

PUREGREENJOBS.COM

Employer Toolkit
Updated October 15, 2009



Work With Purpose

Content

- Register
- Posting a position
- Managing your account

Work with Purpose

Register



Register

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Step 1:

Click the "Register" link

The screenshot shows the PureGreenJobs.com website. At the top, there is a navigation bar with links for Home, About Us, Advertise, and Contact Us. The main header features the PureGreenJobs.com logo and the tagline "Work with Purpose". Below the header is a menu with categories: EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS. The main content area is divided into three columns. The left column has tabs for "Local Jobs" and "National Jobs" and lists job openings such as "Field Application Engineer Confidential - Trenton, NJ" and "Field Application Engineer Confidential - San Jose, CA". The middle column features a large image of wind turbines with a red arrow pointing to the "Register" link in the right column. Below the image is a welcome message: "Welcome to Puregreenjobs.com! We are 100% free for job seekers. Don't wait - Register today!". The right column contains a "Login" form with fields for "Username:" and "Password:" and a "Login" button. Below the login form are links for "Register" and "Lost Password". At the bottom of the right column is a "Recent Articles" section with a link to "Soros aims to invest \$1 bln in green tech".

Register

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Step 2:

Select "Employer Membership"

The screenshot shows the PUREGREENJOBS.COM website. At the top right, there are links for Home, About Us, Advertise, and Contact Us. The main header features the PUREGREENJOBS.COM logo and the tagline "Work with Purpose". Below the header is a navigation menu with buttons for EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS. Under the MEMBERSHIP button, there are three options: Employer Membership, Recruiter Membership, and Job Seeker Membership. A red arrow points to the Employer Membership button. Below these options, the text "Please select a membership type" is displayed. To the right of the membership options is a login form with fields for Username and Password, and a Login button. Below the login form are links for Register and Lost Password. At the bottom of the page, there is a footer with links for Home, About Us, Employers, Job Seekers, Recruiters, Membership, Conferences, News, Advertise, Contact Us, and Terms of Service. The footer also includes the text "Web Design by HWS. All rights reserved. Login".

Register

Work with Purpose

Step 3:

Complete the information requested and select "sign up."

Company Web Address URL format is: http://www.website.com

Username *

Password *

Company Information (Please provide a brief description of your company. This information will be displayed if a job seeker wants an overview of your company).

Company's Green Program: (Please provide a brief description of your company's sustainability efforts. This information will be displayed with the company information).

Company Logo Browse...

Linked-In Address URL format is: http://www.website.com

Facebook Address URL format is: http://www.website.com

MySpace Address URL format is: http://www.website.com

Sign up for newsletter? Yes No

Register

Work with Purpose

Step 4:

Enter your username and password and click “login.”

The screenshot shows the PUREGREENJOBS.COM website interface. At the top left is the logo, a globe with the text 'PUREGREENJOBS.COM' around it. To the right of the logo is the text 'PUREGREENJOBS.COM' in green. Further right are navigation links: 'Home | About Us | Advertise | Contact Us'. Below this is the slogan 'Work with Purpose'. A green navigation bar contains the following categories: 'EMPLOYERS', 'RECRUITERS', 'JOB SEEKERS', 'MEMBERSHIP', 'CONFERENCES', and 'NEWS'. Below the navigation bar, there are three membership options: 'Employer Membership', 'Recruiter Membership', and 'Job Seeker Membership'. Under 'Employer Membership', it says 'You have successfully signed up. Please login to continue.' A red arrow points from this text to a login form. The login form has fields for 'Username:' and 'Password:', and a 'Login' button. Below the login form is the 'SABOT6' logo with the tagline 'The Caliber of Your Choice'. At the bottom of the page, there are more navigation links: 'Home | About Us | Employers | Job Seekers | Recruiters | Membership | Conferences | News | Advertise | Contact Us | Terms of Service' and a footer note: 'Web Design by HWS. All rights reserved. Login'.

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Posting a position



Posting a position

Step 1:

Login to you account and select “Purchase New Job Postings.”

EMPLOYERS RECRUITERS JOB SEEKERS MEMBERSHIP CONFERENCES NEWS

Add a Job Posting

Manage Job Postings

Job Title	Employer/Recruiter	Expiration Date	Date Posted	Total Applications	New Applications
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ENGINEERS
ARCHITECTS
SURVEYORS
SCIENTISTS

Farnsworth
GROUP

Member Area

Puregreenjobs.com
Puregreenjobs.com member since May 2009

You can post 100 listings.

- Purchase New Job Postings
- Current Available Listings: 100
- Review Historical Job Postings
- Edit Company Information
- Manage Current Jobs Posted
- Logout

Posting a position

Step 2:

Enter the number of jobs you would like to purchase and any promotional codes.

Purchase a New Job Posting




Thank you for choosing Puregreenjobs.com to post your green job. Job posts expire one year from the date of purchase. The chart below illustrates our pricing structure.

1	\$100.00
2-5	\$85.00
6-10	\$70.00
11-25	\$55.00
26 or More	\$40.00

The price listed is the price per job posting. For example, if you purchase 3 job postings, your total price will be \$255.00 or \$85.00 X 3.

Please enter the number of job listings you would like to purchase:

Promotional Code:



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- Logout

[Home](#) | [About Us](#) | [Employers](#) | [Job Seekers](#) | [Recruiters](#) | [Membership](#) | [Conferences](#) | [News](#) | [Advertise](#) | [Contact Us](#) | [Terms of Service](#)

Web Design by HWS. All rights reserved. [Login](#)

Posting a position

Step 3:

Enter your credit card information and click "Submit Payment."

Job Listings Purchased	Price Per Job Listing	Price	Promotional Discount	Final Price
2	\$85.00	\$170.00		\$1.70

Billing Information: (This information is not stored on our computers)

Cardholder First Name*:

Cardholder Last Name*:

Credit Card Type*:

Credit Card Number*:

Expiration Date*: (MM/YY) CCV*:

What is this?

Billing Address*:

City*:

State and Zip Code*: Zip*:



Phone Number*: - -

Email Address*:

If you have a promotion code, enter it in the box below:

Promotion Code:

* = Required Field



Puregreenjobs.com
Puregreenjobs.com member since May 2009

You can post 100 listings.

- Purchase New Job Postings
- Current Available Listings: 100
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- Edit Company Information
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- Logout

Posting a position

Step 4:
Click “Add a Job Posting.” Then complete the information requested and click “Post a Job.”

Add a Job Posting

Job Title *

Employer/Recruiter *

City *

State *

Zip Code *

Salary Range

Industry *

Position *

Area *

Featured Job

Job Type

Number of Available Positions

Email Applications

Job Description
 B I U

Puregreenjobs.com
Puregreenjobs.com member since May 2009

You can post 100 listings.

- Purchase New Job Postings
- Current Available Listings: 100
- Review Historical Job Postings
- Edit Company Information
- Manage Current Jobs Posted
- Logout

Posting a position

Step 5:
To feature a job posting on the front page, click "Feature."

Note: Job postings may be extended for 30 days. You may also edit, delete, or view applications from this screen.

The screenshot displays the 'Employers' section of the PureGreenJobs.com website. At the top, there is a navigation menu with tabs for EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS. Below the menu, a notification states 'Job Posting Senior Executive Recruiter has been updated'. A table titled 'Manage Job Postings' lists two job postings. A red arrow points to the 'Extend Posting for 30 days (from expiration date)' link for the first posting. The table columns are Job Title, Expiration Date, Date Posted, Total Applications, and New Applications. The first row shows 'Senior Executive Recruiter' with an expiration date of 11/15/2009 and 0 total applications. The second row shows 'Senior Executive Recruiter' with an expiration date of 11/15/2009 and 0 total applications. To the right of the table, there are links for '10 Day Feature Posting: \$0.00', 'Edit | Delete | View Applications'. Below the table, there is a logo for 'openlands' with the tagline 'conserving nature for life' and a banner that says 'What's in Your Green Future?'. On the right side of the page, there is a 'Member Area' section with a globe logo and text indicating the user is a member since May 2009 and can post 95 listings. A list of actions is provided: Purchase New Job Postings, Current Available Listings: 95, Review Historical Job Postings, Edit Company Information, Manage Current Jobs Posted, and Logout.

Job Title	Expiration Date	Date Posted	Total Applications	New Applications
Senior Executive Recruiter	11/15/2009	10/15/2009	0	0
Senior Executive Recruiter	11/15/2009	10/15/2009	0	0

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Managing your account



Managing your account

Step 1: (Overview)

When you login to your account, you will be at the “Manage Job Postings” page. You may add a job posting, edit, delete, or view the applications for any job posting. You may also Purchase new job postings, analyze current listings, review historical listing, or edit your Company information.

Managing your account

Step 2: (View Applications)

Click “View Applications.” Once you analyze an application, you have the choice of reviewing The application further or rejecting the application.

Note: All rejected applications will receive a standard rejection email.

work with Purpose

EMPLOYERS RECRUITERS JOB SEEKERS MEMBERSHIP CONFERENCES NEWS

Add a Job Posting

Manage Job Postings

Job Title	Expiration Date	Date Posted	Total Applications	New Applications
Senior Executive Recruiter	11/15/2009	10/15/2009	0	0

Extend Posting for 30 days (from expiration date) 10 Day Feature Posting: \$0.00
Edit | Delete | View Applications

Your job was viewed 0 times.
You received 0 applications.

New Applications Applications For Further Review Applications Rejected

Name	History	Email	Phone	Documents
Sorry, no results found				

ENGINEERS ARCHITECTS SURVEYORS SCIENTISTS

Farnsworth GROUP

Member Area

PUREGREENJOBS.COM

Puregreenjobs.com
Puregreenjobs.com member since May 2009

You can post 95 listings.

- Purchase New Job Postings
- Current Available Listings: 95
- Review Historical Job Postings
- Edit Company Information
- Manage Current Jobs Posted
- Logout



Work with Purpose

Questions or comments should be sent to questions@puregreenjobs.com

Thank you for choosing Puregreenjobs.com