How to use the IDI Job Board

Welcome to the IDI Job Board! A place to connect job seekers with employers in the skin care industry.

Feel free to browse available positions!

http://jobs.dermalinstitute.com

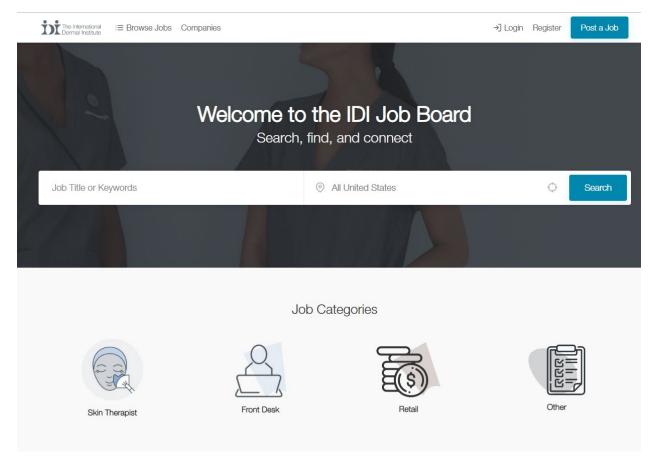
To create a profile, upload resumes, apply to a job, or post an available job you will need to Register as a User.

Choose your role:

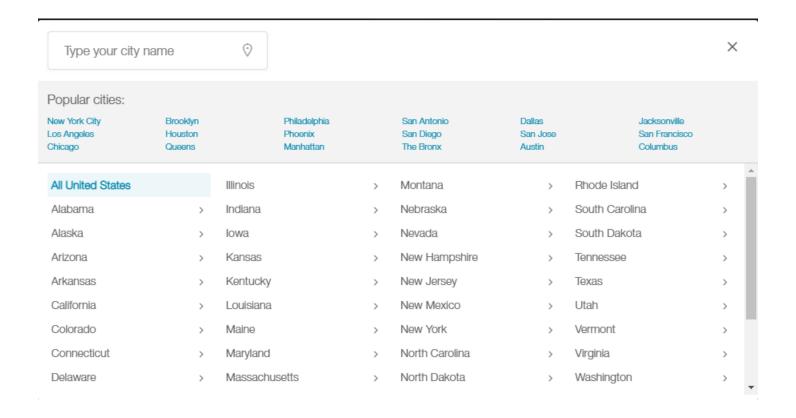
Click here if you are a JOB SEEKER.

Click here if you are an EMPLOYER wanting to POST A JOB.

BROWSING JOBS AND COMPANIES



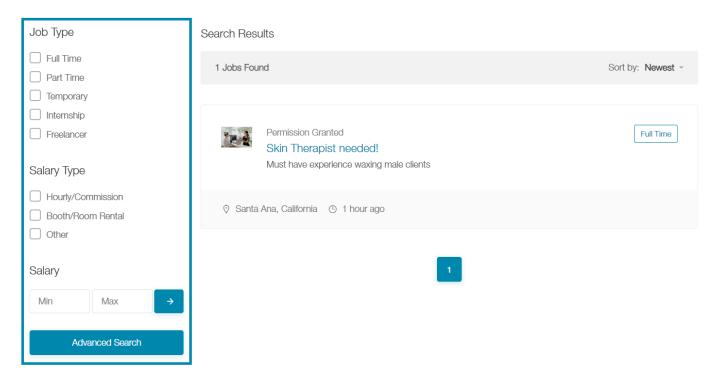
You may choose to search by geographic region, or by Job category/title or both!



CHOOSE a job title, and click on "All United States" to choose your location search area

You can type in your city name if you want to narrow down to a specific city or choose a popular city.

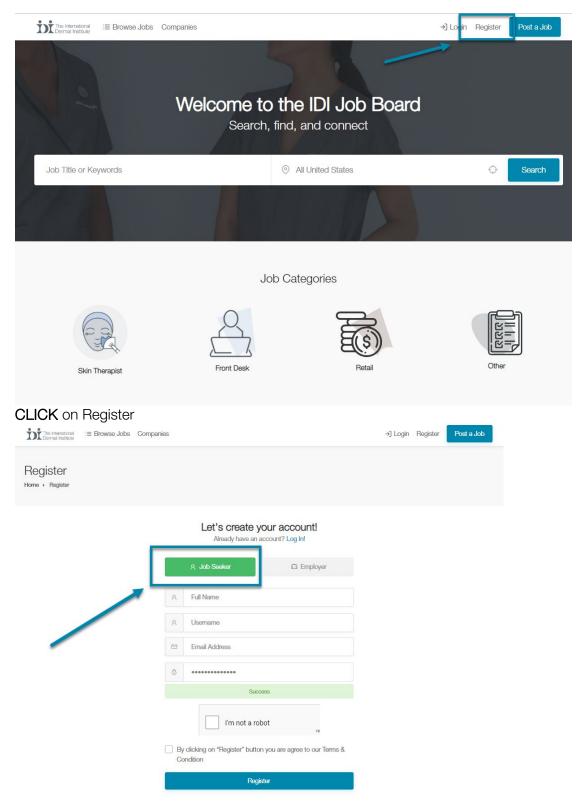
OR select a whole STATE or narrow down to region



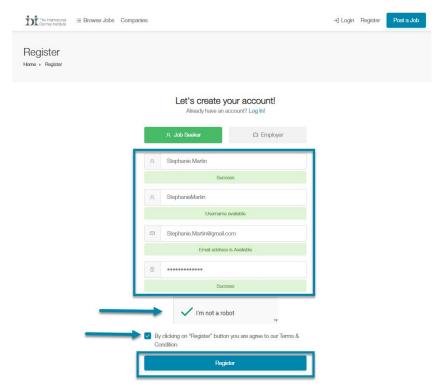
Use the Advanced Search to further narrow down your results.

JOB SEEKERS

REGISTERING AS A USER



CLICK Job Seeker



Fill in your:

FULL NAME

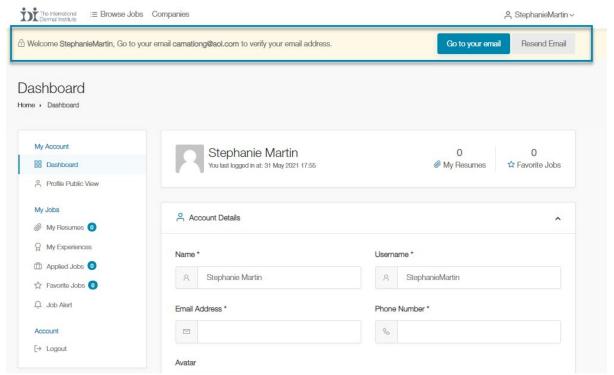
USER NAME Username may only contain alphanumeric characters [A-Z,a-z,0-9]

EMAIL ADDRESS

PASSWORD Password must be between 4 and 20 characters long.

CLICK THE BOX "I'm not a Robot"

CLICK ON THE BOX By clicking on "Register" button you are agree to our Terms & Conditions **CLICK REGISTER**



ACTIVATE your account by going to your email or clicking on Go to your email – a browser will open to your listed email

IDI Job Board - Email Confirmation

IDI Job Board (idi.jobboard@dermalogica.com)

To: you Details ∨

Greetings from the IDI Job Board Team!

Thanks for registering with the IDI Job Board. We are thrilled to support you and hope that you find our job board beneficial.

Before we get you started, please activate your account by clicking on the link below https://idijobs.omniapps.info/signup?confirm=55375391&user=22

After your account is activated, you will have all the benefits of the IDI Job Board. Remember to have your Profile filled in so you are ready to go.

Have questions? You can connect with the IDI team via live chat or email at idi.jobboard@dermalogica.com.

The IDI Job Board Team!

You will find an email from **IDI Job Board** (idi.jobboard@dermalogica.com), CLICK on the link provided to activate your account. It will direct you to a Success! page and then will redirect you back to the job board.

IDI Job Board - Thanks for signing up

IDI Job Board (idi.jobboard@dermalogica.com)

To: you Details ∨

Thanks for creating a job board account on the IDI Job Board,

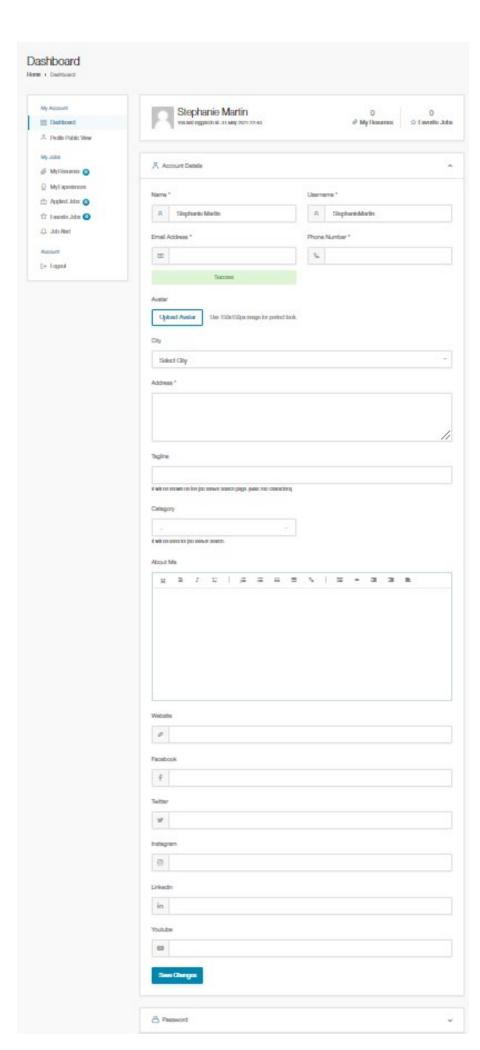
Your username: StephanieMartin

Your password:

Have questions? You can connect with the IDI team via live chat or email at idi.jobboard@dermalogica.com. Sincerely,

The IDI Job Board Team!

You will receive a second email with your **Username** and **Password** for your reference.



THE USER DASHBOARD

Name – Full Name Username Email Address Phone Number

Avatar Use 150x150px image for perfect look

City Address

Tagline

Category

- -Skin Therapist
- -Front Desk
- -Retail
- -Other

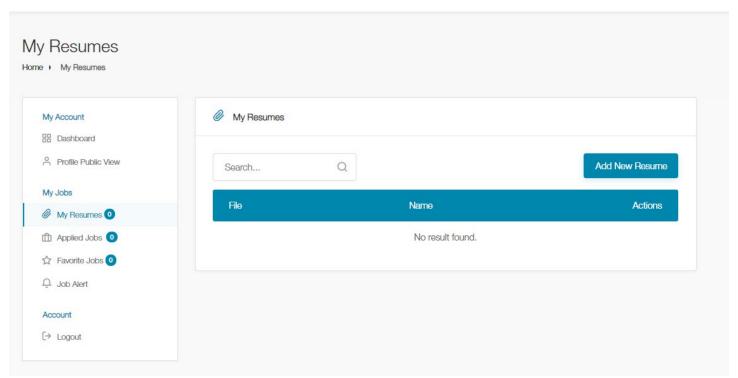
About Me

Tell us about you!

Links If you'd like to share your links to your website/social media enter this in here.

Save Changes

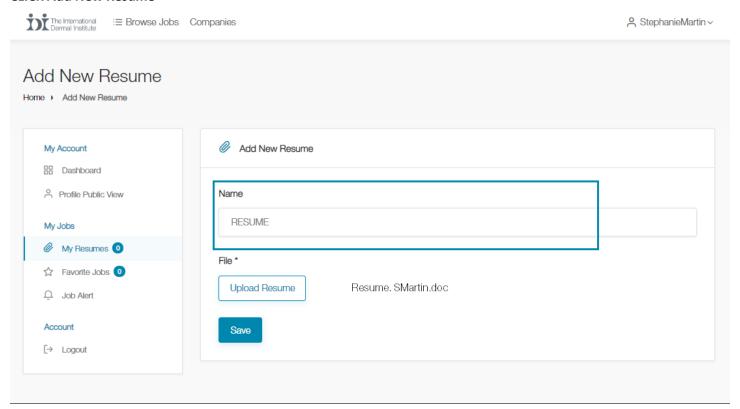
Password Update



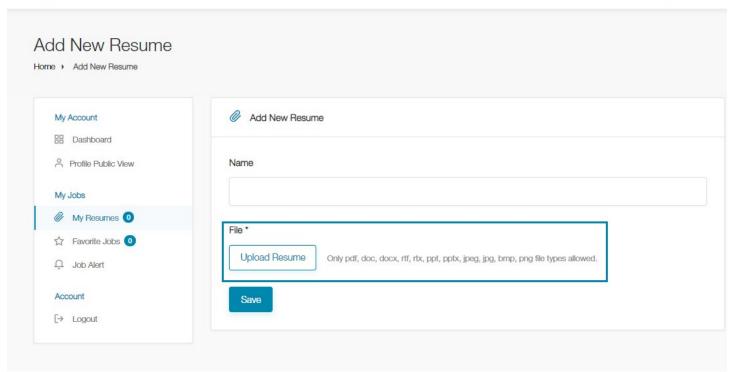
MY RESUMES - click on My Resumes on the left navigation to

You can store your resumes to make it easy to apply to jobs

To add a new Resume: CLICK Add New Resume



Give your resume a NAME

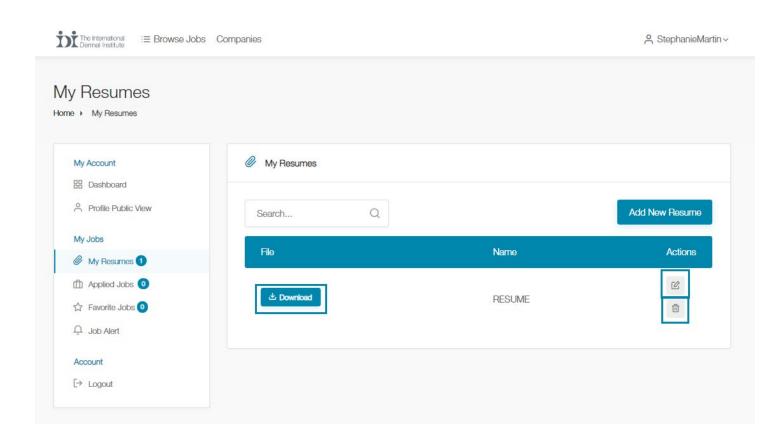


CLICK Upload Resume

Only pdf, doc, docx, rtf, rtx, ppt, pptx, jpeg, jpg, bmp, png file types allowed.

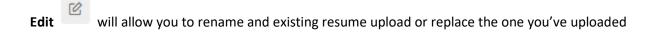
Choose a file to upload from your computer/device

CLICK Save



Your Resume is now uploaded.

If needed you can also **Download** a copy of the resume by pressing the button



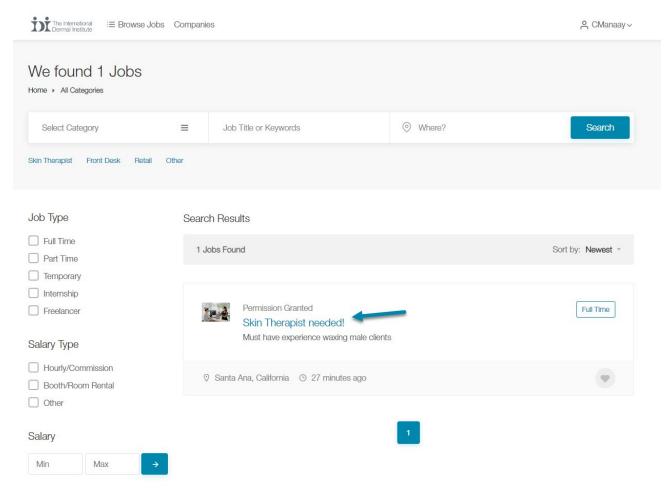
Delete will allow you to delete the uploaded resume

Add New Resume
Or

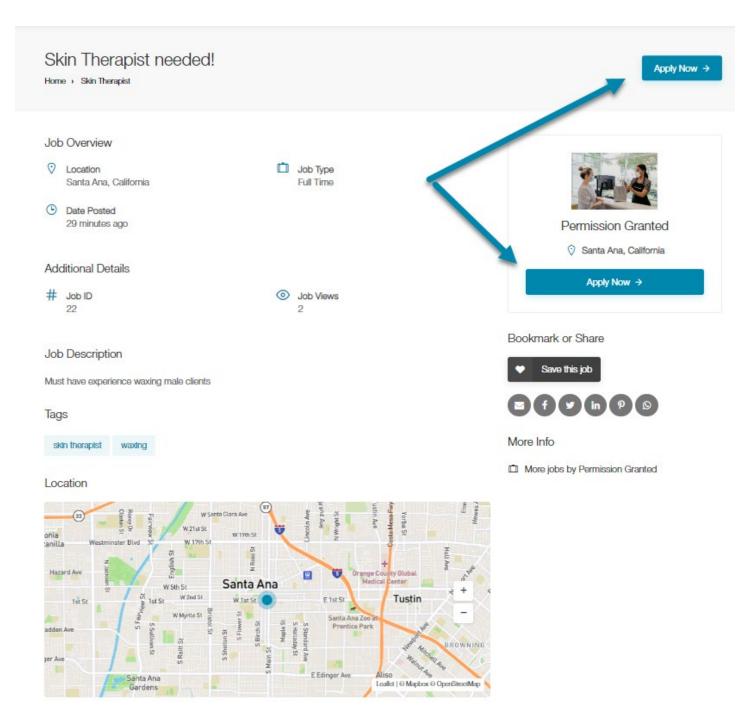
if you wish to Add a New Resume

APPLYING TO A JOB

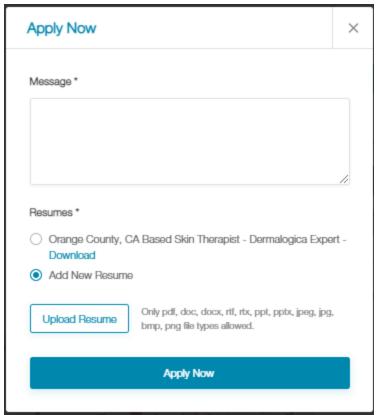
Browsing through available jobs will allow you to see listings. To apply, you'll need to be logged into your user profile.



CLICK on the job for which you would like to apply



CLICK on the **Apply Now** button



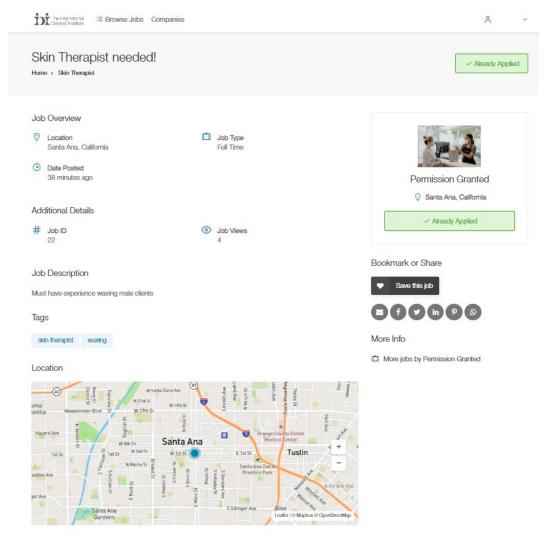
A pop up window will appear.

Message – Type here to enter in a message to the job poster. You may want to use this to paste a cover letter.

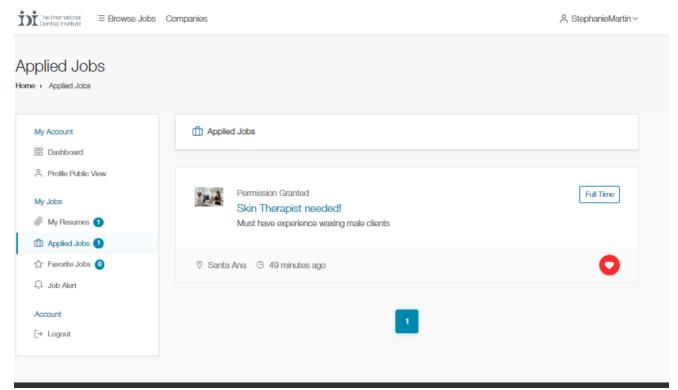
Resumes – Choose one of the uploaded resumes in your profile or add a new resume. **CLICK** *Upload Resume* to choose a new resume to uploac.

When you have chosen the resume you'd like to submit, CLICK Apply Now

A Success Message will appear and you will be redirected to the job posting



In the job posting, you will see that instead of Apply Now, it says Already Applied

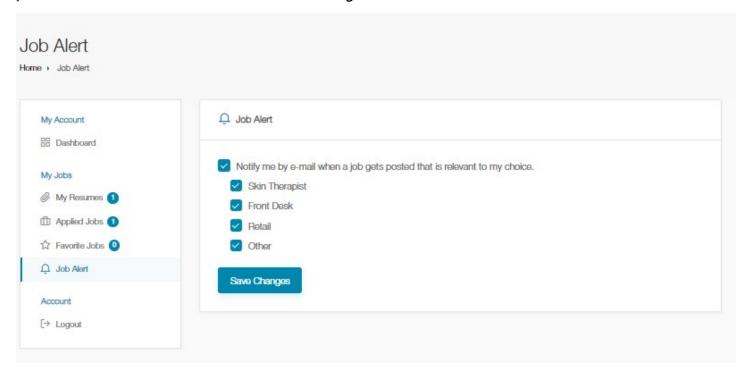


Now, in your dashboard you will see a 1 next to Applied Jobs and the job will show under Applied jobs.

CREATING A JOB ALERT

Job alerts will send you an email when a new job is posted in the category you are interested in. At this time, this fuction is not able to narrow down posted jobs by geographic location.

To create a job alert **CLICK** on **Job Alert** in the left side navigation bar of your dashboard. **CHECK** the positions you are interested in and then **CLICK** on **Save Changes**.



You will receive a job notification similar to this when a job with the position you requested is posted:

IDI Job Board - Job Notification Inbox x

IDI Job Board <idi.jobboard@dermalogica.com>

to me 🕶

This message has been sent automatically by the IDI Job Board system.

If you need to contact us, email us at idi.jobboard@dermalogica.com

The following job post was recently added to the IDI Job Board and fits your expertise:

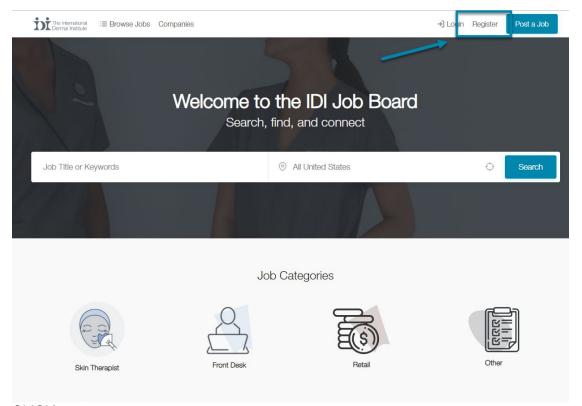
Skin Therapist needed!

job link here

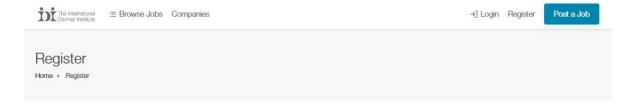
The link will take you to posting on the IDI Job Board

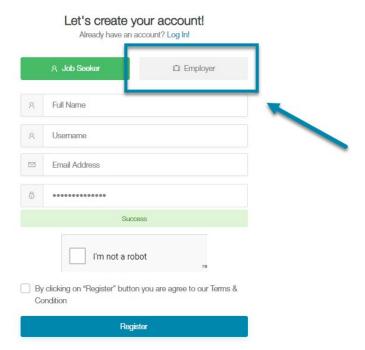
EMPLOYERS

REGISTERING AS A COMPANY



CLICK on Register





CLICK Employer

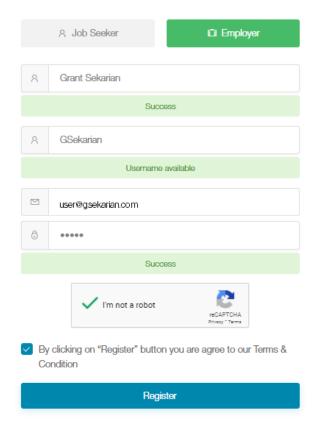


Register

Home → Register

Let's create your account!

Already have an account? Log In!



Fill in your:

FULL NAME

USER NAME Username may only contain alphanumeric characters [A-Z,a-z,0-9]

EMAIL ADDRESS

PASSWORD Password must be between 4 and 20 characters long.

CLICK THE BOX "I'm not a Robot"

CLICK ON THE BOX By clicking on "Register" button you are agree to our Terms & Conditions

CLICK REGISTER

NOTE: If you have signed up as a job seeker previously, you may not use the same email user name or email address to sign up as an employer.

IDI Job Board - Email Confirmation

IDI Job Board (idi.jobboard@dermalogica.com)

To: you Details ∨

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IDI Job Board - Thanks for signing up Inbox x

IDI Job Board <idi.jobboard@dermalogica.com>

to me +

Thanks for creating a job board account on the IDI Job Board,

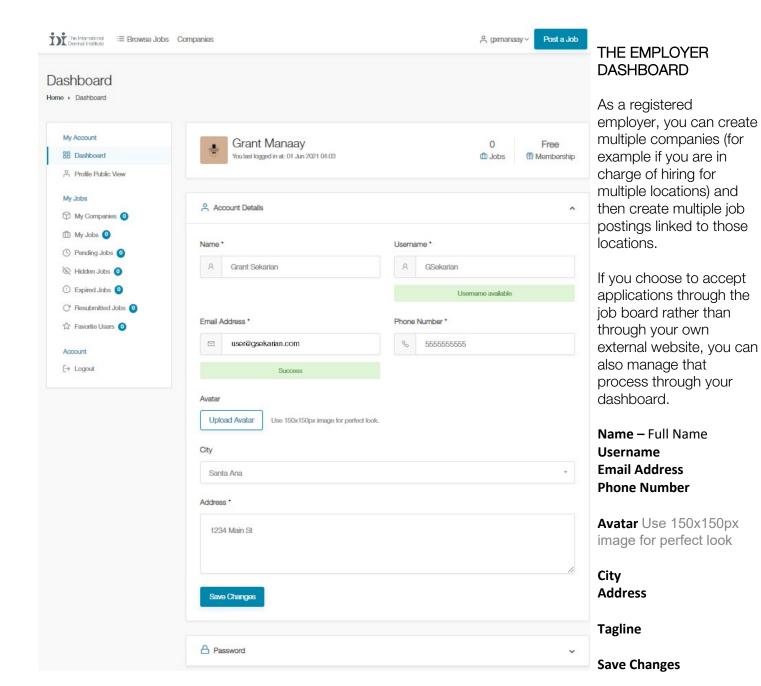
Your username: gsakarian

Your password:

Have questions? You can connect with the IDI team via live chat or email at idi.jobboard@dermalogica.com. Sincerely,

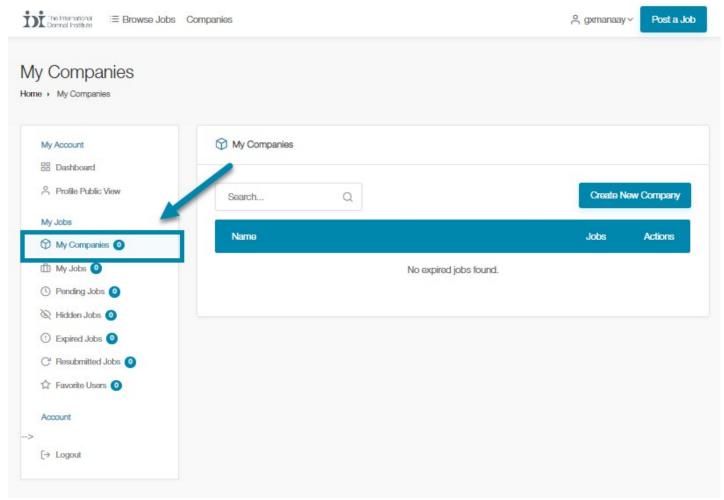
The IDI Job Board Team!

You will receive a second email with your **Username** and **Password** for your reference.

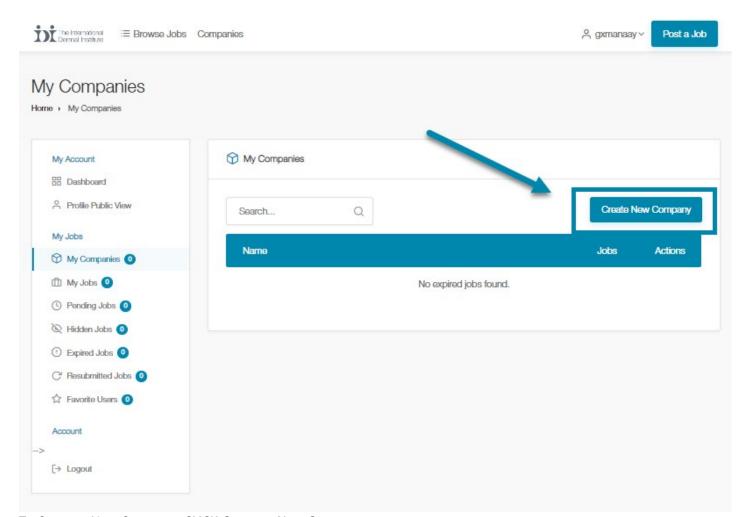


Password Update

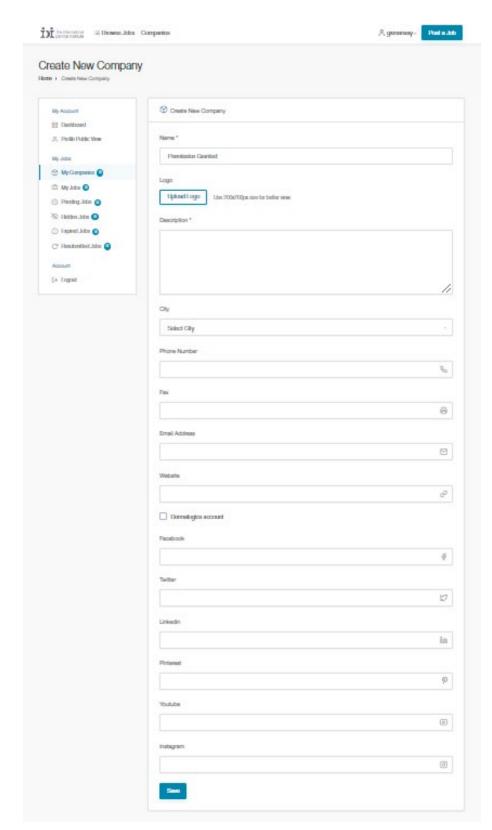
ADDING A COMPANY - You must create a company before posting a job



In the Left side navigation bar CLICK My Companies



To Create a New Company, CLICK Create a New Company



COMPANY PROFILE

Name – Enter the name of your business

Logo – Upload your logo Use 200x200px size for better view.

Description – Enter a description of your business

City -Select your city

These fields are optional:

Phone Number

Fax

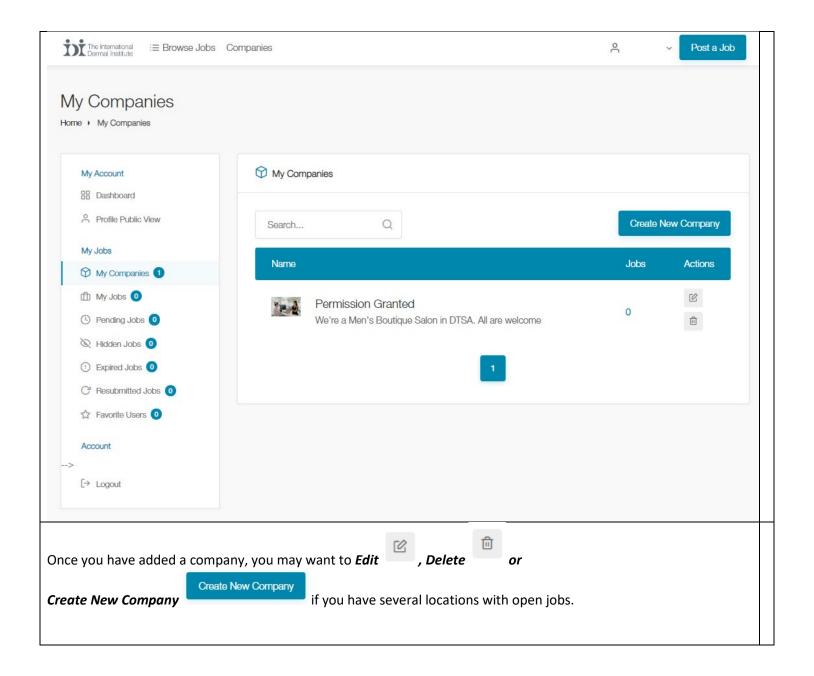
Email Address

Website

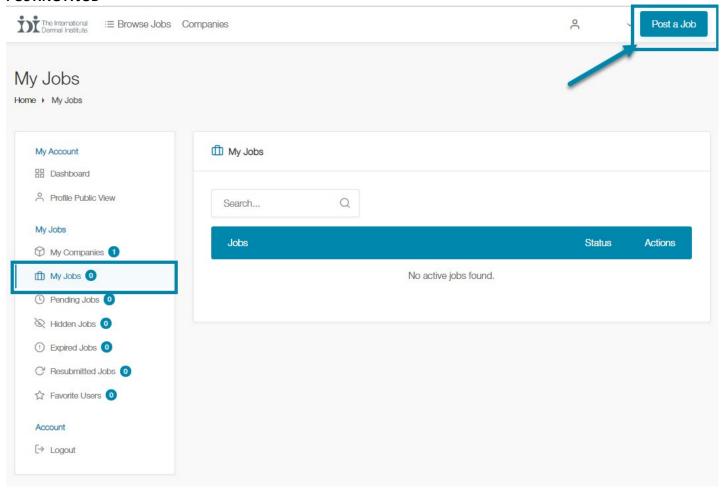
Dermalogica Account? Check the box if you are business that has an account with Dermalogica.

Social Media Links

After you enter in your information, CLICK *Save*



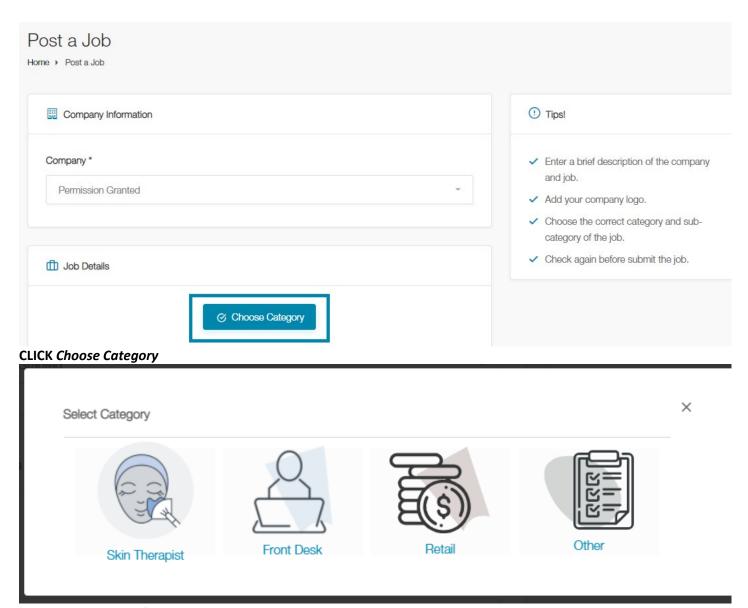
POSTING A JOB



CLICK on the left side navigation bar where is says *My Jobs* Then, **CLICK** on *Post a Job*

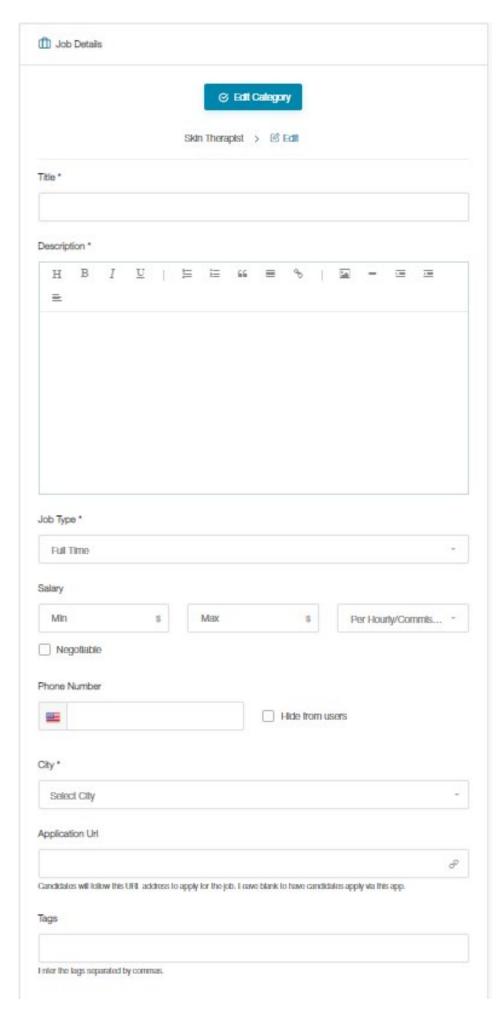


Under Company click on Select Company to choose one of the companies you've created



CLICK the category of job you would like to post:

- Skin Therapist
- Front Desk
- Retail
- Other



ENTER THE JOB DETAILS

Title-

Description-

Job Type:

- Full Time
- Part Time
- Temporary
- Internship
- Freelancer

Salary (optional) enter minimum, maximum range

Choose Salary Type:

- Hourly/Commission
- Booth Rental
- Other

If salary is negotiable check the box

Phone Number

Check the box if you would like to hide the phone number from users

City- City where the job is located

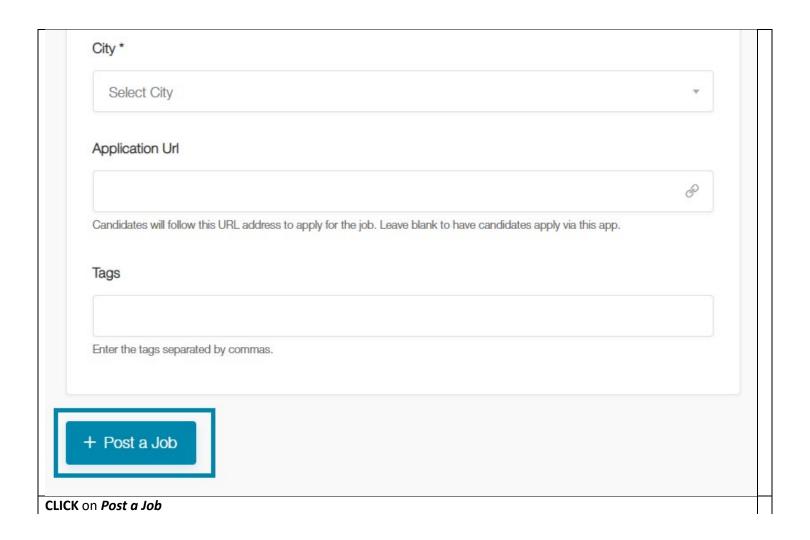
Application Url (optional)-

If you already have an external link where applicants may apply, enter it here

OR leave it blank to manage applications from your **Employer Dashboard**

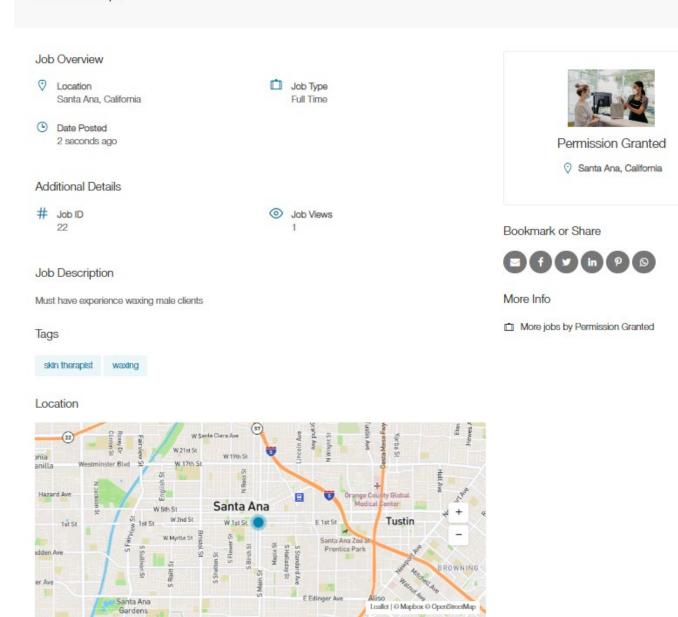
Candidates will follow this URL address to apply for the job. Leave blank to have candidates apply via this app.

Tags- Enter tags separated by commas to aid job seekers in locating your post



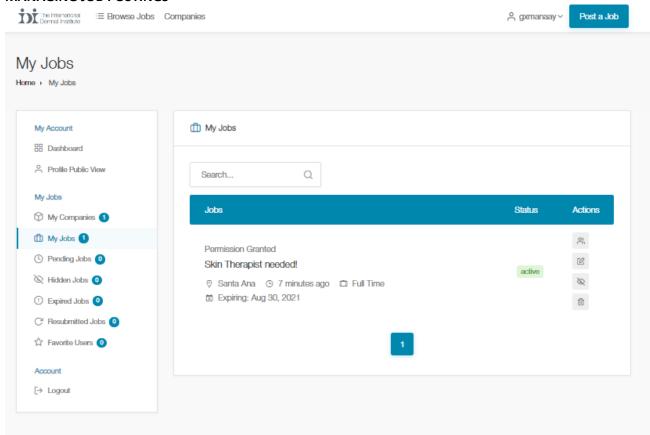
Skin Therapist needed!

Home > Skin Therapist



CONGRATULATIONS YOU'VE POSTED A JOB!

MANAGING JOB POSTINGS



Job Listings

At a glance will show:

Company Name,

Job Posting Title

City

How long ago Job was Posted

Job Type

Expiration Date (Jobs Posted will automatically expire unless updated after 3 months.

Managing Actions

Applied Users – If you've left the the Application URL field blank, when users submit applications this is where you can view their submitted communications and any resumes they've provided.

Edit - Edit the job posting details.

Hide/Show – Toggles between Hide the posting and Showing the posting. Clicking this button will gray out the title of the post and the active status and the posting will not appear on the site. Clicking again will reactive the posting and bring it back to active status

Delete – Delete the job posting. Doing this will not allow you to interact with the candidates who have applied

and reposting the job will require you to complete another job posting form. When a **Job Seeker applies** to your post, you will receive an **email**

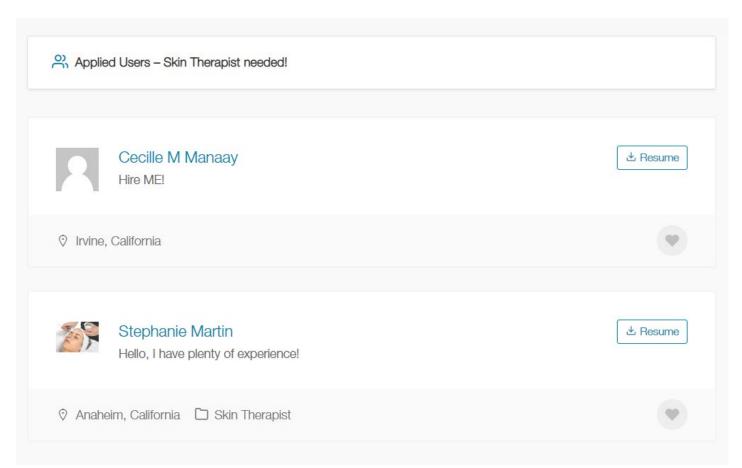
IDI Job Board - Stephanie Martin wants to contact you Inbox X

IDI Job Board <idi.jobboard@dern to me +</idi.jobboard@dern 	nalogica.com>
Stephanie Martin wants to contact	you.
Your Job : Skin Therapist needed!	
Name : Stephanie Martin	
Email Address :	_
Resume :	resumes/162251160060b58ff05ab96.pdf
Profile :	/profile/StephanieMartin
Message: Hello, I have plenty of e	xperience!
This message has been sent auton	natically by the IDI Job Board system.
If you need to contact us, email us	at idi iobboard@dermalogica.com

The email will have the Applicant's Name, Email address, a link to their resume provided, and their User Profile. It will also include a Message which may be a pasted Cover Letter

You may choose to use the links in the email or review the applications from your DASHBOARD under My Jobs

Applied Users – If you've left the the Application URL field blank, when users submit applications this is where you can view their submitted communications and any resumes they've provided.



Contact your applicants by the provided email address or their phone number (if provided). When you've filled the position, please make sure to deactivate the position (please refer to **MANAGING JOB POSTINGS**)