

### What are the benefits of using Acquire4Hire?

- **It's FREE, for access to the job board and for posting jobs!** Many childcare businesses pay a significant amount of money to post jobs to get the highest visibility. With the job board, you can save money for other priorities while still seeing impressive results with job seekers. Use the 'Register' button on your job board page to get started.
- **Get maximum exposure for your job posts!** The job board distributes your post to 10+ major national job boards with a single click, ensuring it reaches the widest pool of potential candidates.
- **Job posts can be renewed regularly.** You can choose to renew your job posts every 30 days by selecting the 'Auto-Renew Job Posting' option while creating a job post. This keeps your listing prominently positioned on sites like Indeed, Glassdoor, and ZipRecruiter.
- **Multi-site capabilities!** ECE businesses with multiple sites can manage all job posts from a single dashboard. Just select the location using the dropdown menu while creating your post.
- **Address all hiring needs within your business.** Programs can utilize the job board to fill a range of vacancies, from kitchen staff to front desk positions and across different age groups. Examples include roles such as Early Childhood Teacher for Preschool, Cooking Help, and Front Desk Administrator.
- **Ready-to-use job description templates!** The platform offers ready-to-use job description templates tailored for childcare professionals, which you can customize to meet your needs.

"The Shared Resources platform is vital to my success as a director. My last few hires were found through Acquire4Hire, so I am incredibly grateful to be able to post jobs for free on this site."

- Beth W.

### What sites are jobs posted to?

- Indeed
- LinkedIn
- ZipRecruiter
- Career Jet
- Job Rapido
- Adzuna
- Google
- Jooble
- **And more!**

### Will I be charged for job posts on other job boards?

- As a user of this job board, you will not be charged an additional fee for each place your job is posted. All job posts that are created are completely free!

### How long does it take for job postings to be seen on job boards?

- If jobs are considered 'Active' on your dashboards, they show up immediately on your shared services job board. External job board sites like Indeed and LinkedIn, should not be longer than 24-48 hours.

### Are there best practices for creating job titles?

- Keep job titles to 35 characters or less
- Never include salary, or bonus information
- Never use emojis, exclamation points or symbols

#### How do I make job posts stand out?

- **Include key benefits your business provides** such as 401k, tuition reimbursement, childcare discount, holidays and paid time off, etc. You can also include nontraditional benefits! For example, if they need a CPR certificate, explain how you can provide on-site training.
- **Emphasize your workplace culture!** Describe what makes your program a positive place to work and what new hires can look forward to, such as company outings, staff appreciation days/weeks and time for classroom/curriculum planning.
- **Let job seekers know your program mission and how their contributions matter.** For example, one program could write: "At our center, you're an educator dedicated to enhancing the lives of children and families. Collaborate with staff to support children in reaching developmental milestones and building essential life skills for their future."
- **Job posts with 100-325 words get up to 30% more applicants!** Job seekers appreciate short and simple. This word count allows employers to effectively communicate essential details about the position and enhances visibility.

#### How do I delete a job post after we've hired someone?

- There isn't a way to delete a job post currently. What employers can do is 'Pause' a job by toggling the button to the left of the job post to change from blue to grey. This will prevent it from showing up in job search engines but still allow you to keep the data should you need it.

"I have never had such luck finding staff as I have with this job board. We are fully staffed and even have extra staff for call outs. I highly recommend this job board."

- Gina S.

#### Note to Indeed account holders:

If your job posts are not being seen on Indeed, there could be a few reasons why that can happen:

- **You have an active Indeed account for your program.** By having an active account with the same program name, same job postings etc. there's a chance jobs will be viewed as spam which can cause them to be blocked from Indeed.
- **If you have 'Sign-On Bonus' or a dollar amount in the job title.** This will be considered spam.
- **Your job description is not complete enough.** Include details of the responsibilities, tasks and what an applicant will be expected to do.
- **Your job title is too broad.** For example, instead of Daycare Teacher, use Early Childhood Teacher – Preschool Classroom, Early Childhood Assistant Teacher, or Early Childhood Float Position.

#### If the question you are looking for isn't answered here, there are two things you can do:

- **Registered account holders** – use the Feedback button located on the homepage of the platform. It looks like an envelope.
- **Non-registered account holders** – Contact the state sponsor for your shared services platform.