Is it free for my program to register for an account?

- As a member of your state's shared services platform, registering for a job board account is **FREE!** On this page, scroll until you see the 'Register' button. That will direct you to a page where you can fill in your program information.

What are the benefits of using Acquire4Hire?

- **It's FREE, for access to the job board and for posting jobs!** Many childcare businesses pay a significant amount of money to post jobs to get the highest visibility. With the job board, you can save money for other priorities while still seeing impressive results with job seekers.
- **Job posts can be renewed regularly.** This means that you can select the option to renew your job posts every 30 days. By doing so, your job will stay near the top of listings on sites such as Indeed, Glassdoor and LinkedIn.
- **Multi-site capabilities!** Multi-site capabilities can use one dashboard for all job posts and give login credentials specific to each site administrators. Simply specify job posts by the location in the job title i.e. Early Childhood Teacher – Maple St. Site
- **Address all hiring needs within your business**. From kitchen staff to front desk to different age groups, programs can use our job board to fill various categories of vacancies in their program i.e., Early Childhood Teacher – Preschool Classroom, Cooking Help, Front Desk Administrator.

What sites are jobs posted to?

- Your local job board
- Indeed
- Glassdoor
- LinkedIn
- Google
- CareerJet
- Jobrapido
- **And much more!**

Will I be charged for job posts on other job boards?

- Because you are a member of your local job board, you will not be charged an additional fee for each place your job is posted. All job posts that are created are completely free!

How long does it take for job postings to be seen on job boards?

- If jobs are considered active on your dashboards, they show up immediately on the company website. As far as partner sites like Indeed and LinkedIn, that can depend on the external site, but generally it should not be longer than a day.

Do job posts expire? If so, how I keep them active?

- Job posts are considered active for 30 days. If you want to keep them active after the 30 days, you can click 'Auto-Renew Job Posting,' when creating a job post.

How do I make job posts stand out?

- **Include key benefits your business provides** such as 401k, tuition reimbursement, childcare discount, generous holidays, paid time off, etc. You can also include nontraditional benefits. For example, if they need a CPR certificate, explain how you can provide on-site training.
- **Emphasize your workplace culture!** Describe what makes your program a positive place to work and what new hires can look forward to, such as company outings, staff appreciation days or weeks and time for classroom/curriculum planning.
- **Let job seekers know your program mission and how their contributions matter.** For example, one program could write: "At our center you're more than just another employee, you're an educator who is working to better the lives of the children in your care and their families. You'll be working collaboratively with staff members to help children reach developmental milestones, encourage social and emotional learning development and preparing them for their future educational endeavors."

Note to Indeed account holders:

If your job posts are not being seen on Indeed, there could be a few reasons why that can happen:

- **You have an active Indeed account for your program.** By having an active account with the same program name, same job postings etc. there's a chance jobs from [INSERT JOB BOARD NAME] will be viewed as spam. This will cause them to be blocked and not appear.
- **If you have 'Sign-On Bonus' or a dollar amount in the job title,** this will be considered spam as well. If you want to highlight this, place it in the job description.
- **Your job description is not complete enough.** Include details of the responsibilities and tasks and what an applicant will be expected to do.
- **Your job title is too broad.** For example, instead of Daycare Teacher, use Early Childhood Teacher – Preschool Classroom, Early Childhood Assistant Teacher, or Early Childhood Float Position.

How do I delete a job post after we've hired someone?

- There isn't a way to delete a job post currently. What employers can do is 'Pause' a job by toggling the button to the left of the job post to change from blue to grey. This will prevent it from showing up in job search engines, but still allow you to keep the data should you need it.

If the question you are looking for isn't answered here, there are two things you can do:

- **Registered account holders** – use the Member Support Contact button located on the homepage of the platform. It looks like an envelope.
- **Non-registered account holders** – Contact the state sponsor for your shared services platform.