Employer Instructions
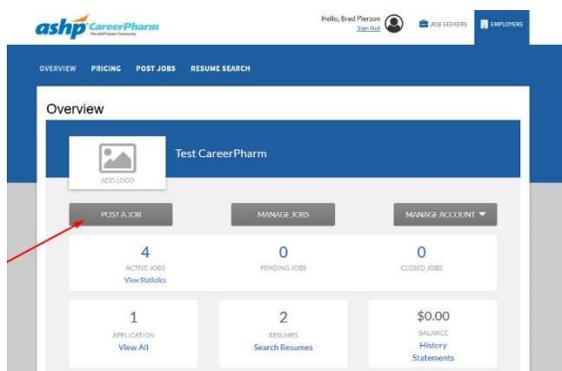
Table of Contents

ASHP CareerPharm Rapid Connect Employer Instructions

Register and Post a Listing

1. Visit the [ASHP CareerPharm Rapid Connect employer home page](#) and click on "Register Now" or "Sign In"
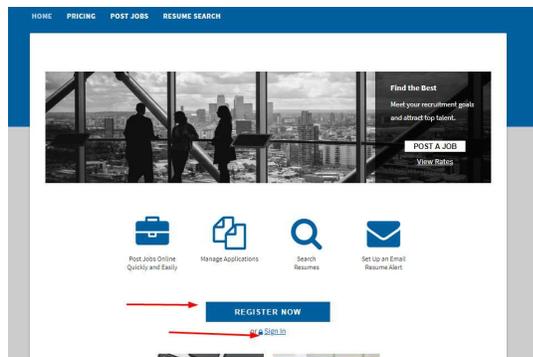

2. Click on "Post A Job"

3. Fill out all required fields (marked with a *) and any optional fields that apply to your listing.
   a. Important: In the field labeled "Send Applicants To," you will decide what happens when a candidate clicks "Apply."
      i. Marking the button "An Email Address" will make candidates go through the ASHP CareerPharm Rapid Connect online application system. You will be notified when someone applies via an email to the address provided.
      ii. Marking the button "Job Application URL" will take a candidate away from ASHP CareerPharm Rapid Connect and to a web page of your choosing.
4. Click on "Proceed to Checkout"
5. Select whether you'd like the job visible for 30, 60, or 90 days and click on "Continue."
6. Click on "Continue to Payment"
7. There will be a "payment" of $0 due. Click on "Process Order"
8. Click on "Back to Account Overview" to view your dashboard

Analytics and Retrieving Applications

After you have posted your listing, you can view analytics of your posting. If you chose to send people through the ASHP CareerPharm Rapid Connect application system, you can also access submitted applications.

1. Visit the [ASHP CareerPharm Rapid Connect employer home page](#)
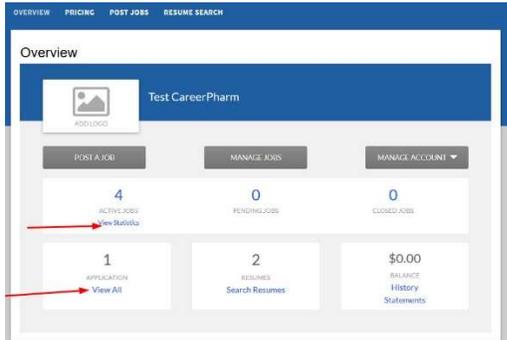

a. To view analytics, click on "View Statistics" underneath "Active Jobs"
   i. Use the arrows on the side of the box to navigate
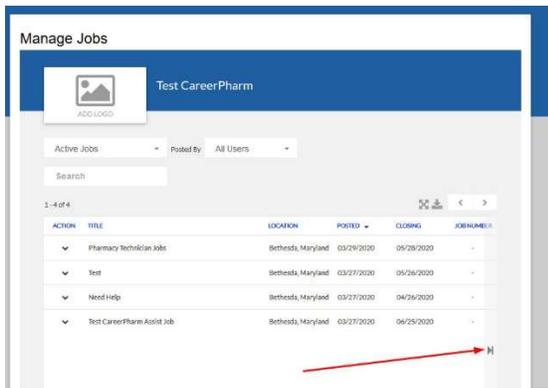
b. To view applications, Click on "Applications"
    i. Use the drop downs at the top of the page to sort by job posted, etc.
    ii. Use the carrot next to an application to take action on the application. Here, you can mark it as interested/not interested, email the candidate, or view their online profile.
   iii. Click on an application to view it.
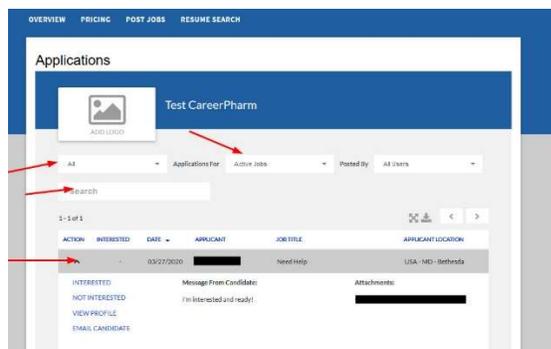
Using the CV Database

1. To access the CV database, please visit the employer home page and select "Resume Database" at the top.
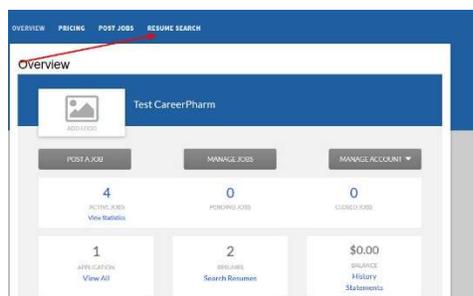
2. This will open up the full list of submitted applicant profiles
   a. Use the advance search options by selecting the drop down within each box. This will open up a checkable list. Click "close" when you are done with that category.
   b. Add keywords if necessary.
   c. Select "search."
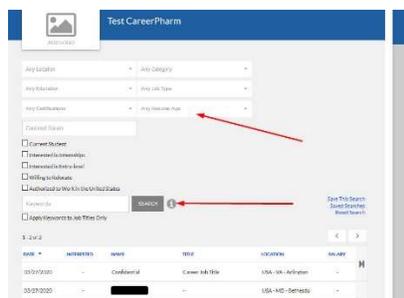
3. Browse resumes by sorting the list by columns or opening a resume and using the "next" button on the top right.
4. In each profile, you will see the option to mark this candidate as someone in which you have interest (which will create a check or x next to their name in the overall list), any attachments (including a CV), and how to contact them.