T&DWorld
Job Center

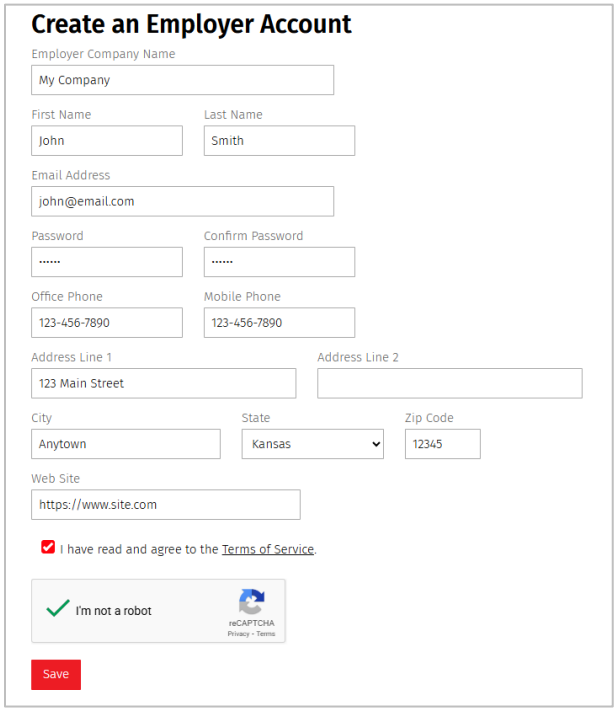
Getting Started On The T&D World Job Center Site

https://jobs.tdworld.com

Welcome to the T&D World Job 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!

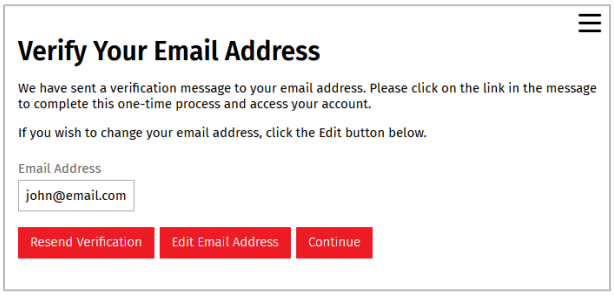
Step 1: Create Employer Account.

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



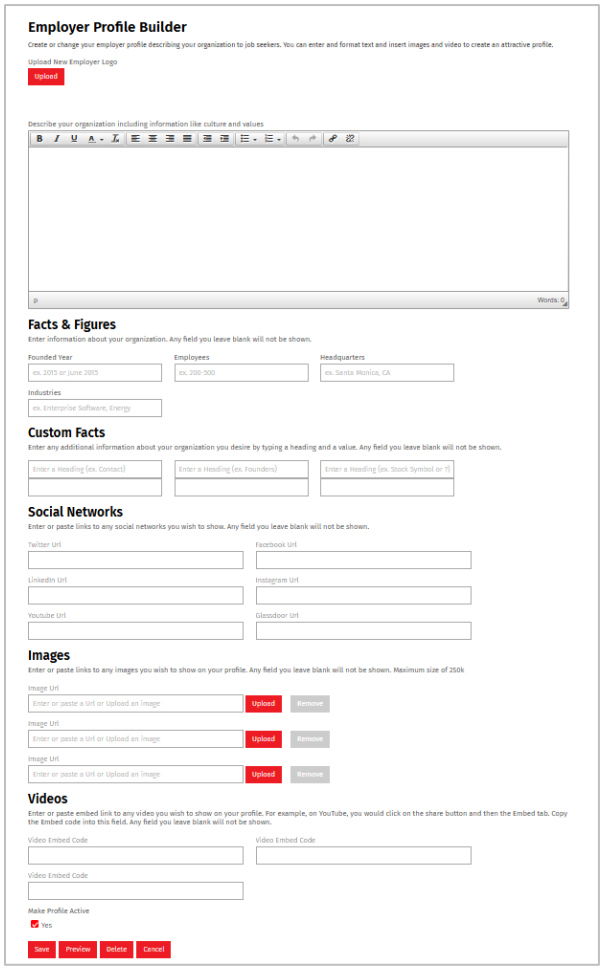
Step 2: Verify Your Email Address

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.



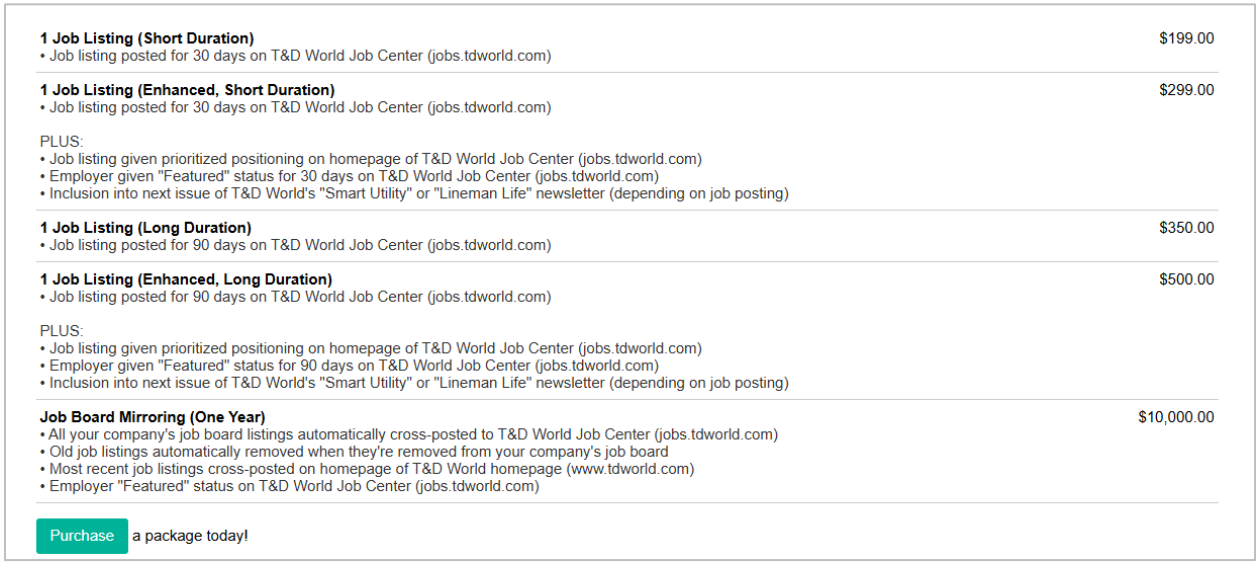
Step 3: Create Employer Profile

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!



Step 4: Purchase A Job Posting

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



1 Job Listing (Short Duration) $199.00
• Job listing posted for 30 days on T&D World Job Center (jobs.tdworld.com)

1 Job Listing (Enhanced, Short Duration) $299.00
• Job listing posted for 30 days on T&D World Job Center (jobs.tdworld.com)

PLUS:
• Job listing given prioritized positioning on homepage of T&D World Job Center (jobs.tdworld.com)
• Employer given "Featured" status for 30 days on T&D World Job Center (jobs.tdworld.com)
• Inclusion into next issue of T&D World's "Smart Utility" or "Lineman Life" newsletter (depending on job posting)

1 Job Listing (Long Duration) $350.00
• Job listing posted for 90 days on T&D World Job Center (jobs.tdworld.com)

1 Job Listing (Enhanced, Long Duration) $500.00
• Job listing posted for 90 days on T&D World Job Center (jobs.tdworld.com)

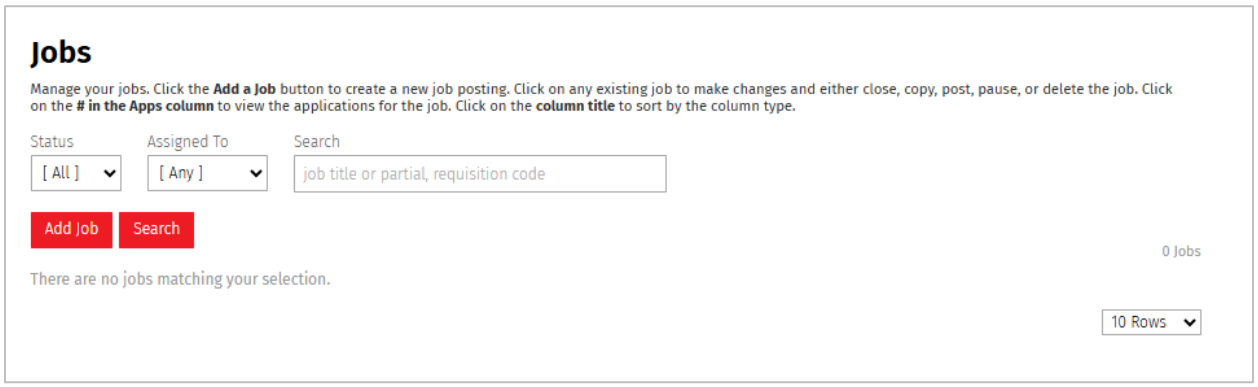
PLUS:
• Job listing given prioritized positioning on homepage of T&D World Job Center (jobs.tdworld.com)
• Employer given "Featured" status for 90 days on T&D World Job Center (jobs.tdworld.com)
• Inclusion into next issue of T&D World's "Smart Utility" or "Lineman Life" newsletter (depending on job posting)

Job Board Mirroring (One Year) $10,000.00
• All your company's job board listings automatically cross-posted to T&D World Job Center (jobs.tdworld.com)
• Old job listings automatically removed when they're removed from your company's job board
• Most recent job listings cross-posted on homepage of T&D World homepage (www.tdworld.com)
• Employer "Featured" status on T&D World Job Center (jobs.tdworld.com)

Purchase a package today!

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 [All] Assigned To [Any] Search job title or partial, requisition code

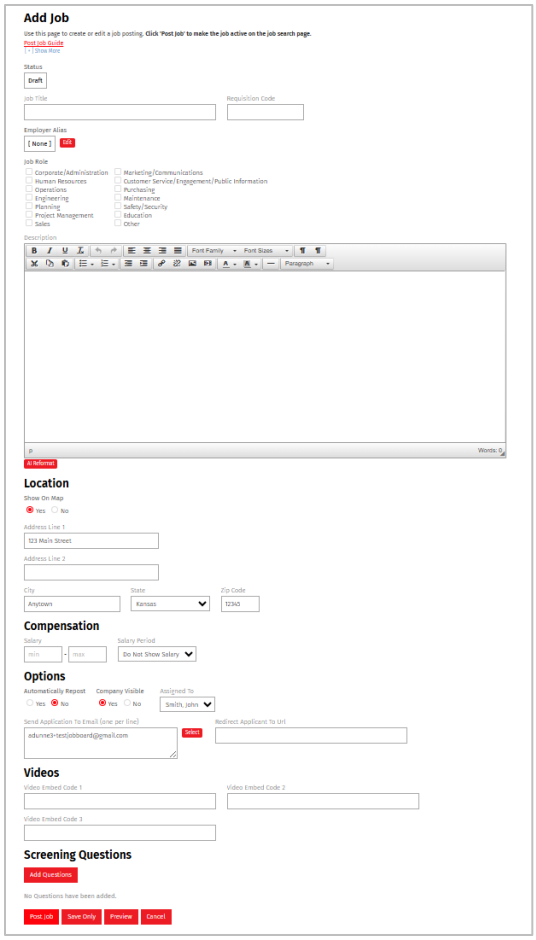
Add Job Search

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.**

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 you job posting, 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.tdworld.com/page/employer-faq