



Getting Started On The Mass Transit Career Center Site

<https://jobs.masstransitmag.com>

Welcome to the Mass Transit Career Center. Here are instructions for setting up your first job on the site. If you want assistance, please contact us! See the bottom of this document for assistance from one of our staff members!

Step 1: Create Employer Account.

In the site navigation menu, go to **Employers>Register**. Fill out the form and click “Save” button at the bottom:

Create an Employer Account

Employer Company Name

First Name Last Name

Email Address

Password Confirm Password

Office Phone Mobile Phone

Address Line 1 Address Line 2

City State Zip Code

Web Site

I have read and agree to the [Terms of Service](#).

I'm not a robot  [Privacy - Terms](#)

Step 2: Verify Your Email Address

We email you verify that we have your email address correct. Check your email inbox, and click the link in the email to verify your email address. Once you have clicked the link in the email, come back and click the “Continue” button.

Verify Your Email Address

We have sent a verification message to your email address. Please click on the link in the message to complete this one-time process and access your account.

If you wish to change your email address, click the Edit button below.

Email Address
john@email.com

Resend Verification Edit Email Address Continue

Step 3: Create Employer Profile

Go to **My Account>My Profile** and set up your employer page. This information will be seen by your job applicants, and the more information and images you can provide, the better!

Employer Profile Builder

Create or change your employer profile describing your organization to job seekers. You can enter and format text and insert images and video to create an attractive profile.

Upload from Employer Logo

Upload

Describe your organization including information like culture and values

Describe your organization including information like culture and values

Words: 0

Facts & Figures

Enter information about your organization. Any field you leave blank will not be shown.

Founded Year ex. 2013 or June 2013	Employees ex. 200-500	Headquarters ex. Santa Monica, CA
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Industries
ex. Enterprise Software, Energy

Custom Facts

Enter any additional information about your organization you desire by typing a heading and a value. Any field you leave blank will not be shown.

Enter a Heading (ex. Contact)	Enter a Heading (ex. Founders)	Enter a Heading (ex. Stock Symbol or IT)
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Social Networks

Enter or paste links to any social networks you wish to show. Any field you leave blank will not be shown.

Twitter URL	Facebook URL
LinkedIn URL	Instagram URL
Youtube URL	Glassdoor URL

Images

Enter or paste links to any images you wish to show on your profile. Any field you leave blank will not be shown. Maximum size of 200k

Image URL
Enter or paste a URL or Upload an Image Upload Remove

Image URL
Enter or paste a URL or Upload an Image Upload Remove

Image URL
Enter or paste a URL or Upload an Image Upload Remove

Videos

Enter or paste embed link to any video you wish to show on your profile. For example, on YouTube, you would click on the share button and then the Embed tab. Copy the Embed code into this field. Any field you leave blank will not be shown.

Video Embed Code	Video Embed Code
Video Embed Code	

Make Profile Active
 Yes

Save Previous Delete Cancel



Step 4: Purchase A Job Posting

Go to **My Account>Purchase Now** and select the job posting package you want to buy.

Purchase Packages

Select a package to purchase.

SELECT	QUANTITY	PACKAGE	PRICE
<input type="checkbox"/>	<input type="text" value="1"/>	1 Job Listing • Job listing posted for 30 days on the Mass Transit Career Center (jobs.masstransitmag.com)	\$199.00
<input type="checkbox"/>	<input type="text" value="1"/>	1 Job Listing (Enhanced) • Job listing posted for 6 weeks on the Mass Transit Career Center (jobs.masstransitmag.com) • Job listing included in next edition of Mass Transit newsletter • Job listing highlighted on homepage of Mass Transit homepage (www.masstransitmag.com) • Includes announcements in our daily e-newsletter PLUS: • Employer given "Featured" status for 6 weeks on the Mass Transit Career Center	\$349.00
<input type="checkbox"/>	<input type="text" value="1"/>	5 Job Listings • 5 Job listings posted for 30 days each on the Mass Transit Career Center (can be used at any time)	\$800.00
<input type="checkbox"/>	<input type="text" value="1"/>	5 Job Listings (Enhanced) • 5 Job listings posted for 6 weeks on the Mass Transit Career Center (can be used at any time) • Job listing included in next edition of Mass Transit newsletter • Job listing highlighted on homepage of Mass Transit homepage (www.masstransitmag.com) • Includes announcements in our daily e-newsletter PLUS: • Employer given "Featured" status for 1 year on the Mass Transit Career Center	\$1,400.00

Promo Code

Proceed to Checkout

Step 5: Create Job Posting

Go to **Activity>Jobs** and click “Add Job”.

Jobs

Manage your jobs. Click the **Add a Job** button to create a new job posting. Click on any existing job to make changes and either close, copy, post, pause, or delete the job. Click on the **# in the Apps column** to view the applications for the job. Click on the **column title** to sort by the column type.

Status: Assigned To: Search:

Add Job **Search**

0 Jobs

There are no jobs matching your selection.

10 Rows

...Then fill out the form with information about your job. There are some key options to note:

- **AI Assistance.** There is an “AI Reformat” button under the job description field that can help make your job description look better, and if you’d like, it can adjust the tone of your job description text to sound more professional or more friendly. You can review these changes before applying them. It’s a big time saver!
- **Redirecting to your applicant portal.** If you want to send applicants to your job portal, add the full URL of the job posting on your portal where it says “Redirect Applicant to URL”. The applicant will be sent to your portal instead of this form.
- **Screening questions.** If you want to add any screening questions to the application (which can be set up as multiple-select answer checkboxes, single-select radio buttons, or free-form text answers), click the “Add Questions” button to set them up.
- **[More detailed information about job posting options can be found in this doc.](#)**

Add Job
Use this page to create or edit a job posting. Click "Post job" to make the job active on the job search page.
[Post Job Guide](#)

Status:

Job Title: Resolution Code:

Employer Alias: [Add](#)

Job Role:
 Corporate Administration Marketing/Communications
 Human Resources Customer Service/Engagement/Public Information
 Operations Purchasing
 Engineering Maintenance
 Planning Safety/Security
 Project Management Education
 Sales Other

Location:
Show On Map: Yes No
Address Line 1:
Address Line 2:
City: State: Zip Code:

Compensation:
Salary: Salary Period:

Options:
Automatically Repeat: Yes No
Company Visible: Yes No
Assigned To: [Switch, John](#)

Send Application to Email (one per line): [Add](#) Redirect Applicant to url:

Videos:
Video Embed Code 1:
Video Embed Code 2:
Video Embed Code 3:

Screening Questions:
[Add Questions](#)
No Questions have been added.

[Post Job](#) [Send Only](#) [Preview](#) [Cancel](#)

Once you’re happy with your job posting, click “Post Job” at the bottom. That will make it live on the site. You will be notified via email as job postings are submitted to the site. (But not if you chose to redirect your applicants to your own applicant portal.)



Step 6: View Applicants

To view the applicants for your job posting, there are two ways to navigate to the Applicants page

- Go to **Dashboard**, then click the “**Applicants**” button
- Go to **Activity>Applicants**

On the Applicants page, you will find the list of applicants.

Need Help?

If you ever need assistance, please contact:

Jessica Ross
Business Operations Manager
jross@endeavorb2b.com
603-891-9422

We also have a “Frequently Asked Questions” page for employers:

<https://jobs.masstransitmag.com/page/employer-faq>