



Tips and Tricks

Welcome to the TFA Net Job Board and Talent Community. This website will allow you to post jobs, search through corps member and alumni profiles, and much more. Below are a few tricks and tips that will help you use the Job Board at its highest efficiency. If you have any questions, please do not hesitate to reach out to jobboard@teachforamerica.org

Filtering Candidates:

Applying filters to the People tab is a great way to narrow your search. When looking for a networking connection or potential candidate for an open position, the specific filters – such as career category, location – will lead you to the best matches.

What each filter label means:

- Career Category: this filter narrows by specific sector
- Tags: include and/or exclude candidates that have indicated specific skills on their profiles. (In addition, tags can be used similar to the way hashtags are used. For example, group people by events they have attended)
- Location: provide a specific location and set parameters within a given set of miles
- Status: this lets you know who a user is within the platform (alum, employer, staff, etc.)
- Rating: select whether or not recommended people or active users should exclusively come up in your search [Note: At the moment, this is not a widely used feature and would not be applicable]
- Activity: find users that have been active on the site. For example- they last logged in today, within the last seven days, etc.
- Other: Narrow your search by corps year, corps region, corps grade, and corps subject
- Organization: If you are looking for someone who is associated with a specific organization or school, search using this tag

My Lists:

My Lists is a great way to organize your recruitment by candidate and position. For example, if you wish to invite a group of candidates to a specific role, you can organize them in a list. To create a list:

- Go to the "People" tab
- On the left-hand sidebar, there is a box titled "My Lists" – Click the + to create a new List
- Name your list – For example, if you are recruiting for a specific opening – "Board Chair", name your list after that requisition, "Board Chair"
- As you filter through candidates (see Filtering Candidates instructions above), drag candidates that interest you into your list. You can drag by hovering your mouse over a

candidate's profile picture until your cursor turns into a four directional arrow. Then, just click and drag into your list! As an alternative, you can feel free to select the candidate

Having these lists will make it easier to contact your desired candidates directly, rather than having to search for them every time you wish to connect.

Complete your organization profile:

Having a detailed and completely filled-out organization profile invites Job Board users to visit your page and explore your mission and opportunities. Part of this process is to:

- ✓ Upload a logo to your organization profile
- ✓ Include your mission statement or organizational description
- ✓ Update your hiring team
- ✓ Make sure your hiring team's profiles are complete

Uploading a logo for your Organization Profile:

A few guidelines for uploading a photo:

- Your logo will automatically be cropped to a square
- If your logo is not a square and it does not make sense to zoom in, using a program such as Paint (which is free on PCs) to place your logo in the center of a white square
- For the best quality, upload a JPG, GIF, or PNG at 2MB or smaller

Add an organization description:

Tell other users a bit about your organization.

- Go to your organization profile
- Click on the "Profile" tab
- Click the "Edit" button in the Contact Data section
- Type or copy/paste a description and click save

Update your hiring team and make sure your team's profiles are complete:

Encourage your hiring team to fill out their profiles so prospective candidates know who they are interacting with and ask informed questions.

Making your requisition visible to job seekers:

If you are not receiving the level of traffic that you are looking for, try refreshing your post by cloning. To clone a requisition:

- Go to the "Requisitions" tab (second from the left on the top toolbar)
- Select the blue, "+New" button and select the "Clone" option
- In the "Select an Opportunity" bar, type the name of the opportunity you wish to repost

All this and more is outline in greater detail in the [Job Board Employer Guide](#). If you have any questions, do not hesitate to reach out to jobboard@teachforamerica.org for support.