



HIRE HEROES USA

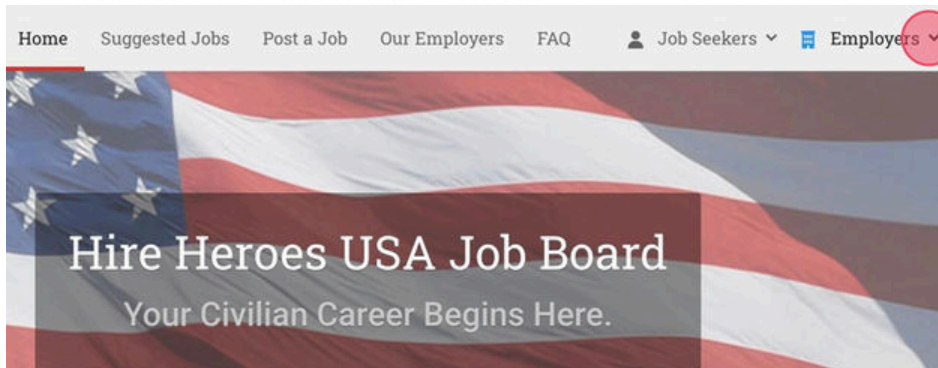
# EMPLOYER'S GUIDE TO THE HIRE HEROES USA JOB BOARD

## Overview

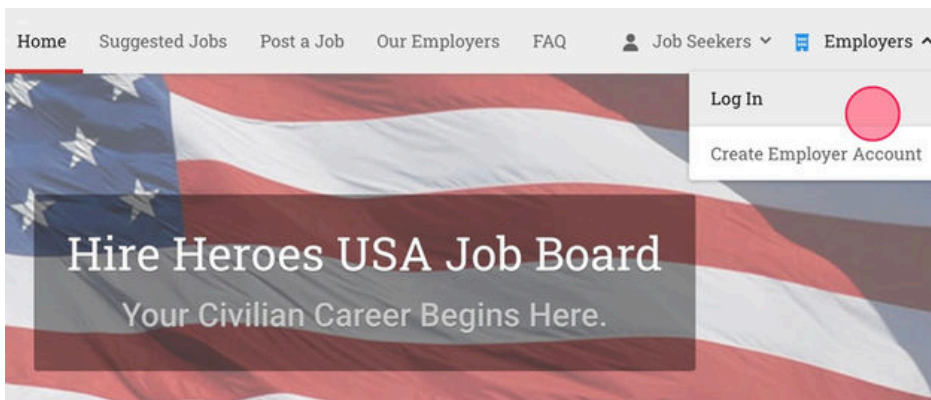
Hire Heroes USA's Job Board offers job seekers access to over 30,000 job opportunities nationwide and overseas. Employers purchasing job board packages gain access to a resume database via the job board. To access the job board, visit:

<https://jobs.hireheroesusa.org/>

1. Navigate to <https://jobs.hireheroesusa.org/>
2. Navigate to the Employer tab at the top of the webpage.  
Click "**Employers**"

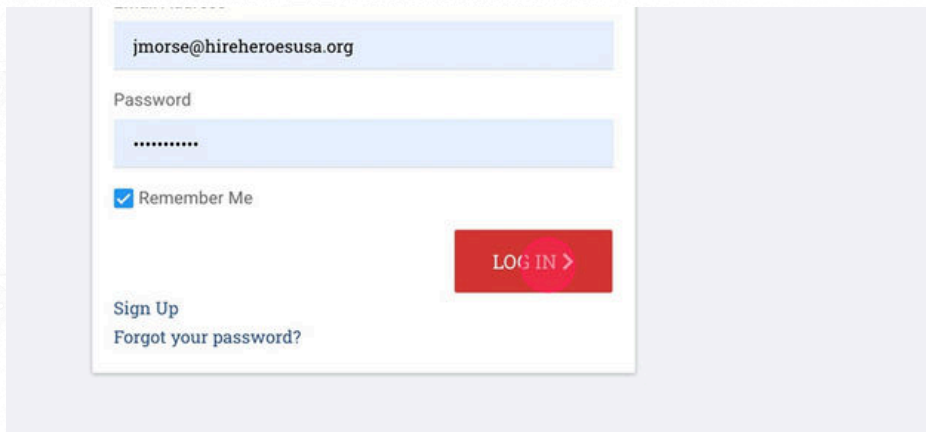


3. Click "**Log In**"



4. Click "**LOG IN**"

Log in using your credentials

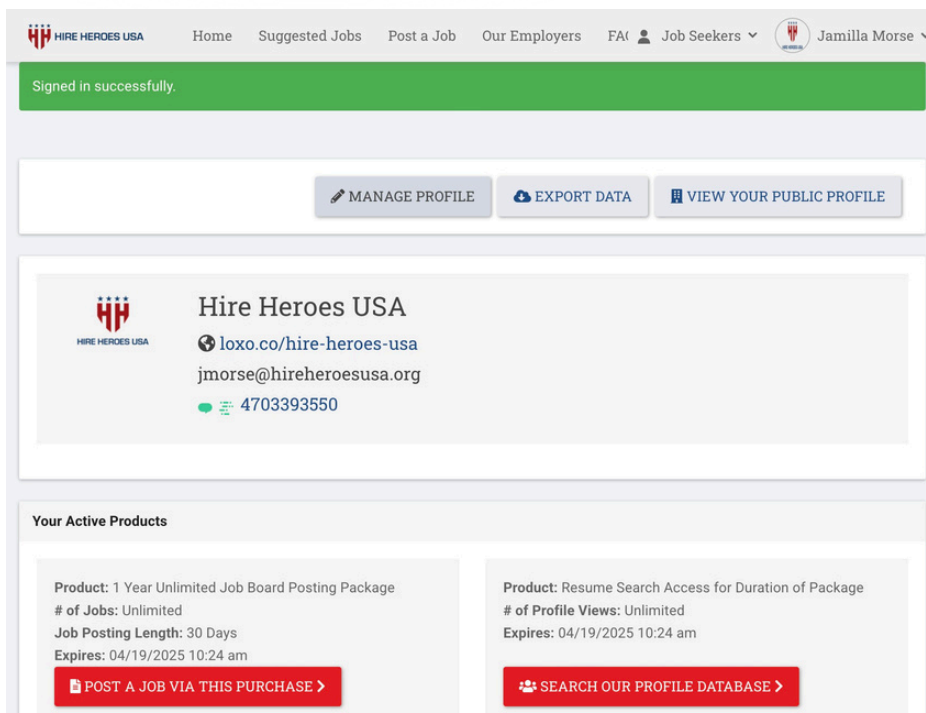


The screenshot shows a login form on the Hire Heroes USA website. It includes a text input field for the email address containing "jmorse@hireheroesusa.org", a password input field with masked characters, a checked "Remember Me" checkbox, and a red "LOG IN >" button. Below the form are links for "Sign Up" and "Forgot your password?".

5. You will be taken to the dashboard upon logging in.

6. The Employer Dashboard provides tools to:

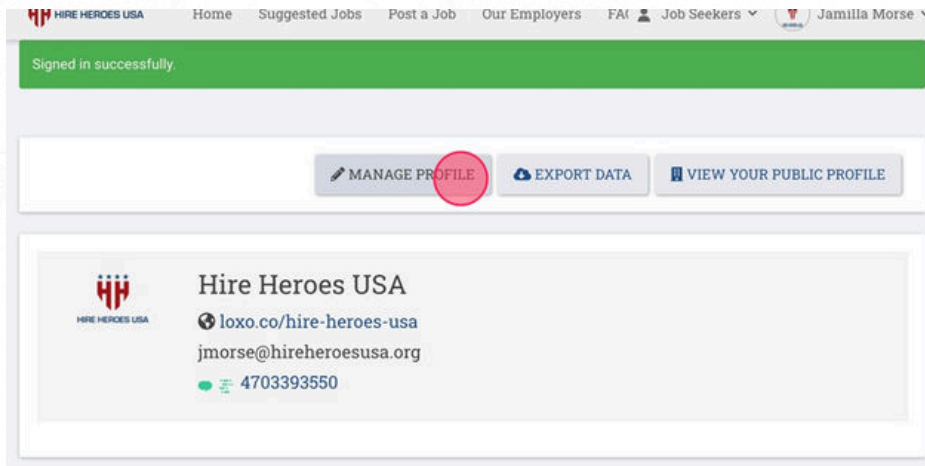
- View purchased job board packages.
- Access the resume database.
- Manage the Employer Profile.
- View and edit all posted jobs.



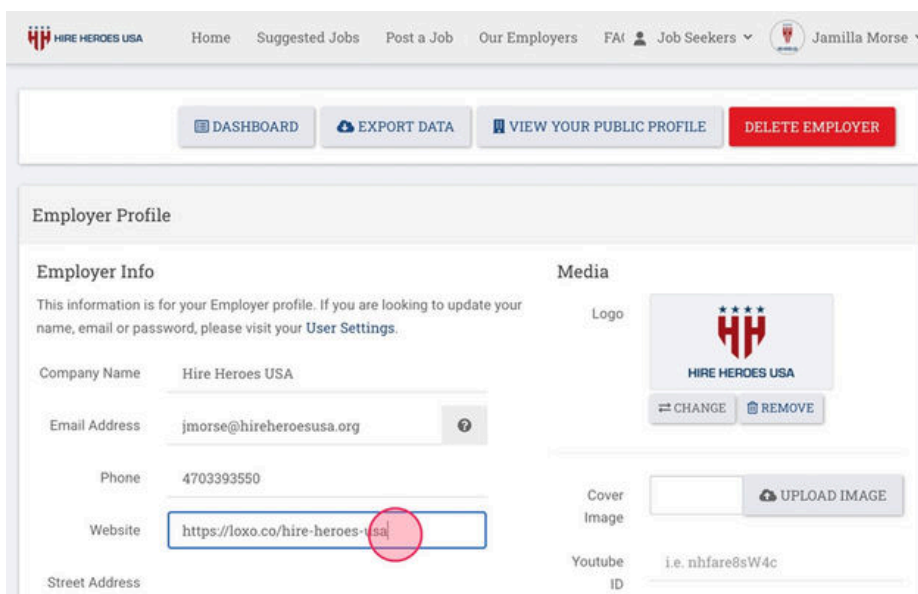
The screenshot displays the Employer Dashboard for a user named Jamilla Morse. At the top, a green notification bar states "Signed in successfully." Below this are three buttons: "MANAGE PROFILE", "EXPORT DATA", and "VIEW YOUR PUBLIC PROFILE". The main profile section shows the Hire Heroes USA logo, the name "Hire Heroes USA", the website "loxo.co/hire-heroes-usa", the email "jmorse@hireheroesusa.org", and the phone number "4703393550". The "Your Active Products" section lists two products: "1 Year Unlimited Job Board Posting Package" (with unlimited jobs, 30-day posting length, and expiration on 04/19/2025) and "Resume Search Access for Duration of Package" (with unlimited profile views and expiration on 04/19/2025). Each product has a corresponding red button: "POST A JOB VIA THIS PURCHASE >" and "SEARCH OUR PROFILE DATABASE >".

7. Managing the Employer Profile You can access the Employer Profile in two ways:
- Directly from the Employer dropdown after logging in.
  - From the Employer Dashboard.

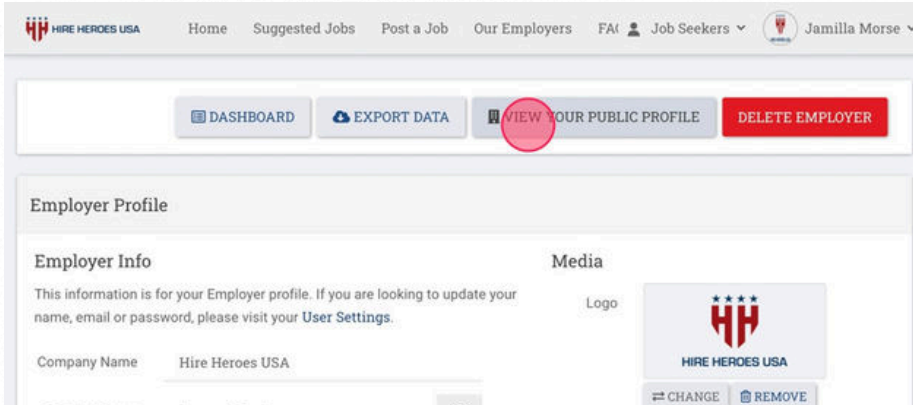
Click **"MANAGE PROFILE"**



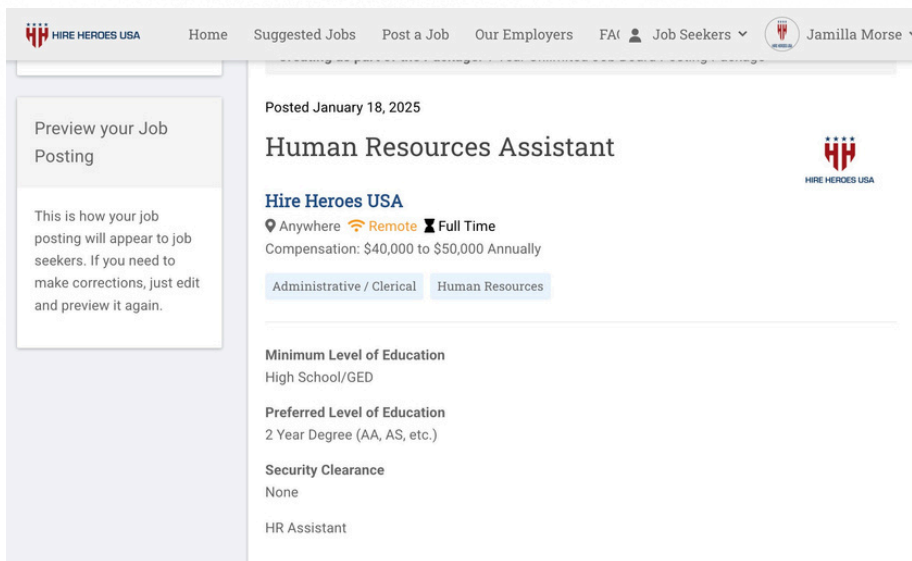
8. The Employer Profile allows you to:
- Share information about your organization with job seekers.
  - Upload your company logo.
  - Include YouTube or Vimeo links.
  - Once your profile is complete, scroll to the bottom of the page and select **"Submit"**



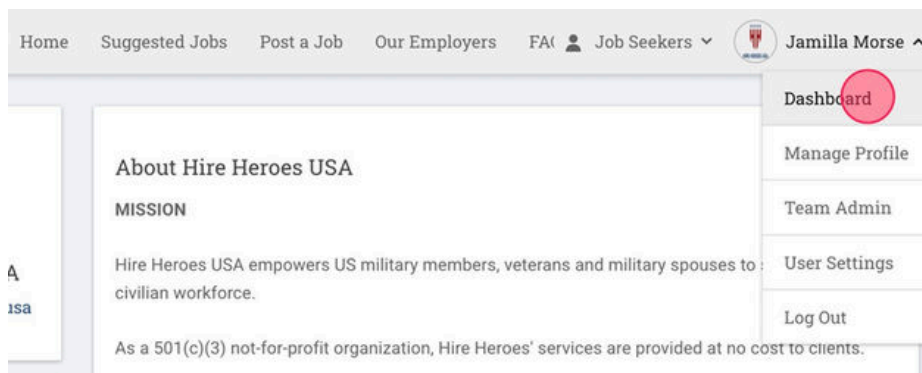
9. Click **"VIEW YOUR PUBLIC PROFILE"** to see how your profile will look to job seekers.



## 10. Sample Public Profile



11. To get back to the **"Dashboard"** select the drop down next to your name. Click **"Dashboard"**



## 12. Job Postings

Scroll down on the dashboard to view and edit job postings.

Use the **"Your Purchases"** tab to view package details or download purchase receipts.

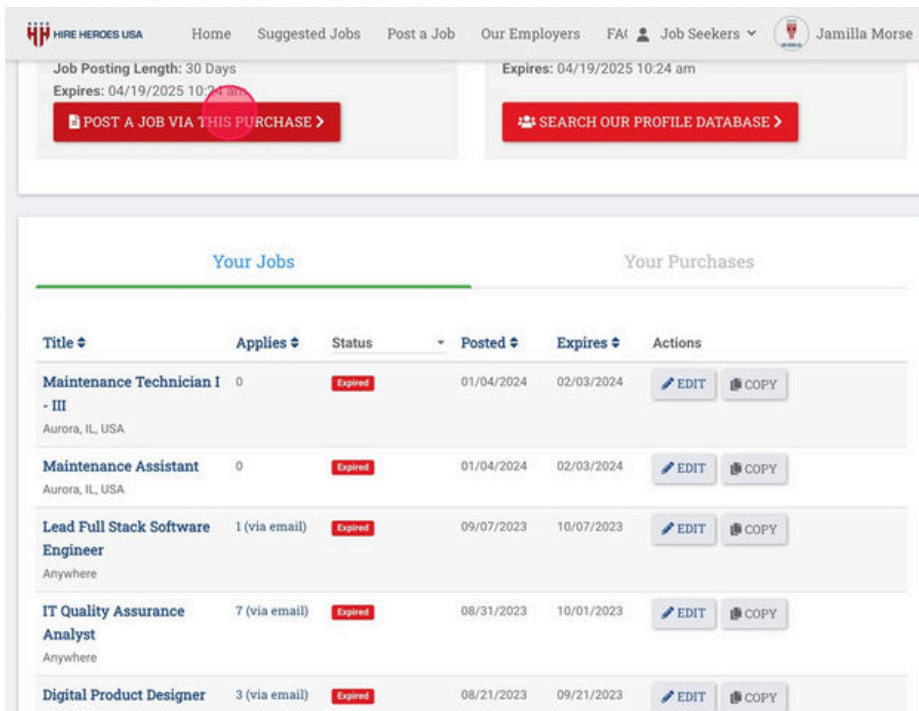
## 13. Posting a Job

To post a job:

From your dashboard, select **"Post a Job Via This Purchase"**

*Note: Employers with unlimited job board packages can set up an XML Feed for automated job postings. The feed updates daily, refreshing all jobs on the job board.*

## 14. Click "POST A JOB VIA THIS PURCHASE"



The screenshot shows the Hire Heroes USA dashboard. At the top, there is a navigation bar with the logo and menu items: Home, Suggested Jobs, Post a Job, Our Employers, FAI, Job Seekers, and a user profile for Jamilla Morse. Below the navigation bar, there are two red buttons: "POST A JOB VIA THIS PURCHASE" and "SEARCH OUR PROFILE DATABASE". The main content area is divided into two tabs: "Your Jobs" (selected) and "Your Purchases". Under "Your Jobs", there is a table with the following columns: Title, Applies, Status, Posted, Expires, and Actions. The table contains five rows of job postings, all with a status of "Expired".

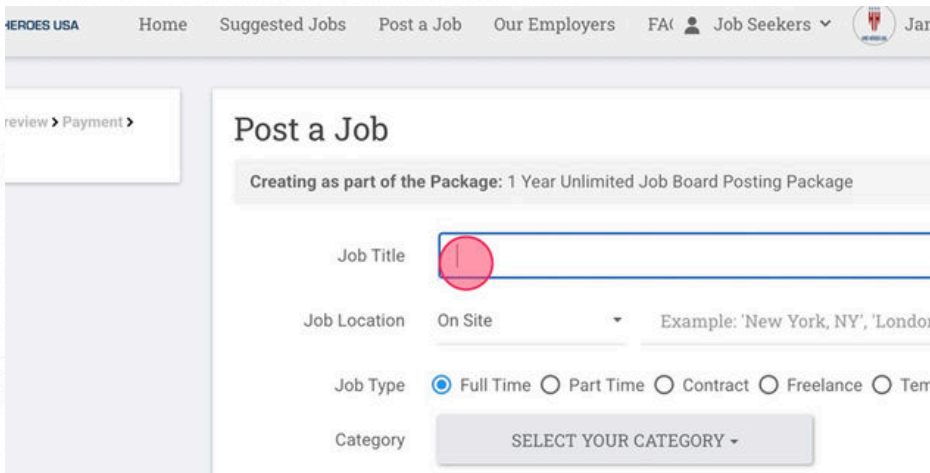
Title	Applies	Status	Posted	Expires	Actions
Maintenance Technician I - III Aurora, IL, USA	0	Expired	01/04/2024	02/03/2024	EDIT COPY
Maintenance Assistant Aurora, IL, USA	0	Expired	01/04/2024	02/03/2024	EDIT COPY
Lead Full Stack Software Engineer Anywhere	1 (via email)	Expired	09/07/2023	10/07/2023	EDIT COPY
IT Quality Assurance Analyst Anywhere	7 (via email)	Expired	08/31/2023	10/01/2023	EDIT COPY
Digital Product Designer Anywhere	3 (via email)	Expired	08/21/2023	09/21/2023	EDIT COPY

## 15. Complete the job posting details on the provided page.

Preview the job before publishing.

After submission, a confirmation page will appear, and the job will be posted once approved.

16. Click the "Job Title" field.



HEROES USA Home Suggested Jobs Post a Job Our Employers FA( Job Seekers v Jan

review > Payment >

### Post a Job

Creating as part of the Package: 1 Year Unlimited Job Board Posting Package

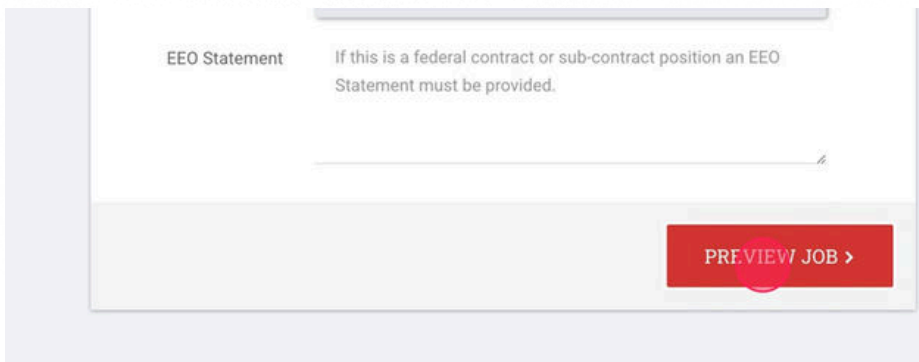
Job Title

Job Location On Site Example: 'New York, NY', 'London'

Job Type  Full Time  Part Time  Contract  Freelance  Temp

Category

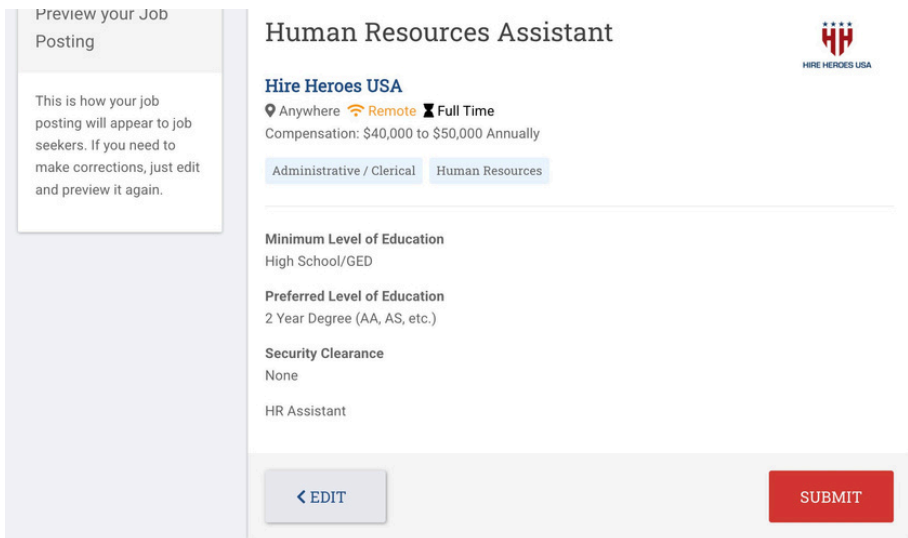
17. Click "PREVIEW JOB"



EEO Statement

If this is a federal contract or sub-contract position an EEO Statement must be provided.


18. A preview of the job will appear and you can click submit.





Preview your Job Posting

This is how your job posting will appear to job seekers. If you need to make corrections, just edit and preview it again.

## Human Resources Assistant



**Hire Heroes USA**

Anywhere  Remote  Full Time

Compensation: \$40,000 to \$50,000 Annually

Administrative / Clerical Human Resources

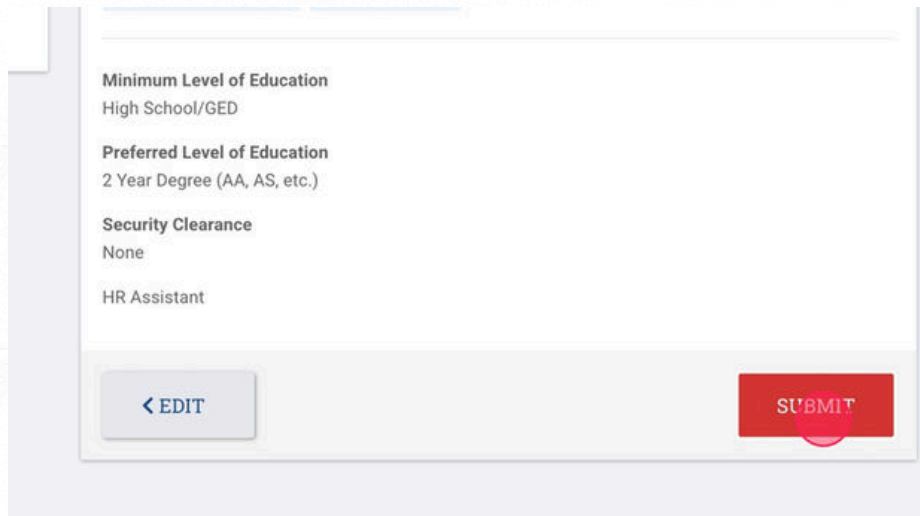
Minimum Level of Education  
High School/GED

Preferred Level of Education  
2 Year Degree (AA, AS, etc.)

Security Clearance  
None

HR Assistant

19. Click **"SUBMIT"**



Minimum Level of Education  
High School/GED

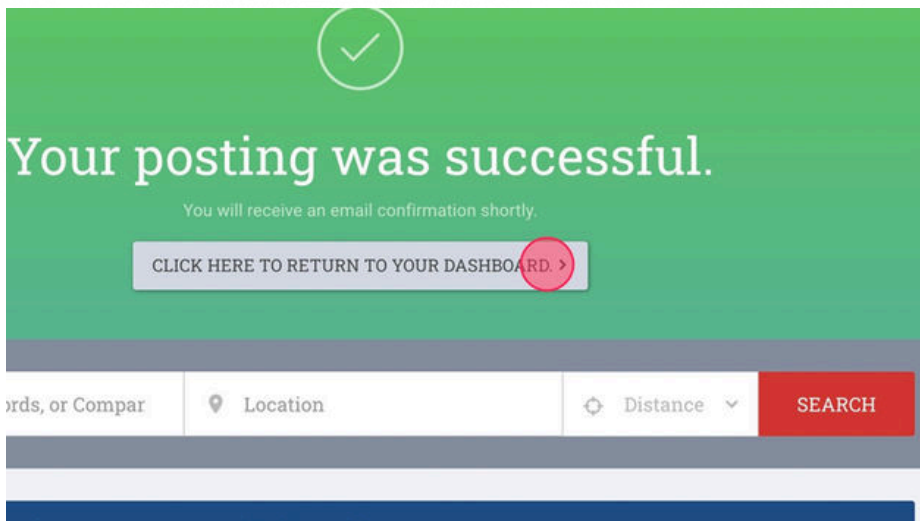
Preferred Level of Education  
2 Year Degree (AA, AS, etc.)

Security Clearance  
None

HR Assistant

[< EDIT](#) [SUBMIT](#)

20. Your post will appear under **"Your Jobs"** on the dashboard



21. Job Posting Performance Statistics

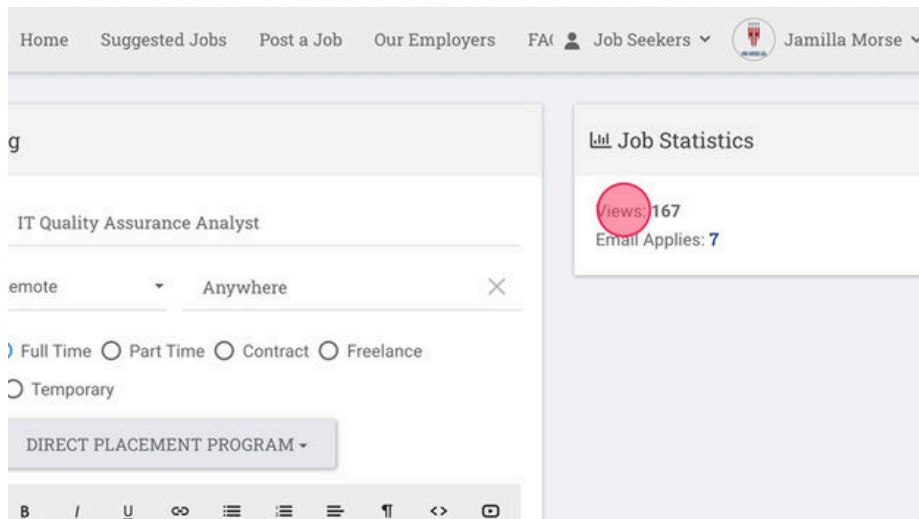
- View job performance statistics directly from the Employer Dashboard.

22. Select a position if you would like to see the total number of views.

ie. **"IT Quality Assurance Analyst"**

Job Title	Count	Status	Start Date	End Date	Actions
Maintenance Assistant Aurora, IL, USA	0	Expired	01/04/2024	02/03/2024	EDIT COPY
Lead Full Stack Software Engineer Anywhere	1 (via email)	Expired	09/07/2023	10/07/2023	EDIT COPY
IT Quality Assurance Analyst Anywhere	7 (via email)	Expired	08/31/2023	10/01/2023	EDIT COPY
Digital Product Designer Anywhere	3 (via email)	Expired	08/21/2023	09/21/2023	EDIT COPY

23. "Views:" and "Email Applies" will be featured under "Job Statistics"



Home Suggested Jobs Post a Job Our Employers FA Job Seekers Jamilla Morse

IT Quality Assurance Analyst

Anywhere

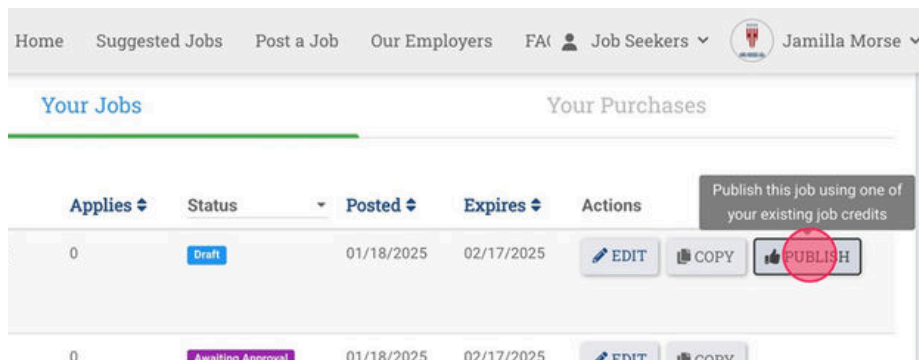
Full Time Part Time Contract Freelance Temporary

DIRECT PLACEMENT PROGRAM

**Job Statistics**

Views: 167  
Email Applies: 7

24. Click "PUBLISH" when you are ready to post the position.



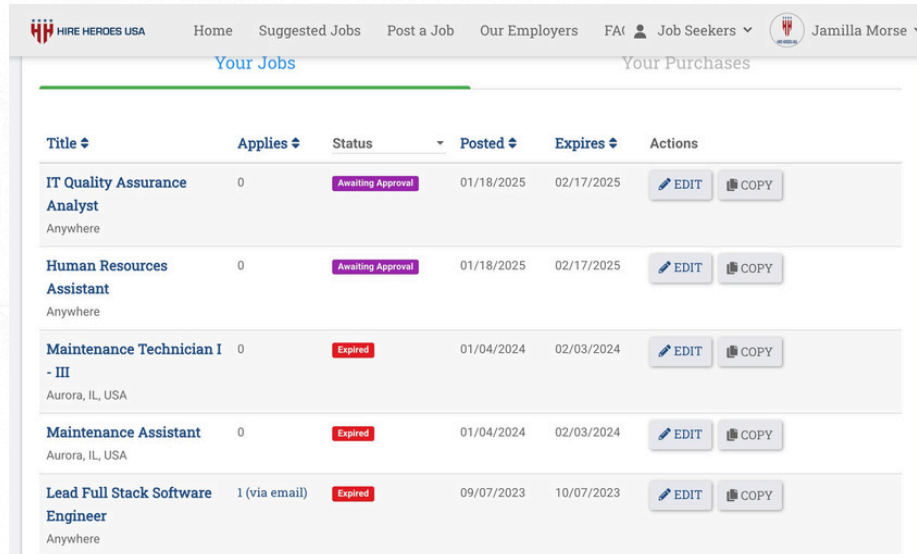
Home Suggested Jobs Post a Job Our Employers FA Job Seekers Jamilla Morse

Your Jobs Your Purchases

Applies	Status	Posted	Expires	Actions
0	Draft	01/18/2025	02/17/2025	EDIT COPY PUBLISH
0	Awaiting Approval	01/18/2025	02/17/2025	EDIT COPY

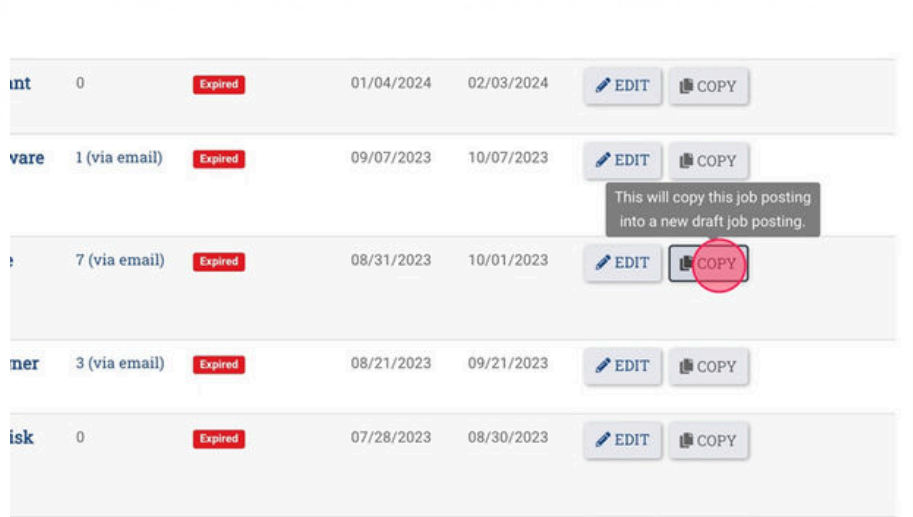
Publish this job using one of your existing job credits

25. Roles must be approved by HHUSA staff and will go into pending status of **"Awaiting Approval"**.



Title	Applies	Status	Posted	Expires	Actions
IT Quality Assurance Analyst Anywhere	0	Awaiting Approval	01/18/2025	02/17/2025	EDIT COPY
Human Resources Assistant Anywhere	0	Awaiting Approval	01/18/2025	02/17/2025	EDIT COPY
Maintenance Technician I - III Aurora, IL, USA	0	Expired	01/04/2024	02/03/2024	EDIT COPY
Maintenance Assistant Aurora, IL, USA	0	Expired	01/04/2024	02/03/2024	EDIT COPY
Lead Full Stack Software Engineer Anywhere	1 (via email)	Expired	09/07/2023	10/07/2023	EDIT COPY

26. To repost a closed position click **"COPY"**



nt	0	Expired	01/04/2024	02/03/2024	EDIT COPY
ware	1 (via email)	Expired	09/07/2023	10/07/2023	EDIT COPY
	7 (via email)	Expired	08/31/2023	10/01/2023	EDIT COPY
ner	3 (via email)	Expired	08/21/2023	09/21/2023	EDIT COPY
isk	0	Expired	07/28/2023	08/30/2023	EDIT COPY

27. Utilizing the Resume Database  
Access the resume database from the Employer Dashboard.



HIRE HEROES USA

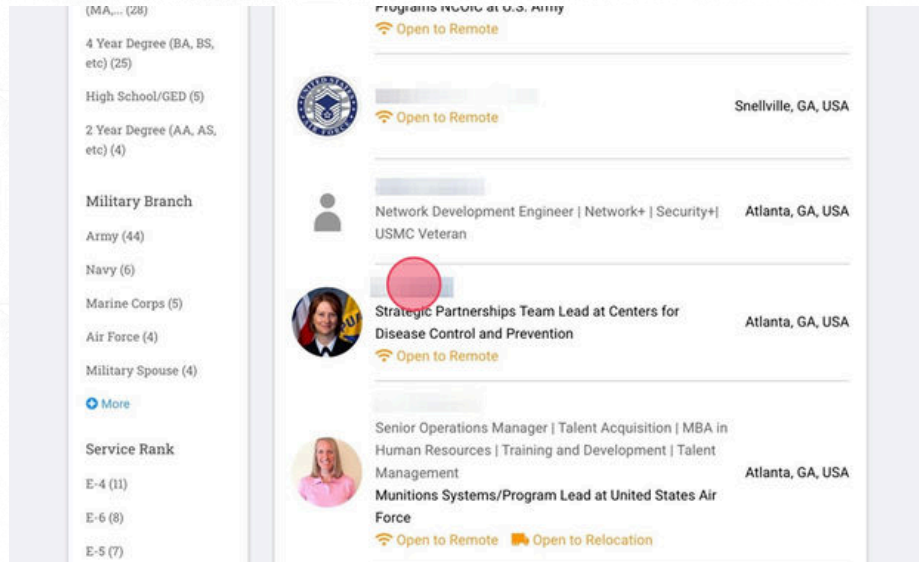
28. Click **"SEARCH OUR PROFILE DATABASE"** to view the Hire Heroes USA resume database.

The screenshot shows a purchase summary for a "30 Days" package. It includes details like "Product: Resume Search Access for Duration of Package", "# of Profile Views: Unlimited", and "Expires: 04/19/2025 10:24 am". A prominent red button labeled "SEARCH OUR PROFILE DATABASE" is highlighted with a red circle. Below the purchase summary, there are tabs for "Your Jobs" and "Your Purchases".

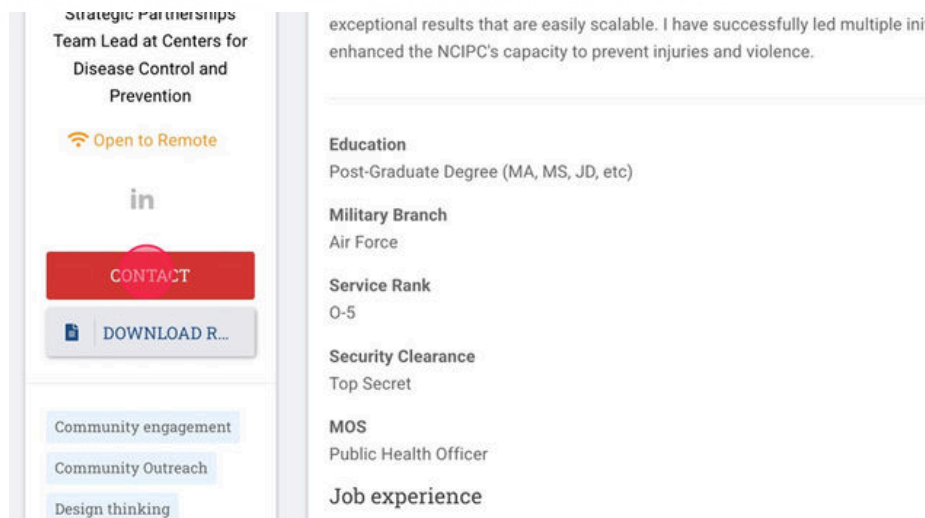
29. Refine searches using filters such as job title, location, education, military branch, service rank, security clearance, keyword/skill search, city, and state.

The screenshot displays the search results page on the Hire Heroes USA website. The search criteria are "Human Resources" and "Atlanta, GA, USA". The results show "All Profiles" with 21127 results in 96ms. A sidebar on the left allows for refining the search by Education (e.g., 4 Year Degree, Post-Graduate Degree, High School/GED, 2 Year Degree, Doctorate) and Military Branch (Army, Navy, Air Force, Marine Corps). The main content area lists several profiles, including an "Experienced Manager with Logistics and Administrative Background" in Clarksville, TN, USA, and a "Seasoned IT Professional Support Specialist II at Rice University" in Houston, TX, USA. Each profile listing includes a profile picture, a brief description, and options for "Open to Remote" and "Open to Relocation".

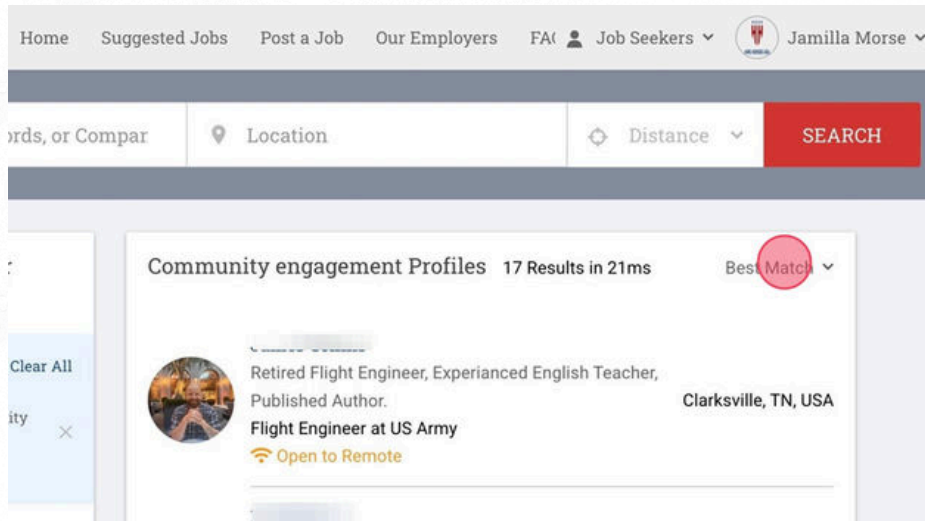
30. Select a candidate provide to view.



31. To contact a job seeker, select **"Contact"** on their profile. They will receive an email from you, and any response will be sent to the email address you provided.

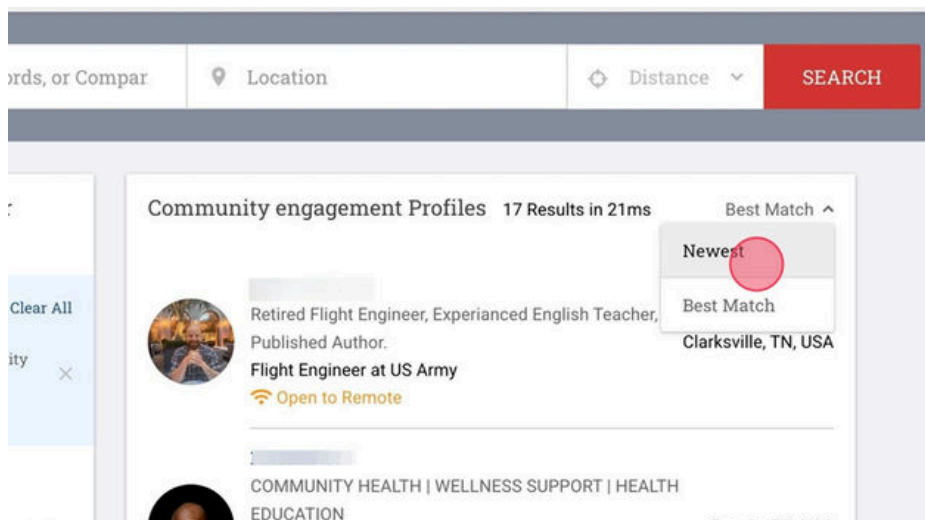


32. Result of a new search for skills will populate.

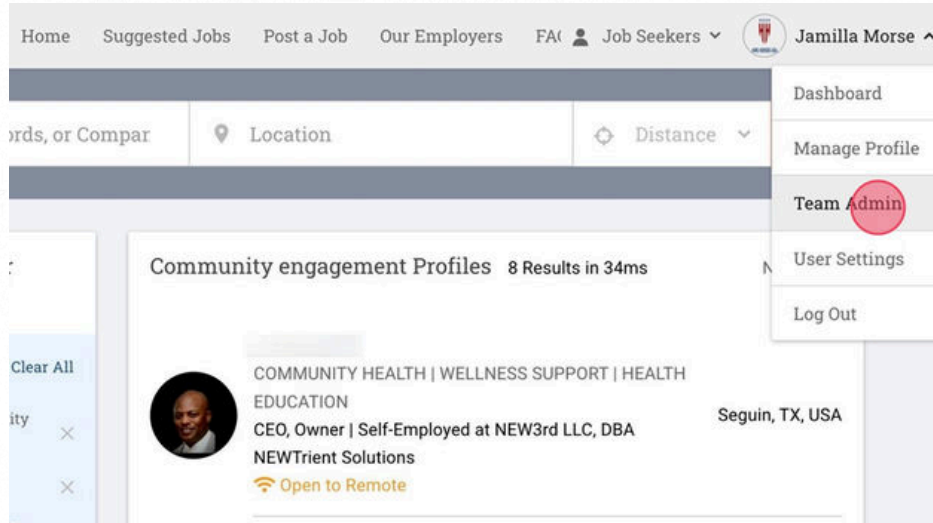


*Tip! As a best practice, we recommend searching by "Newest" to view the most recent accounts created. The filter will default to "Best Match" with each new search and must be updated accordingly.*

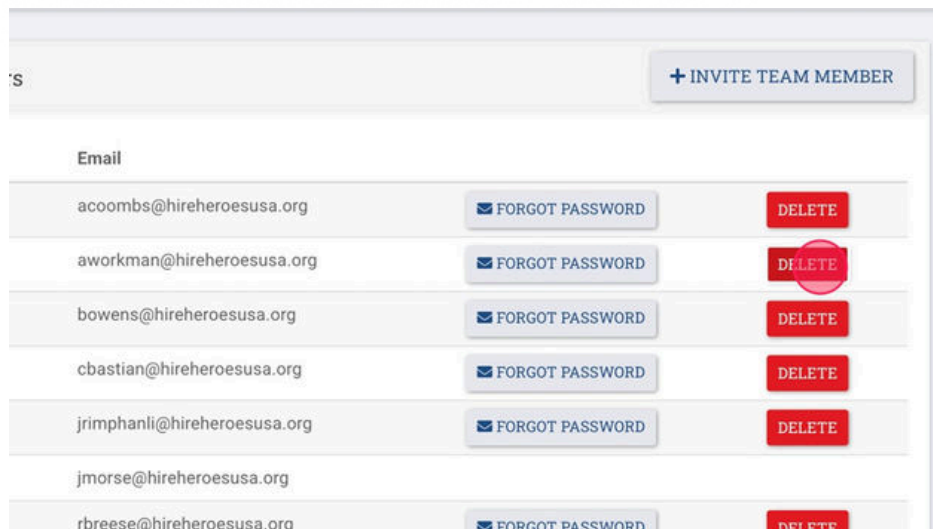
33. Click "Newest"



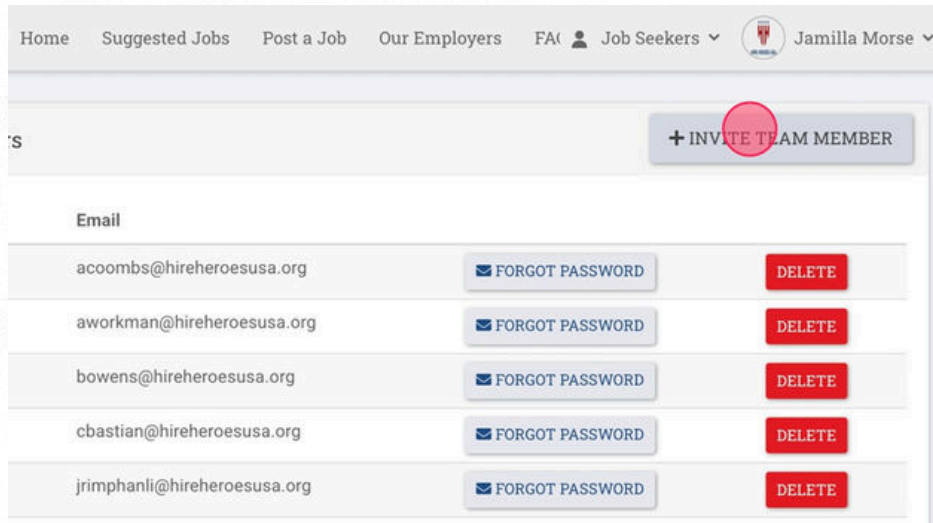
34. Use the dropdown menu next to your name and select **“Team Admin”**.



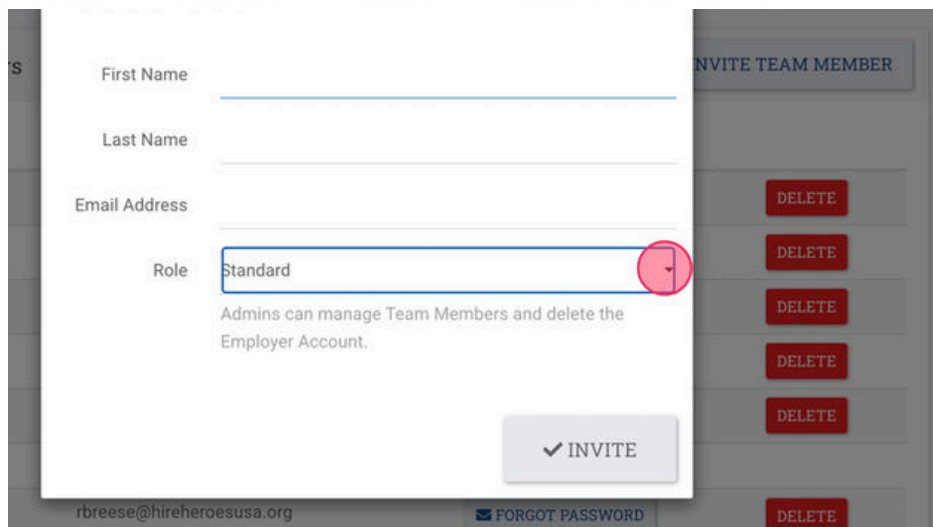
35. To delete a team member, click the **“Delete”** button next to their name. You will be prompted to confirm. Select **“Confirm”** to proceed.



36. Click **"Invite Team Member"**, provide the requested information, and select the **Role**.

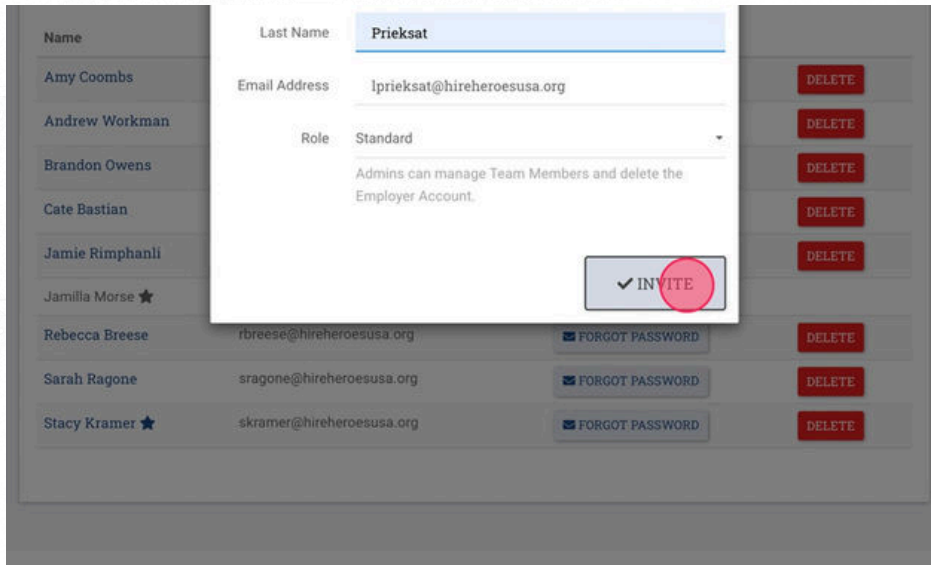


37. Click **"Invite Team Member"**, provide the requested information, and select the **Role**.

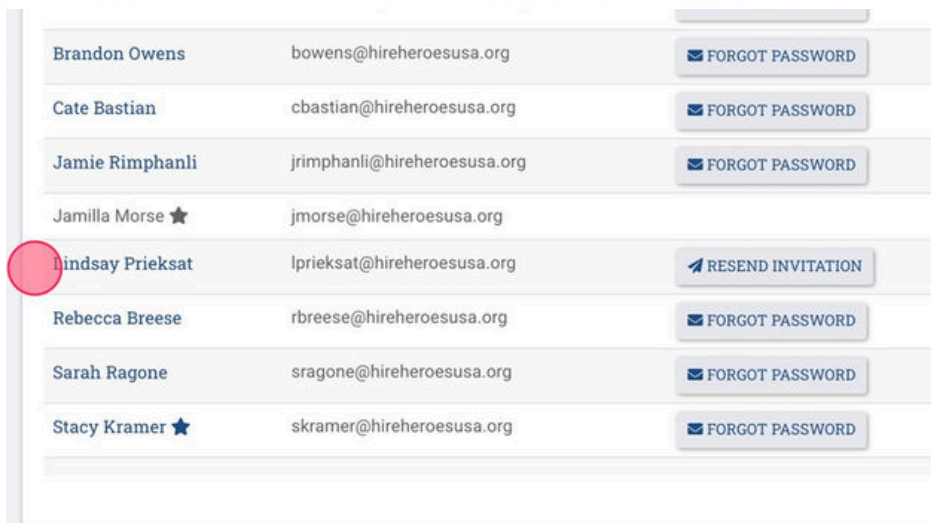


**Note:** The **"Role"** can be either **"Admin"** or **"Standard."** Both roles have the same permissions; however, only an **"Admin"** can delete the job board account.

38. Click **"INVITE"**



39. The new team member will appear among in alphabetical order according to first name.

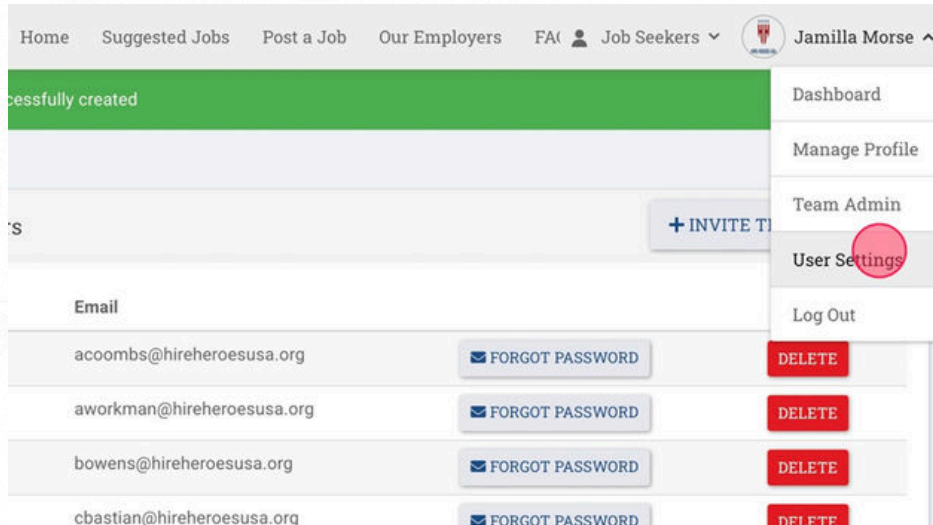


40. **Settings Tab**

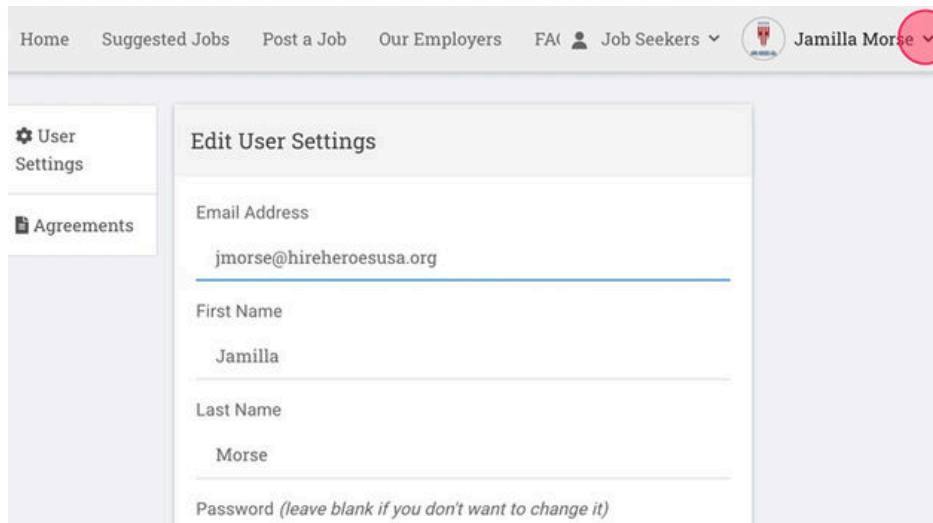
The Settings tab allows team members to:

- Reset their password.
- Update their email address.
- Delete their account.

41. Access by clicking **"User Settings"**. To view your own individual profile information.



42. Edit user information here



43. **Our Employers Tab**

Employers choosing not to hide their profiles are listed in the **"Our Employers"** tab on the job board homepage. Job seekers can access these profiles to learn more about each company.



44. Featured Employers have purchased an unlimited job board package and are displayed on the home page.

45. All active postings can be found under "**Partnered Employer Jobs**"

46. **View our FAQ**

The Frequently Asked Questions page answers common questions for both employers and job seekers. Access this page from the job board homepage.

HIRE HEROES USA Home Suggested Jobs Post a Job Our Employers **FAQ** Job Seekers Jamilla Morse

## FAQ

### EMPLOYER FAQ

**Q. Why should I hire a military veteran or spouse?**

**A.** Whether they served four years or 25 years, each veteran was provided some of the most advanced training in the world, learning skills like leadership, accountability, the ability to remain calm under pressure, problem solving, and teamwork. At all levels, service members are required to lead and be responsible for others – from watching a battle buddy, to leading a group of 100+ troops. Being in the military often demands that service members be decisive and take action. They must think on their feet to create outside-the-box solutions, sometimes in life-or-death situations.

Military spouses are also a great asset to employers. Their frequent moves, while sometimes viewed as a negative trait, mean they adapt well to new environments, possess unique skill sets, and have a large and diverse network. When their spouse is away on deployment, they learn to manage a career and a family, preparing them for high-stress situations in the workplace.

**Q. How do I hire a veteran?**

**A.** The Hire Heroes USA Job Board is a great way to get connected with military members, veterans and military spouses who have received personalized career coaching and are actively seeking employment. Hire Heroes USA offers job posting and recruiter packages that will allow you to post jobs on our job board and search our resume database. To get started, please click [here](#).

**Q. How much does a job posting cost?**

**A.** The Hire Heroes USA Job Board offers a variety of job posting and recruiter packages at various price points. This ensures our ability to continue providing services to our veterans at no cost. Click [here](#) to view packages and pricing.

**Q. Can I search your database of veteran resumes? How?**

**A.** The ability to search our resume database comes with every job posting package. If you already have an account, simply login to get started.

**Q. Do I get a tax credit for hiring veterans?**