

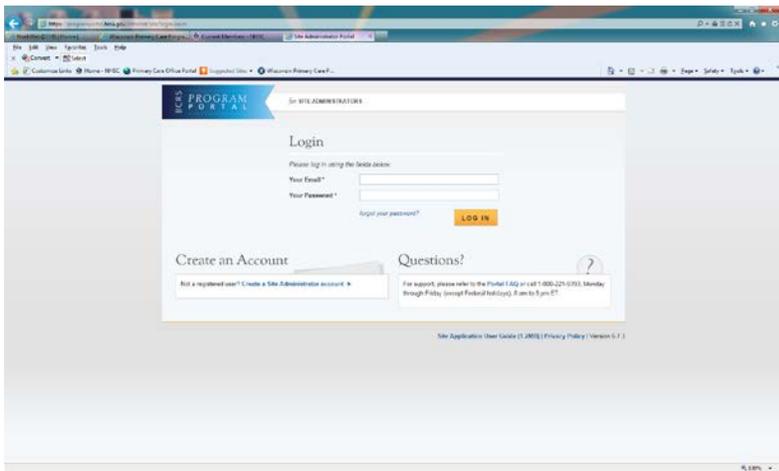
NATIONAL HEALTH SERVICE CORPS (NHSC) PORTAL TIPS

JOB VACANCY MANAGEMENT

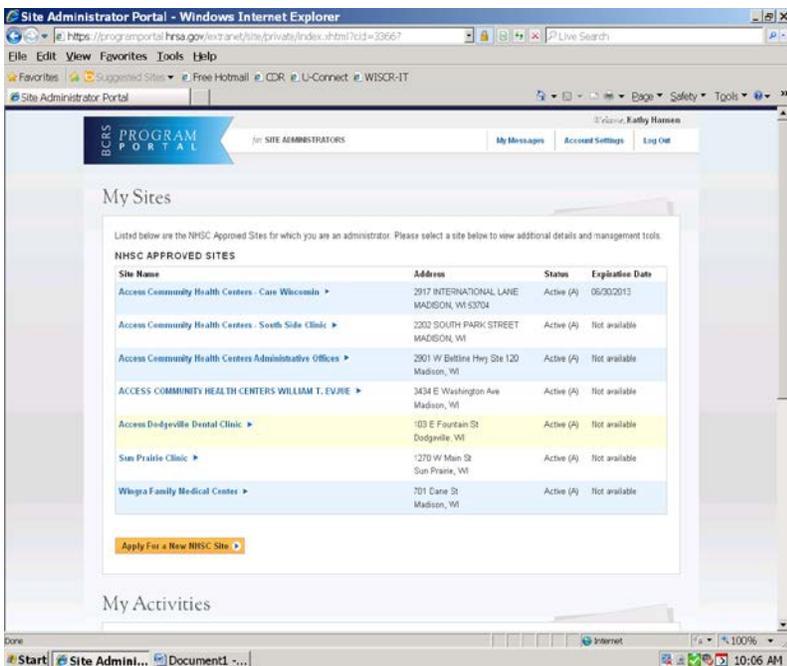
The following information may help site administrators manage current job vacancies posted to the NHSC Jobs Center and add new vacancies as they become available. Timely management of vacancies helps sites advertise their job vacancies using the most current information, and prevents vacancies from being dropped from the NHSC Jobs Center.

How do I manage current vacancies or add new vacancies?

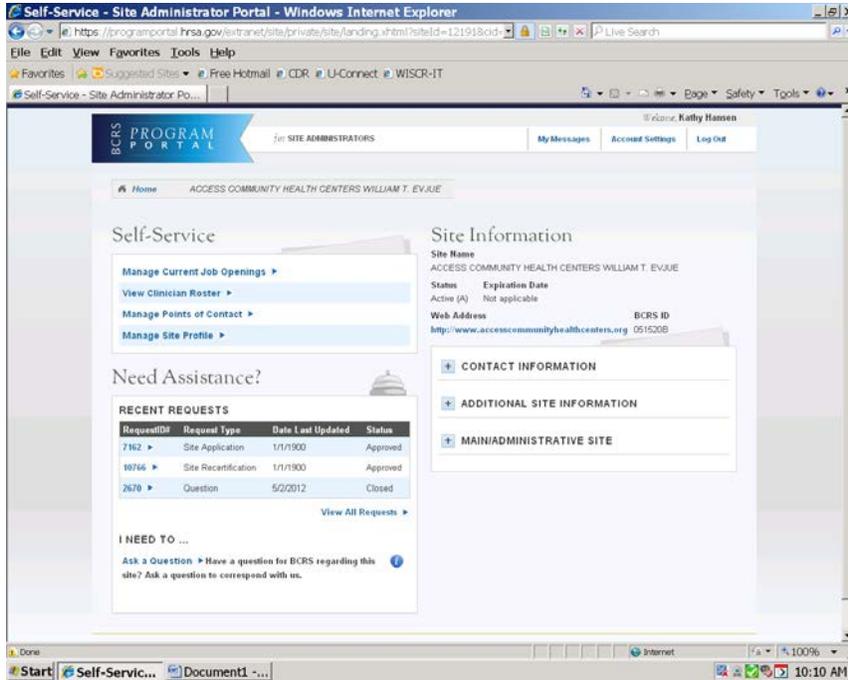
1. Login on the homepage.



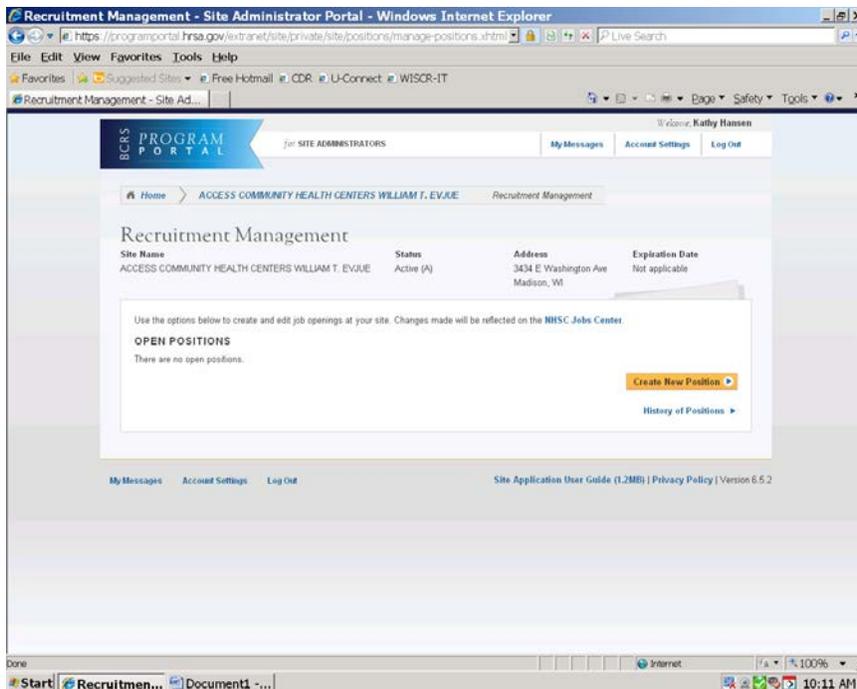
2. Once you've logged in you will see a list of sites for which you are the site administrator.



3. Choose the site you want to review and click on it. You should see a screen like this:



4. Under self-service, click on “Manage Current Job Openings.” This will give you a list of all current vacancies posted for this site. You can click on the appropriate posting to update it. If you do not have any vacancies posted and wish to add one, click the “Create New Position” button.



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