheck any contact information (applications will be going directly to the Primary Recruiter - which will be seen in the image following the below image):

Contact Information

Select which contact information to display

☐ Name: Russell Wolf

☐ Address: 4695 MacArthur Court, Suite 1125

☐ City, State, Zip: Newport Beach, CA 92660

☐ Phone: 3104798830

(continued on next page)

6. Enter in the Primary Recruiter's email address to be directed, then click "Post as Active".

Email Address to Receive Applications

e.g j.doe@email.com
bswann@technicalconnections.com

CC email (optional)

Screener Questions (optional)

Select Screener

Create Screener

Application Response (optional)

Select Response

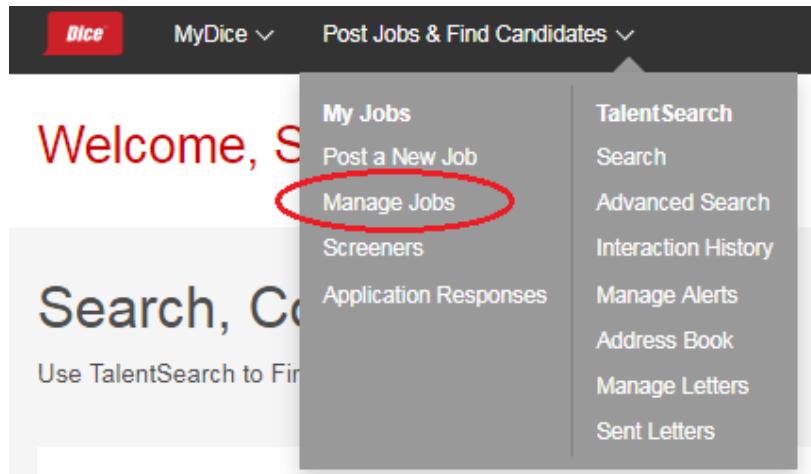
Create Response

Post as Active

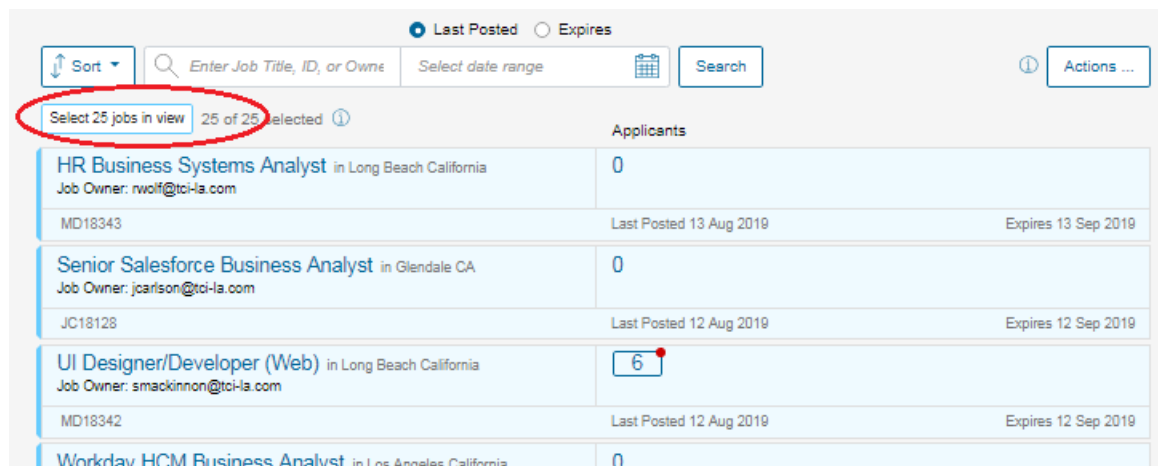
After clicking "Post as Active", the post will go live as of the present date.

Refreshing Active Jobs

1. Click on "Post Jobs & Find Candidates" at the top toolbar of the webpage.
2. Click on "Manage Jobs" in the left column.

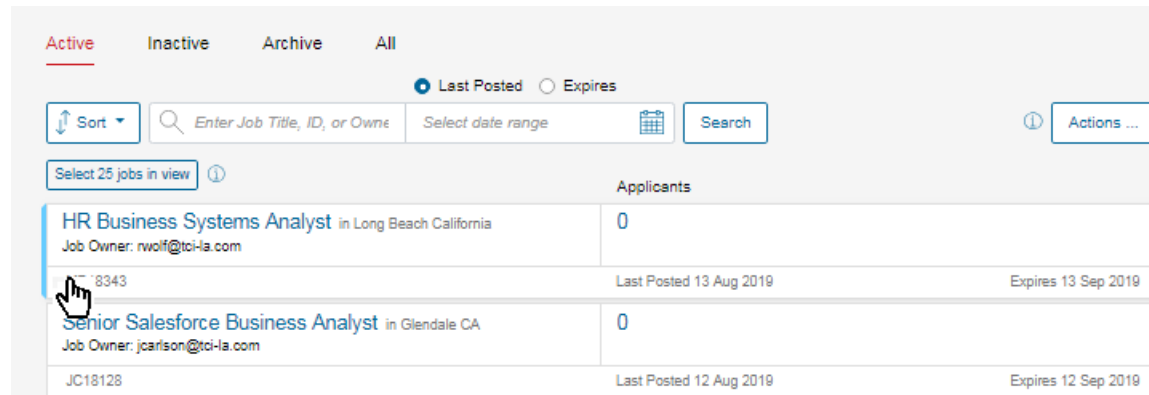


3. On the following Manage Jobs screen, click the "Select 25 jobs in view" button to select and repost **all** jobs.

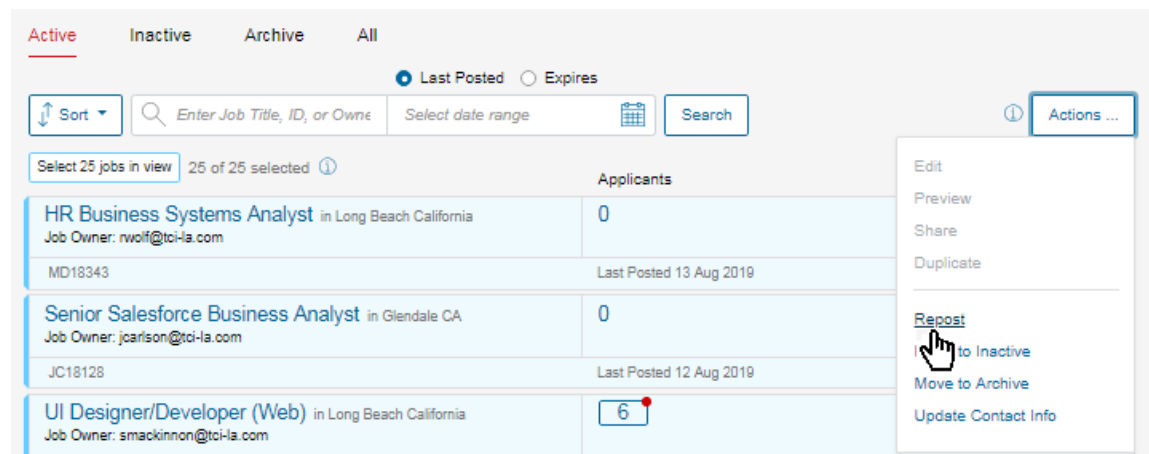


(continued on next page)

Note that you can also repost jobs **individually** by hovering the cursor over the left side of a job, then clicking to select:



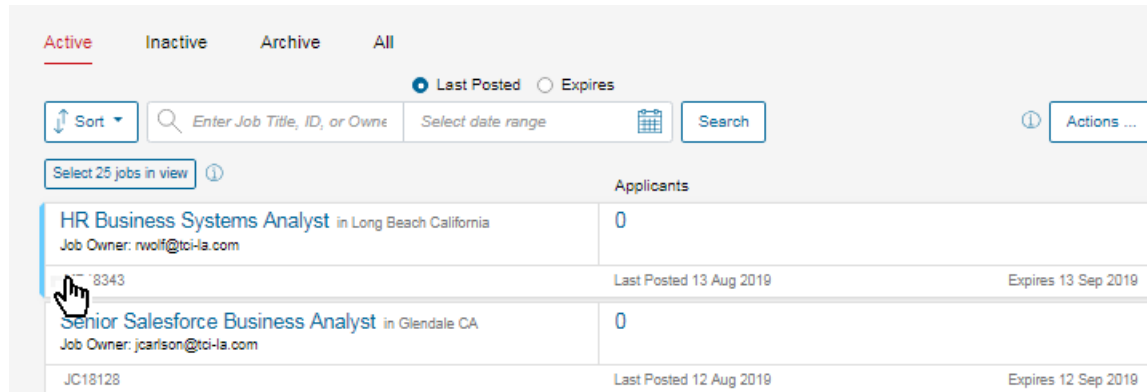
- Once the desired jobs have been selected for reposting, click the “Actions” button on the right-hand side, and select “Repost” from the dropdown menu:



The selected jobs will then have been reposted as of the present date.

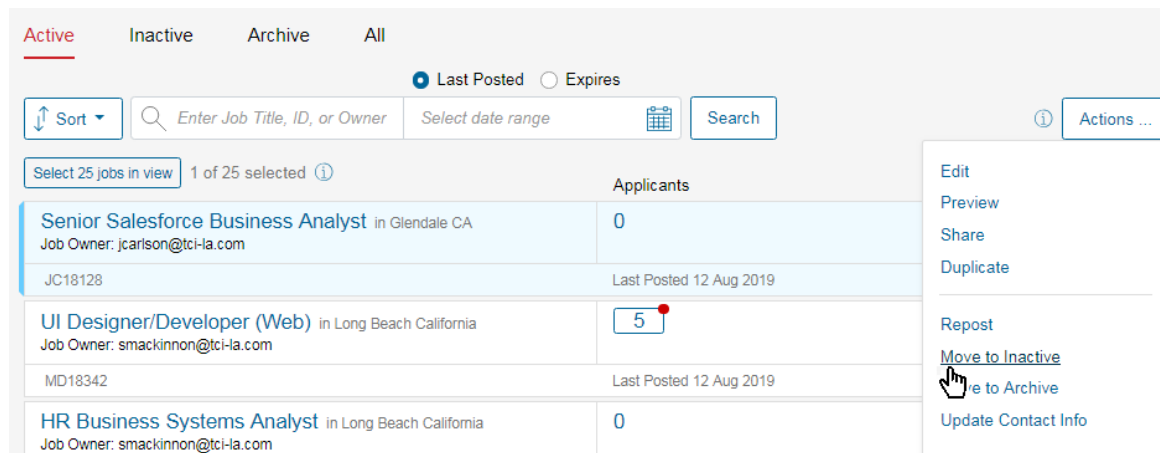
Inactivating Active Jobs

To inactivate an active job, hover the cursor over the left side of a job, then click to select:



Perform this action to as many active jobs desired for inactivation.

Then, click the “Actions” button on the right-hand side, and select “Repost” from the dropdown menu:

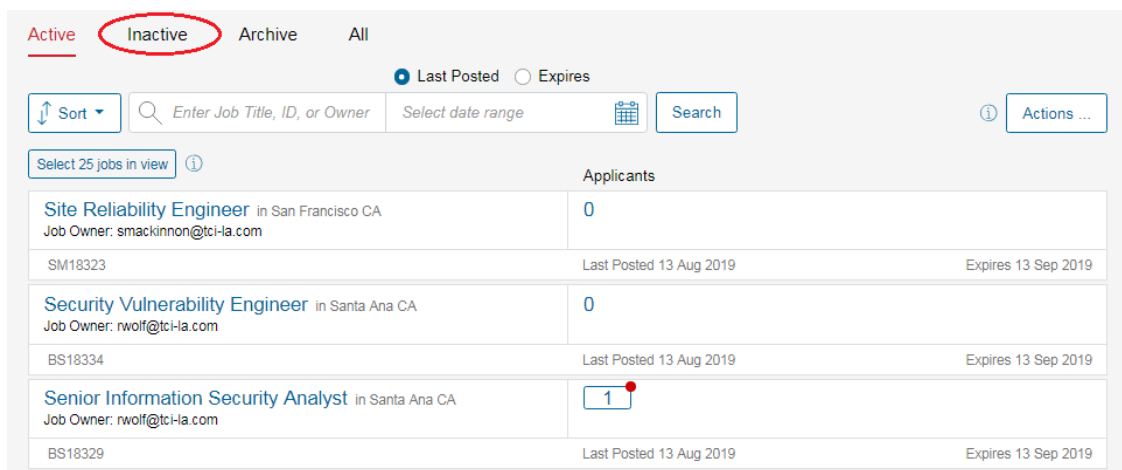


The selected jobs will have then been reposted as of the present date.

Reposting Inactive Jobs

(Note: Please be sure that at least one job slot is available per desired job to repost. If all 25 job slots have been used, please follow the procedures in the above section titled “Inactivating Currently Posted Jobs”, then proceed with the following instructions.)

On the Manage Jobs page, click the Inactive tab at the top of the jobs display:



The screenshot shows the 'Manage Jobs' interface. At the top, there are tabs for 'Active', 'Inactive', 'Archive', and 'All'. The 'Inactive' tab is selected and highlighted with a red circle. Below the tabs, there are filters for 'Last Posted' and 'Expires', a search bar, and a 'Sort' dropdown. The main table displays a list of jobs. The 'Senior Information Security Analyst' job is highlighted with a red box around the '1' in the 'Applicants' column.

| Job Title | Location | Applicants | Last Posted | Expires |
|-------------------------------------|------------------|------------|-------------|-------------|
| Site Reliability Engineer | San Francisco CA | 0 | 13 Aug 2019 | 13 Sep 2019 |
| Security Vulnerability Engineer | Santa Ana CA | 0 | 13 Aug 2019 | 13 Sep 2019 |
| Senior Information Security Analyst | Santa Ana CA | 1 | 13 Aug 2019 | 13 Sep 2019 |

Hover the cursor over the left side a job, then click to select:

| | | |
|---|-------------------------------|--------------------------------------|
| Active Inactive Archive All | | |
| Sort | Enter Job Title, ID, or Owner | Select Last Edited date range Search |
| Select 25 jobs in view Max 100 of 3348 jobs | | |
| Senior Systems Engineer in Santa Ana California Job Owner: rwolf@tci-la.com | | 3 |
| BS18336 | | Last Edited 12 Aug 2019 |
| Senior Software Engineer (Sr. & Staff) in Los Angeles CA Job Owner: lbailey@tci-la.com | | 1 |
| LB18167 | | Last Edited 08 Aug 2019 |
| Senior/Lead QA Engineer in Westlake Village CA Job Owner: smackinnon@tci-la.com | | 36 |
| BM18267 | | Last Edited 08 Aug 2019 |

(continued on next page)

Once the desired jobs have been selected for reposting, click the “Actions” button on the right-hand side, and select “Repost” from the dropdown menu:

| | | |
|---|-------------------------------|--------------------------------------|
| Active Inactive Archive All | | |
| Sort | Enter Job Title, ID, or Owner | Select Last Edited date range Search |
| Select 25 jobs in view Max 100 of 3348 jobs 1 of 3348 selected | | |
| Senior Systems Engineer in Santa Ana California Job Owner: rwolf@tci-la.com | | 3 |
| BS18336 | | Last Edited 12 Aug 2019 |
| Senior Software Engineer (Sr. & Staff) in Los Angeles CA Job Owner: lbailey@tci-la.com | | 1 |
| LB18167 | | Last Edited 08 Aug 2019 |
| Senior/Lead QA Engineer in Westlake Village CA Job Owner: smackinnon@tci-la.com | | 36 |
| BM18267 | | Last Edited 08 Aug 2019 |

Actions ...

- Edit
- Preview
- Share
- Duplicate
- Repost
- Move to Archive
- Update Contact Info

The selected jobs will then have been reposted as of the present date.