

# Setting up a Job Bulletin



# First, Log into RB

The screenshot shows a web browser window with the Recruiterbox logo in the top left and a single tab. The address bar shows a secure connection to <https://mainebhr.recruiterbox.com/app/#dashboard>. The dashboard header includes a search bar for candidates, an 'Advanced' filter button, and the user's initials 'KB'. A vertical sidebar on the left contains navigation icons for Dashboard, Openings, Candidates, and Calendar. The main content area features a welcome message for Karen Butterfield and a summary of activity across all openings. This summary includes four status boxes: 'No New candidates added in the last 7 days', 'No Candidates to be advanced/rejected', 'No Interviews yet to be scheduled', and 'No Interviews for you today'. Below these boxes is a notification for one review pending on the user, with a 'View details' link.

Recruiterbox x

Secure | <https://mainebhr.recruiterbox.com/app/#dashboard>

Search candidates [Advanced](#) KB

**Welcome Karen Butterfield!** Here's what needs your attention.

Across all openings

- No New candidates added in the **last 7 days**
- No Candidates to be advanced/rejected
- No Interviews yet to be scheduled
- No Interviews for you today

1  Review pending on you [View details](#)

# Click on openings

Recruiterbox x

Secure | <https://mainebhr.recruiterbox.com/app/#dashboard>

Search candidates [Advanced](#) KB

**Welcome Karen Butterfield!** Here's what needs your attention.

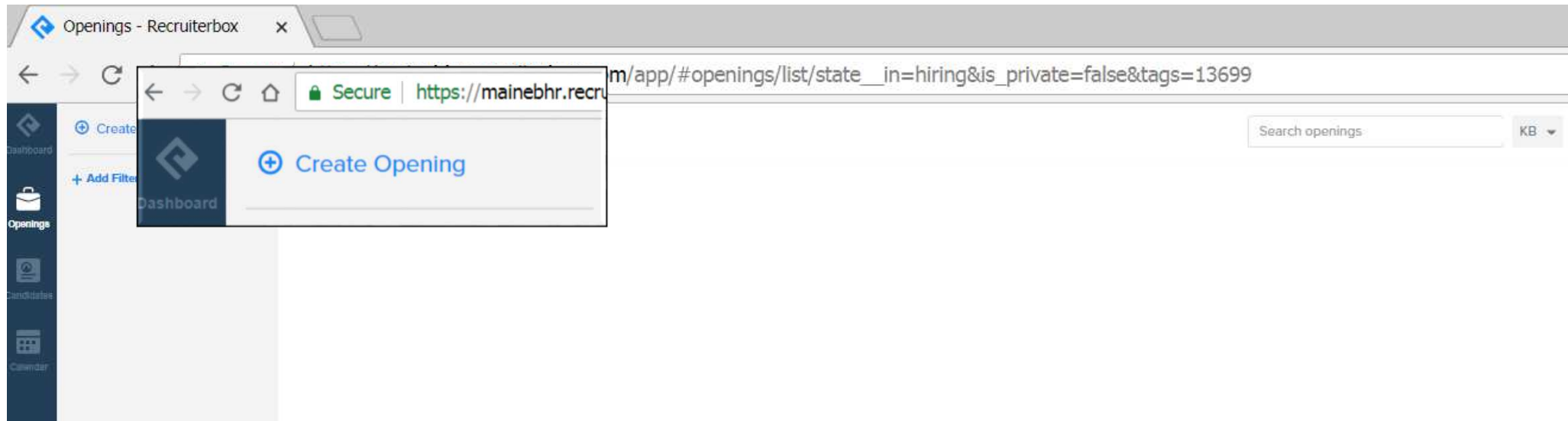
[View all openings](#)

- No New candidates added in the **last 7 days**
- No Candidates to be advanced/rejected
- No Interviews yet to be scheduled
- No Interviews for you today

1  Review pending on you [View details](#)

# Click create opening

- Create a new opening rather than copying an old, this seems to work cleaner.



# Enter the job title name

Openings - Recruiterbox x

Secure | <https://mainebhr.recruiterbox.com/app/#openings/create/>

← Back

Search openings

KB

## Create opening - Opening details

from another opening ▾

Opening name\*

Office Specialist I

Enter a location

Remote working is an option for this opening

Job description\*

Paragraph ▾ **B** *I* U

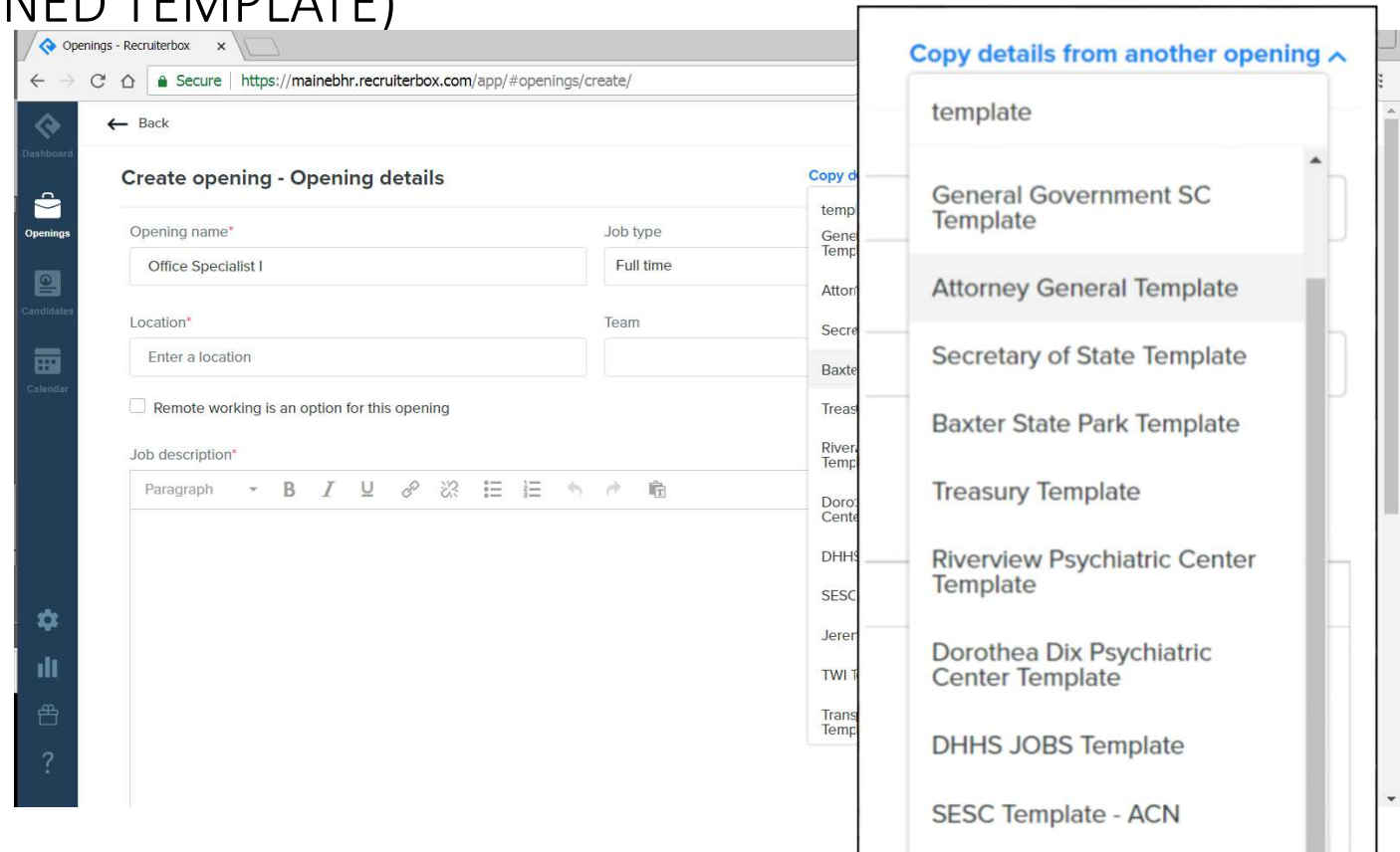
- 1 Opening details
- 2 Hiring stages
- 3 Applicant experience
- 4 Candidate sourcing

# Copy details from another opening

(USE YOUR ASSIGNED TEMPLATE)

**Tip:** start typing the word template in the dropdown menu to find your designated template.

Always use the template to ensure the appropriate direct hire application is used.



# You will get a notice stating which details are being copied

The screenshot shows a web browser window with the URL <https://mainebhr.recruiterbox.com/app/#openings/create/>. The page title is "Create opening - Opening details". The form includes fields for "Opening name\*", "Location\*", "Job type" (with a dropdown set to "Not applicable"), and "Team" (with a dropdown set to "Enter Job Category"). There is a checkbox for "Remote working is an option for this opening" and a rich text editor for "Job description\*" containing the text "Enter Job Bulletin Details Here".

A callout box on the right side of the form contains the following text:

Following details will be copied from the opening, **General Government SC Template**

**Application form:**

1. First Name, 2. Last Name, 3. Address, 4. Email, 5. Phone, 6. Resume or Work History - If you do NOT have a resume, please visit <http://www.maine.gov/bhr/node/174> and complete the work history section. Once complete, the document can be uploaded to the Resume or Work History section below, 7. Cover Letter, 8. Are you a current or former employee of the State of Maine?, 9. Have you ever worked, attained licensing or certification attend school or been convicted of a criminal offense under a different name?, 9a. If Yes, list name(s) below:, 10. Are you at least 18 years of age?, 11. Do you have a valid driver's license?, 11a. State Issued, 11b. If Yes,

# Job Type

The screenshot shows a web browser window with the URL <https://mainebhr.recruiterbox.com/app/#openings/create/>. The page title is "Openings - Recruiterbox". The main heading is "Create opening - Opening details". There is a "Back" button and a "Search openings" input field. The form includes the following fields:

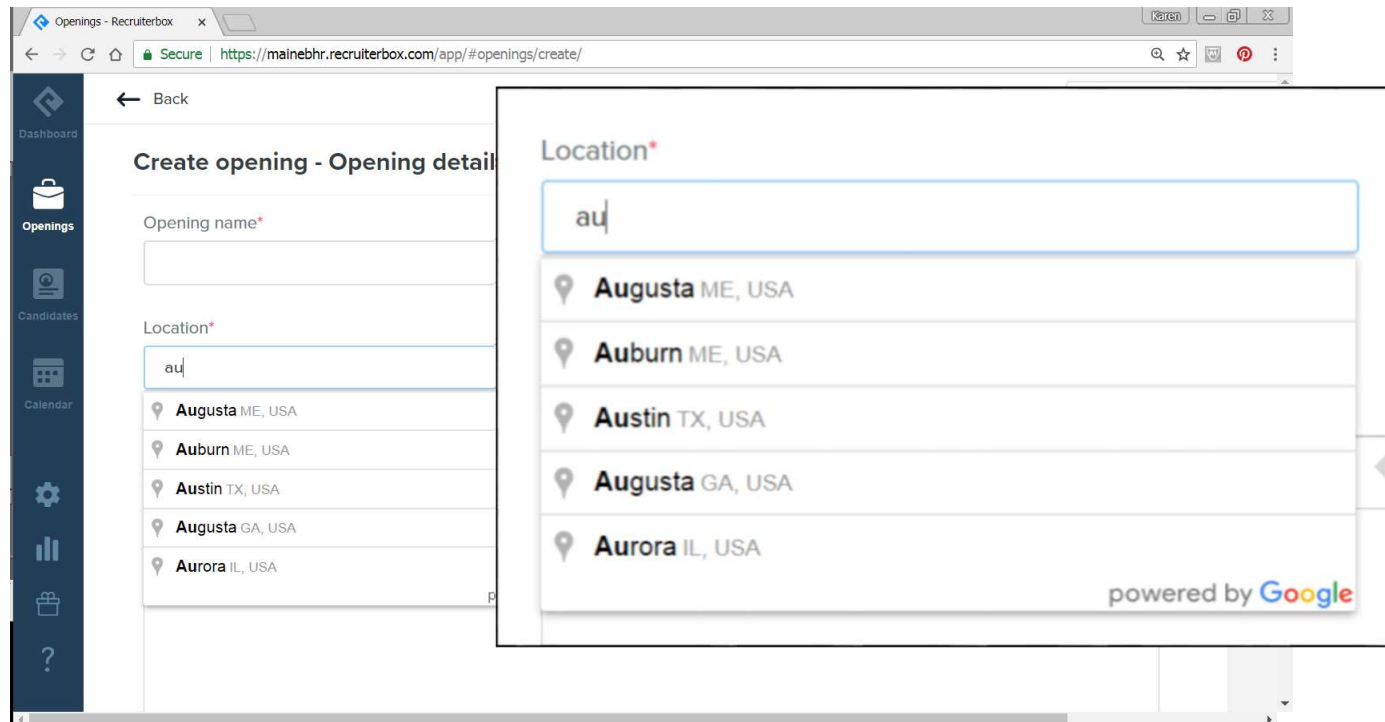
- Opening name\***: A text input field.
- Location\***: A text input field with the placeholder "Enter a location".
- Remote working is an option for this opening
- Job type**: A dropdown menu with the following options: "Not applicable", "Full time", "Part time", "Contract", and "Not applicable".
- Job description\***: A rich text editor with a toolbar containing icons for Paragraph, Bold (B), Italic (I), Underline (U), Link, Unlink, Bulleted list, Numbered list, Undo, Redo, and Insert image.

Note: job type is to let the job seeker know about the hours worked, if it is a seasonal/limited period etc, it will still have a full time/part time status...

Seasonal/Limited Period etc work should be clearly stated in the bulletin.

# Location

- Start typing the city, a list should pop up with options, try to always choose from the automated drop down options. Typing in a location (such as “Augusta, Maine”) instead of selecting from the drop down causes formatting issues when the position is posted on certain job boards.



# Team= Category

The screenshot shows the 'Create opening - Opening details' form in the Recruiterbox application. The form includes fields for 'Opening name\*' (Office Specialist I), 'Location\*' (Augusta, ME, USA), 'Job type' (Not applicable), and 'Job description\*'. A dropdown menu for 'Team' is open, showing a list of categories. The 'Team' dropdown is highlighted with a blue border, and a separate window shows the expanded list of team options.

**Team**

- ad
- Add team: ad
- Office of Aging and Disability Services (OADS)
- Administrative
- Graduate Nurse
- Administrative Services

Other visible options in the dropdown menu include: Enter Job Category H, State Police Trooper, test, Customer Service, Webservices, Web, Finance, and Human Services.

- **Note:** ALWAYS check to see if there is a team/category close to what you are posting, always use these, try to limit adding categories- Check the BHR site to see what is currently being used.

# Enter the Job Description

Job description\*

Paragraph **B** *I* U

**Job Class Code: 1234**  
**Grade: 18**  
**Salary: \$ 35,006.40 – \$47,195.20**  
**Open for Recruitment Dates: June 15, 2018 until July 10, 2018**  
**Position Number: 123456789**

The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist I position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

**MINIMUM QUALIFICATIONS**

Yes, you do need to use the establish Minimum Qualifications for your classification. You also can add preferences here, preferences need to fit within the classification. You can't say preference will be given to candidates with the ability to design and develop graphics for a position such as an Office Assistant, that would be a bit out of the classification.

**BENEFITS**  
**Value of State's share of Employee's Retirement:** 15.12% of pay  
**Value of State-paid Dental Insurance:** \$13.13 biweekly

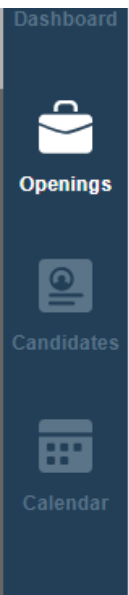
**Additional details**

Next... Formatting the  
bulletin

# Formatting Job Bulletins

Some of your agencies may ask for additional information, formatting this information will be left to your discretion. For consistency, we recommend the following for the general information...

# Opening Details



## Create opening - Opening details

[Copy details from another opening](#) ▾

Opening name\*

Job type

 ▾

Location\*

Team

 ▾

Remote working is an option for this opening

# Job description details- header

Job Class Code:  
Salary Grade:  
Salary:  
Open Close Dates:  
Position Number:

Right Justified  
Bold  
Normal Font

Job description\*

Paragraph **B** *I* U

**Job Class Code: 1234**  
**Grade: 18**  
**Salary: \$ 35,006.40 – \$47,195.20**  
**Open for Recruitment Dates: June 15, 2018 until July 10, 2018**  
**Position Number: 123456789**

The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist I position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

**MINIMUM QUALIFICATIONS**

Yes, you do need to use the establish Minimum Qualifications for your classification. You also can add preferences here, preferences need to fit within the classification. You can't say preference will be given to candidates with the ability to design and develop graphics for a position such as an Office Assistant, that would be a bit out of the classification.

**BENEFITS**

**Value of State's share of Employee's Retirement:** 15.12% of pay  
**Value of State-paid Dental Insurance:** \$13.13 biweekly

Additional details

**Note:** You do not need to include the title of the job inside the job description (It is in the previous section)

# Job description details- body

The screenshot shows a web-based editor for a job description. On the left is a dark sidebar with icons for Dashboard, Openings, Candidates, and Calendar. The main content area is titled "Job description\*" and features a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Link, Unlink, Bulleted List, Numbered List, Undo, Redo, and Attachments. The job details are as follows:

**Job Class Code: 1234**  
**Grade: 18**  
**Salary: \$ 35,006.40 – \$47,195.20**  
**Open for Recruitment Dates: June 15, 2018 until July 10, 2018**  
**Position Number: 123456789**

The first paragraph of the description reads: "The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist I position. (You may include the location, but remember, this is in the header)."

The second paragraph reads: "Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs."

The third paragraph reads: "The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job."

**MINIMUM QUALIFICATIONS**

Yes, you do need to use the establish Minimum Qualifications for your classification. You also can add preferences here, preferences need to fit within the classification. You can't say preference will be given to candidates with the ability to design and develop graphics for a position such as an Office Assistant, that would be a bit out of the classification.

**BENEFITS**

**Value of State's share of Employee's Retirement:** 15.12% of pay  
**Value of State-paid Dental Insurance:** \$13.13 biweekly

At the bottom of the editor is a grey bar labeled "Additional details".

Opening should include this information- **Set in Header 4** (position number optional)

First paragraph include: Department/bureau General info about office

Example: The Bureau of Human Resources is seeking a self-motivated candidate to fill their Office Specialist I position

# Job description details- body

Second paragraph: what will the job entail?

Responsibilities include but are not limited to....

Describe the work, be brief, use bullets, capture the thrust of the work

Job description\*

Paragraph **B** *I* U

**Job Class Code: 1234**  
**Grade: 18**  
**Salary: \$ 35,006.40 – \$47,195.20**  
**Open for Recruitment Dates: June 15, 2018 until July 10, 2018**  
**Position Number: 123456789**

The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist 1 position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not need to put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

**MINIMUM QUALIFICATIONS**

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**BENEFITS**  
**Value of State's share of Employee's Retirement:** 15.12% of pay  
**Value of State-paid Dental Insurance:** \$13.13 biweekly

**Note:** It is not necessary to include all duties listed on the spec in the job bulletin. The bulletin should reflect the essential responsibilities and the “subject” of the work, not the general language of a class spec.

# Job description details- body

The image shows a screenshot of a job description editor. On the left is a dark blue sidebar with icons for Dashboard, Openings, Candidates, Calendar, and other functions. The main content area is titled "Job description\*" and contains a rich text editor with a toolbar (Paragraph, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Undo, Redo, Save). The text in the editor includes job details like "Job Class Code: 1234", "Grade: 18", "Salary: \$ 35,006.40 - \$47,195.20", and "Open for Recruitment Dates: June 15, 2018 until July 10, 2018". It also contains three paragraphs of descriptive text. A callout box on the right points to the third paragraph with the text: "Third Paragraph: The right candidate... describe the KSA you are looking for, but remember to keep it concise." Below this, another callout box provides an example: "Example: The successful candidate will have the ability to provide outstanding customer service, in person and over the phone. They will have proficient skills using Word and Excel....". At the bottom of the editor is a section labeled "Additional details".

Job description\*

Paragraph **B** *I* U Link Unlink

- 

- 

Undo Redo Save

**Job Class Code: 1234**  
**Grade: 18**  
**Salary: \$ 35,006.40 - \$47,195.20**  
**Open for Recruitment Dates: June 15, 2018 until July 10, 2018**  
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The job description paragraph should open with a statement about where the job is located. Include general information about the office and what they are seeking. As in... The Bureau of Human Resources is seeking self-motivated candidates to fill their Office Specialist I position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

The candidate we are looking for will have the following skills... you can write this narratively or bullet point them... but you do not put every single KSA for a job posting. Just like responsibilities, be sure to post the most important items to the job.

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**BENEFITS**  
**Value of State's share of Employee's Retirement: 15.12% of pay**  
**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Additional details**

Third Paragraph: The right candidate... describe the KSA you are looking for, but remember to keep it concise.

Example:  
The successful candidate will have the ability to provide outstanding customer service, in person and over the phone. They will have proficient skills using Word and Excel....

# Job description details- Minimum Qualifications



Job description\*

Paragraph **B** *I* U

position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

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**MINIMUM QUALIFICATIONS**

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**BENEFITS**

**Value of State's share of Employee's Retirement:** 15.12% of pay  
**Value of State-paid Dental Insurance:** \$13.13 biweekly  
**Value of State-paid Health Insurance\*:**

**Level 1:** 100% State Contribution = \$427.57 biweekly (employee pays nothing)  
**Level 2:** 95% State Contribution = \$406.19 biweekly (Employee pays: 5%)  
**Level 3:** 90% State Contribution = \$384.81 biweekly (Employee pays: 10%)  
**Level 4:** 85% State Contribution = \$363.43 biweekly (Employee pays: 15%)

\*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program as of July 1, 2017.

**Additional details**

MINIMUM QUALIFICATIONS  
CAPS- BOLD  
Body- normal

Always use established MERS. You may add a preference, but be sure it always fits within the classification.

# Job description details- Benefits

Benefits must be included at the bottom on all bulletins.

Update the benefits as of JULY 1st each year.

Dashboard

Openings

Candidates

Calendar

Job description\*

Paragraph **B** *I* U Link

position. (You may include the location, but remember, this is in the header).

Responsibilities include but are not limited to... this is where you will want to edit the responsibilities, it isn't necessary to put all of the job duties in the job posting. Make sure you list the thrust of the work, the big stuff, but opening emails or answering the phone is likely not necessary for most state jobs.

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\*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program as of July 1, 2017.

**Additional details**

# Additional details

**Additional details**  
Use this to organize your openings internally. This information is only seen by logged in users

Position Number

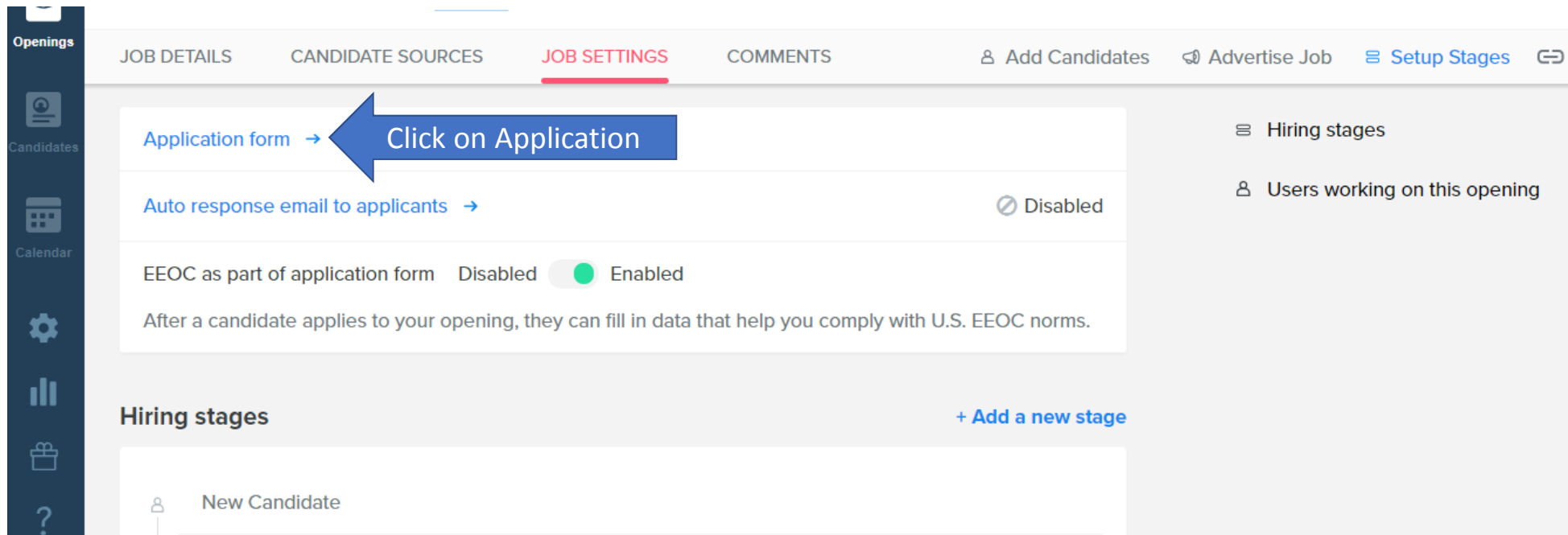
agency\_name

closing

Save as draft, or save and move to next step

**Note:** These fields will not be seen on the bulletin, but may help you with organizing RB bulletins. You should also know that the Closing date will not automatically close the job posting.

# Application



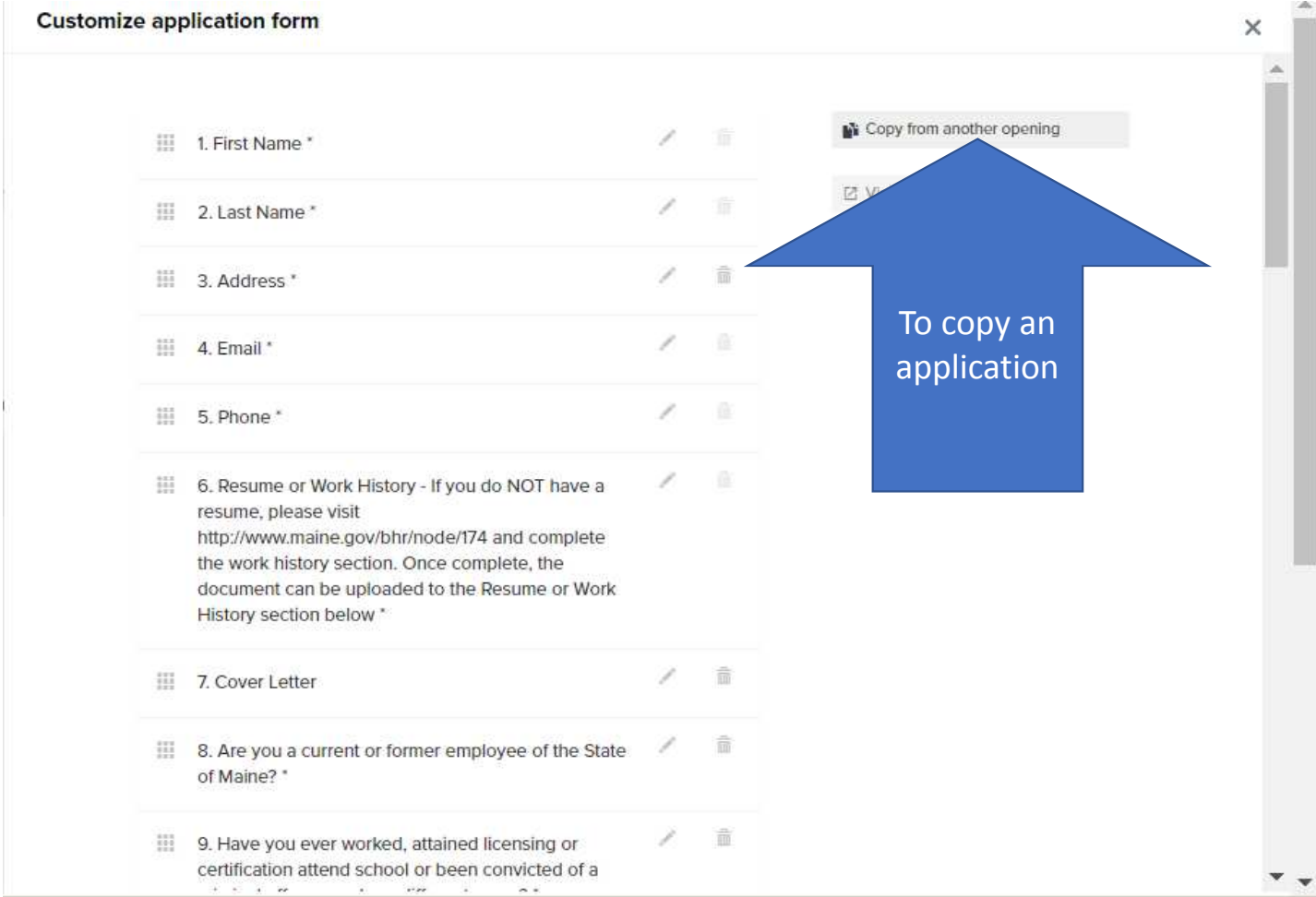
The screenshot shows a web interface for job settings. On the left is a dark blue sidebar with icons for 'Openings', 'Candidates', 'Calendar', a gear, a bar chart, a gift, and a question mark. The main content area has a light gray header with tabs: 'JOB DETAILS', 'CANDIDATE SOURCES', 'JOB SETTINGS' (highlighted in red), and 'COMMENTS'. To the right of the tabs are links: 'Add Candidates', 'Advertise Job', 'Setup Stages', and a share icon. Below the tabs, there are three rows of settings: 1) 'Application form' with a right arrow and a blue box containing 'Click on Application' with a blue arrow pointing left to the text. 2) 'Auto response email to applicants' with a right arrow and a 'Disabled' toggle. 3) 'EEOC as part of application form' with 'Disabled' and 'Enabled' toggles, where 'Enabled' is selected. Below this is a text box: 'After a candidate applies to your opening, they can fill in data that help you comply with U.S. EEOC norms.' Further down is a 'Hiring stages' section with a '+ Add a new stage' link. At the bottom is a 'New Candidate' input field with a person icon.

Your application should automatically follow your template.... however, we recommend you check. Click on the application form....

# Application

When you click on the application, you should see a list of questions (20).

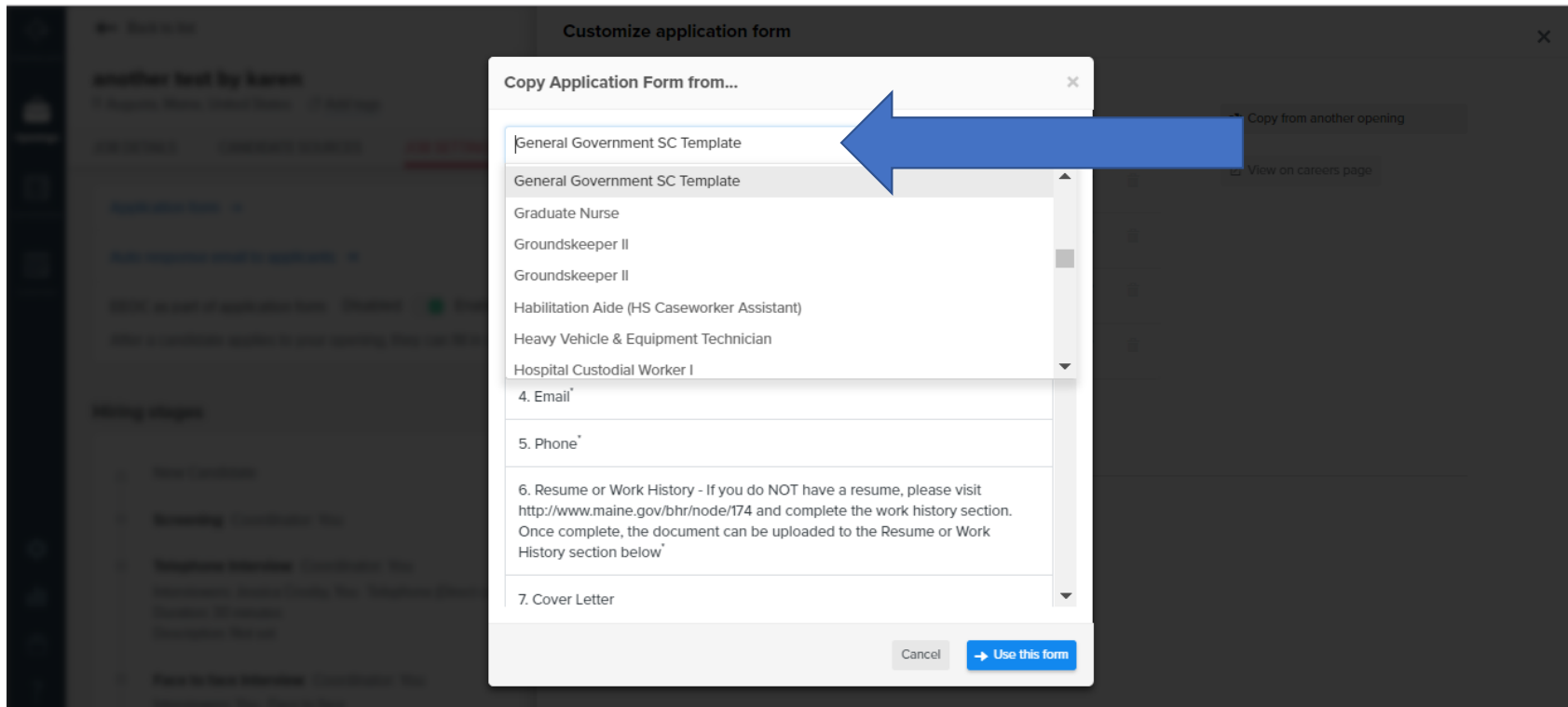
If you do not, click on the “copy from another opening” button



The screenshot shows a window titled "Customize application form" with a list of nine questions. Each question has a grid icon on the left, a pencil icon for editing, and a trash icon for deletion. A blue arrow points from the text "To copy an application" to a button labeled "Copy from another opening" located above the question list.

Question ID	Question Text	Edit	Delete
1.	First Name *	✎	🗑️
2.	Last Name *	✎	🗑️
3.	Address *	✎	🗑️
4.	Email *	✎	🗑️
5.	Phone *	✎	🗑️
6.	Resume or Work History - If you do NOT have a resume, please visit <a href="http://www.maine.gov/bhr/node/174">http://www.maine.gov/bhr/node/174</a> and complete the work history section. Once complete, the document can be uploaded to the Resume or Work History section below *	✎	🗑️
7.	Cover Letter	✎	🗑️
8.	Are you a current or former employee of the State of Maine? *	✎	🗑️
9.	Have you ever worked, attained licensing or certification attend school or been convicted of a	✎	🗑️

# Application



Use the drop down at the top to select the template. There should be 20 questions listed on the direct hire application.

# Customize the application

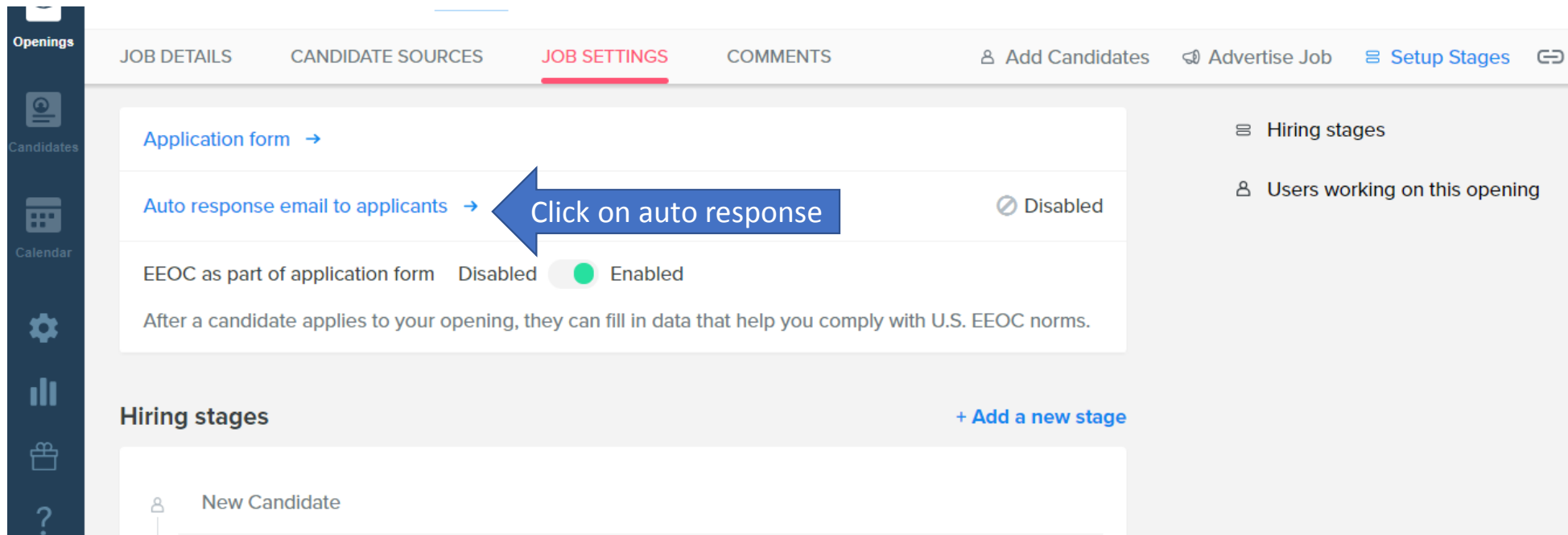
## Customize application form

The screenshot shows a list of application questions. The first question, labeled '19a', asks about listing offenses. The second question, labeled '20', asks about accepting terms and conditions. A modal window is open over the second question, containing a blue '+ Add a Question' link, a text input field, and a blue 'Done' button. Below the modal, a blue callout box with an arrow pointing to the 'Done' button contains the text 'Click done to close this screen'.

Do you have additional information you'd like your applicant to supply?

You can add questions to the bottom of the application.

# Auto Response



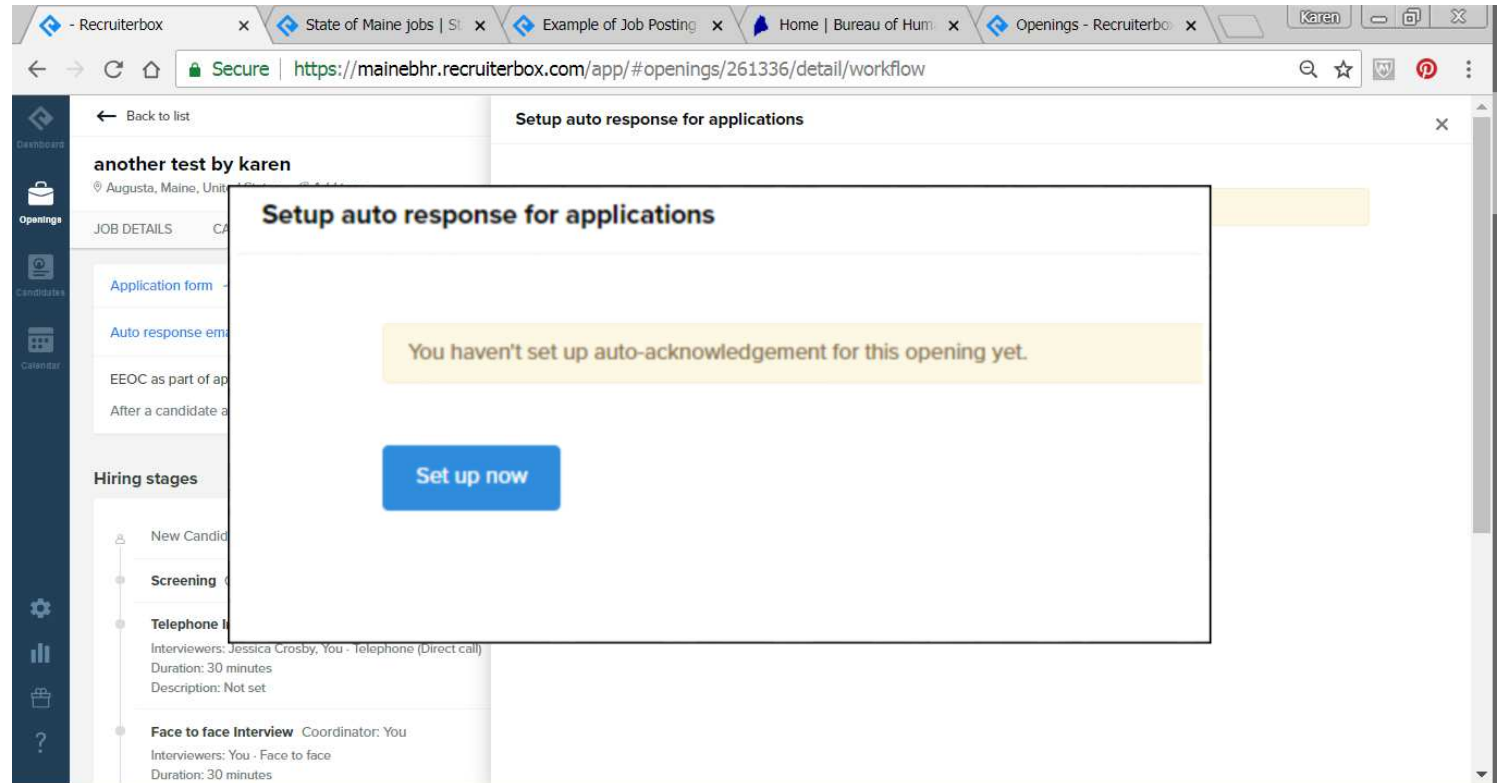
The screenshot shows a web interface for job settings. The top navigation bar includes 'JOB DETAILS', 'CANDIDATE SOURCES', 'JOB SETTINGS' (highlighted in red), and 'COMMENTS'. On the right side of the top bar are links for 'Add Candidates', 'Advertise Job', 'Setup Stages', and a share icon. A dark blue sidebar on the left contains icons for 'Openings', 'Candidates', 'Calendar', a gear, a bar chart, a gift, and a question mark. The main content area has a white background with a light gray border. It features a list of settings: 'Application form' with a right arrow, 'Auto response email to applicants' with a right arrow and a 'Disabled' status (indicated by a gray circle with a slash), and 'EEOC as part of application form' with a 'Disabled' status and a toggle switch currently set to 'Enabled'. Below these is a text box explaining EEOC norms. At the bottom, there is a 'Hiring stages' section with a '+ Add a new stage' link and a 'New Candidate' input field with a person icon.

It is recommended to set up an auto response so your applicant will know they have submitted their application. They are not automatically set up, you must turn this on each time.

# Auto Response

Setting this up is quick, we've preloaded a generic template.

Click Set up now...



# Auto Response

**Setup auto response for applications**

You haven't set up auto-acknowledgement for this opening yet.

Auto response saved successfully!  
[Send me a test message](#)

Status: Enabled

Sender: Karen Butterfield

Email Subject: Thank you for your application [Load from a template](#)

Email Body:

Hi {{candidate-first-name}},

Thank you for your application to the position of {{opening-name}}. We have received your application and we will be processing it soon.

Thanks,

[Create](#)

You can change this here, you can also click on load from a template to select one you've created.

Click create- yellow highlight will turn from yellow to green when saved.

# Auto Response

**another test by karen**  
Augusta, Maine, United States [Add tags](#)

JOB DETAILS CANDIDATE SOURCES **JOB SETTINGS** COMMENTS [Add Candidates](#)

[Application form](#) →

[Auto response email to applicants](#) →

EEOC as part of application form Disabled  Enabled

After a candidate applies to your opening, they can fill in data that help you comply with U.S. EEOC norms.

Auto response enabled → ✓ Enabled

# Job Bulletin- Hiring stages

This is your hiring workflow. You can set up each stage of your hiring process in this area.

another test by karen - Hiring stages

The screenshot shows a hiring workflow for 'another test by karen'. It consists of five stages: 'New Candidate', 'Screening', 'Telephone Interview', 'Face to face Interview', and 'Make Offer'. Each stage is represented by a horizontal bar with a pencil icon for editing and a three-dot menu icon for more options. A '+ Add a new stage' button is located at the top right and bottom left of the list. A callout box points to the pencil icon, stating 'Customize your workflow by clicking on the pencil to edit stage'. Another callout box points to the three-dot menu icon, stating 'Need another step? You can add them here too! Don't need a step? Delete through the edit'. A footer note says 'Setting up the hiring workflow helps you and your colleagues to share work easily with each other'.

Stage	Coordinator	Interviewers	Duration	Description
New Candidate				
Screening	You			
Telephone Interview	You	You - Telephone (Direct call)	30 minutes	Not set
Face to face Interview	You	You - Face to face	30 minutes	Not set
Make Offer	You			

+ Add a new stage

Setting up the hiring workflow helps you and your colleagues to share work easily with each other

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Customize your workflow by clicking on the pencil to edit stage

Need another step? You can add them here too!  
Don't need a step? Delete through the edit

# Adding others

The screenshot displays a hiring workflow interface. On the left, a vertical sidebar contains navigation icons for 'Dashboard', 'Openings', and 'Candidates'. The main area shows a 'Hiring stages' list with three stages: 'New Candidate', 'Screening' (Coordinator: You), and 'Telephone Interview' (Coordinator: You). The 'Telephone Interview' stage is selected, and its details are shown in a right-hand 'Edit stage' panel. The 'Interviewers' field in this panel is populated with 'Jessica Crosby' and 'You', each with a close button (x). A blue arrow points from the 'Candidates' icon in the sidebar to the 'Telephone Interview' stage in the list. Another blue arrow points from the 'Interviewers' field in the 'Edit stage' panel to the text box containing the names.

**Hiring stages**

- New Candidate
- Screening Coordinator: You
- Telephone Interview** Coordinator: You
  - Interviewers: Jessica Crosby, You · Telephone (Direct call)
  - Duration: 30 minutes
  - Description: Not set

**Edit stage**

Telephone Interview

Coordinator: You

**PRESETS FOR THE INTERVIEW**

These can be overridden while scheduling interview for any candidate.

**Interview title**

Telephone Interview

**Interviewers**

Jessica Crosby x You x

**Type / Medium**

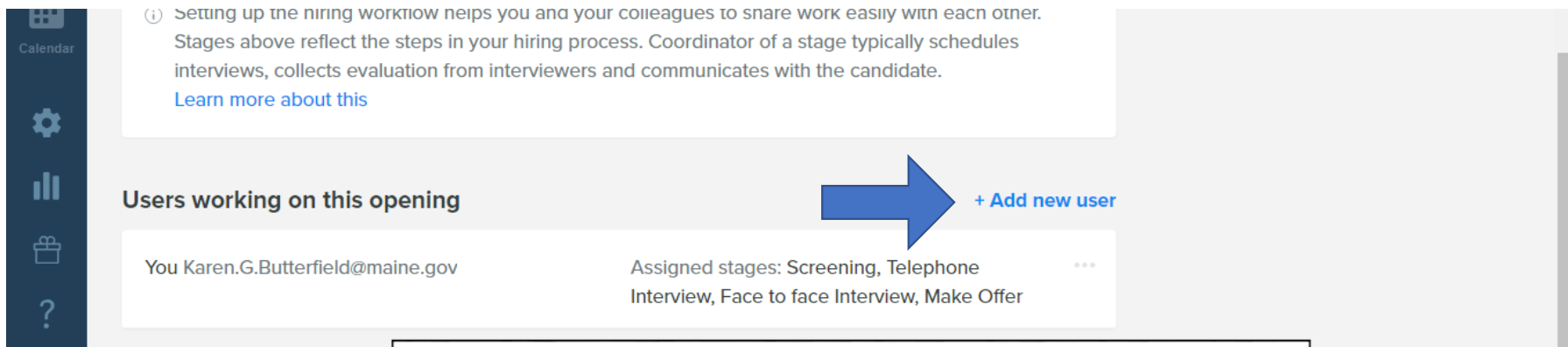
Telephone (Direct call) v

**Duration**

30 minutes v

You can assign others to help. You can add them to a specific stage by clicking on the pencil to edit the stage.

# Adding others



Setting up the hiring workflow helps you and your colleagues to share work easily with each other. Stages above reflect the steps in your hiring process. Coordinator of a stage typically schedules interviews, collects evaluation from interviewers and communicates with the candidate. [Learn more about this](#)

**Users working on this opening** + Add new user

You Karen.G.Butterfield@maine.gov	Assigned stages: Screening, Telephone Interview, Face to face Interview, Make Offer	...
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You can also add individuals as a job admin at the bottom of the page.

**Note:** adding someone as a Job Admin, will allow them to edit the job bulletin, and see all of the candidates, including fields marked private.

After you've verified all of your stages are correct, you may publish the document by clicking on the drop down in the upper right of your screen... click "publish" or "use internally" if you are only sharing it with internal candidates.

The screenshot shows a web browser window with the URL <https://mainebhr.recruiterbox.com/app/#openings/261336/detail/workflow>. The page title is "another test by karen" and the location is "Augusta, Maine, United States". The "JOB SETTINGS" tab is active, showing options for "Application form", "Auto response email to applicants", and "EEOC as part of application form" (which is currently "Enabled").

The "Hiring stages" section lists three stages:

- New Candidate**
- Screening** Coordinator: You
- Telephone Interview** Coordinator: You  
Interviewers: Jessica Crosby, You - Telephone (Direct call)  
Duration: 30 minutes  
Description: Not set
- Face to face Interview** Coordinator: You  
Interviewers: You - Face to face  
Duration: 30 minutes

A callout box highlights the "DRAFT" status and a "Send for approval" button. A dropdown menu is open, showing the following options:

- Publish
- Use Internally
- Archive