

JOB BOARD MIGRATION CHECKLIST

In order to get set up with and maximize your success with the Job Board Module, follow these steps. Be sure to read more about our Job Board Migrator* to be prepared for the migration!

- #1. Log onto the Aero Platform and Access Everything from the Admin Main Tab**

Log into the Aero Platform. You will automatically land on the Talent Section in the Recruiter Module. To get started on setting up your Job Boards, click on the Admin Main Tab and ensure you have access to Job Boards, Talent Module Settings, Application Workflows and Themes. If you do not see these tabs in the Admin Section, ask your superuser to give you the correct permissions.
- #2. Configure Your Personalized Company Theme**

Log in to the Recruiter Module, access the Admin Main Tab and go to Themes to set up your company Theme. Select colors that match your branding, upload a logo for standard and mobile display and preview what it will look like. You can configure up to five themes to suit your various business needs.

Need more help on this step? Watch our Theme set up video by [clicking here!](#)
- #3. Configure Your Default Job Board and Additional Job Boards**

Log in to the Recruiter Module, access the Admin Main Tab and go to Job Boards to configure up to five Job Boards. Here, you can edit the Job Board title, the Board's URL address, the verification code email address, the exit button redirect location, allow users to share posts via social media and select the Job Board theme.

Need more help on this step? Watch our Job Board set up video by [clicking here!](#)
- #4. Configure Talent Module Settings**

Log in to the Recruiter Module, access the Admin Main Tab and go to Talent Module Settings. Here you can set up the contact method for phone number and email, configure the settings for the job application Finish page and the email settings, including the subject and body text for the follow-up job application email.

 - Please note, the completion of Talent Module Settings is required for your Job Board URL(s) to become active.

Need more help on this step? Watch our Talent Module Settings video by [clicking here!](#)



#5. Configure Default Application Workflow or Use Default Quick Apply

Log in to the Recruiter Module, access the Admin Main Tab and go to Application Workflows to configure up to four Workflows plus one Quick Apply option. Quick Apply, which asks for First Name, Last Name, Email, Resume and Phone Number (optional) is the default, but once you create a new Workflow, you can update it as the default.

Need more help on this step? Watch our Application Workflow set up video by [clicking here!](#)



#6. Log a Support Ticket to Run the Job Board Migrator*

In the Support Center, create a support ticket, selecting "Aero" as ticket type and then selecting "Job Board Module". In the ticket, confirm your setup checklist is complete and you are ready to run the Job Board Migrator for your Job Postings. Also, please let us know if you would like to keep your current Postings on the Job Board Module or if you want to delete the current Postings and only post what is migrated.

Once Avionté has notified you that the Job Board Migrator is complete, please log into the Recruiter Module, click on the Posting Main Tab and filter Postings by "In Progress". These Postings will have data missing/incomplete fields, so please complete these Postings accordingly. Then, go to your Job Board URL and verify all Postings look good.



#7. Update Applicant Portal URL on Your Website to New Workflow URL*

Now that you have gone through the Application Workflow step, make sure you replace your current Applicant Portal URL on your website with your new Talent Module Application Workflow URL.



#8. Update Job Board Links on Your Website to New Job Board URLs*

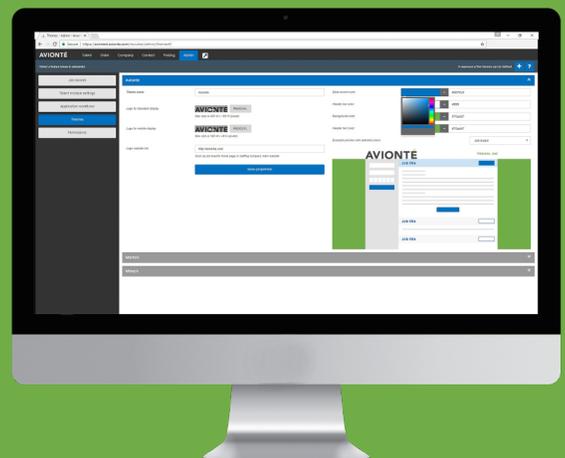
Now that you have a new Job Board or multiple Job Boards set up, make sure you replace your current Job Board Portal URL on your website with your newly configured Job Board Module URL(s).

IMPORTANT ANNOUNCEMENT: For everyone on version 17.1, the **JOB BOARD PORTAL** will be deprecated within 30 days of our Job Posting Migration. In addition, the Job Board Portal will no longer be supported as for February 1, 2018 and will be fully deprecated from all environments on May 15, 2018.

*What is the JOB BOARD MIGRATOR and how does it help you?

Avionté has developed a tool that will migrate your Job Postings from the legacy Job Board Portal to your new Job Board Module.

Please follow the steps in this checklist to ensure everything is ready to go so the Job Board Migrator can migrate your Postings.



THE WAY IT SHOULD BE



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