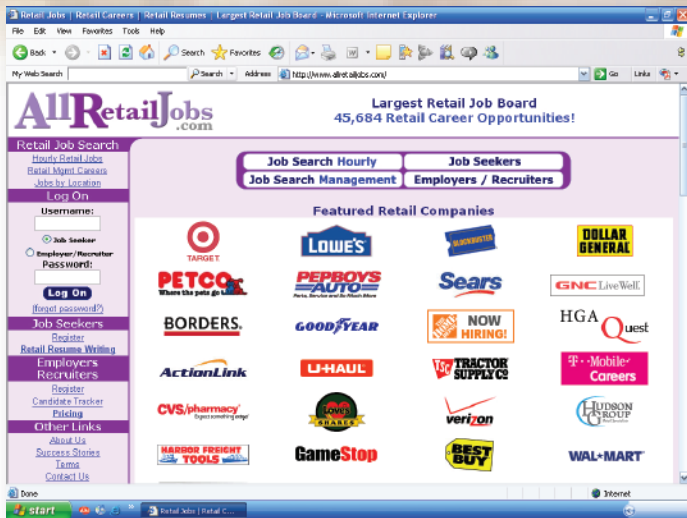




JOB POSTING & RESUME SEARCH INSTRUCTIONS



AllRetailJobs.com

The Largest Career and Recruiting Board for the Retail Profession

To follow are instructions on how to post a job and search resumes on AllRetailJobs.com. The “Job Outline Form” and “Resume Search Form” are both a one page form outline. You will find them split into 3 pages, for easier viewing of each section.

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LOG ON OPTIONS

Log on to your account via the log on area on the left side of the screen or via the Employers / Recruiters button, located in the middle of the screen.

The screenshot shows the AllRetailJobs.com website in a Microsoft Internet Explorer browser window. The browser title is "Retail Jobs | Retail Careers | Retail Resumes | Largest Retail Job Board - Microsoft Internet Explorer". The address bar shows "http://www.allretailjobs.com/". The website header includes the AllRetailJobs.com logo and the text "Largest Retail Job Board 45,684 Retail Career Opportunities!". Below the header, there are navigation tabs for "Job Search Hourly", "Job Search Management", "Job Seekers", and "Employers / Recruiters". The "Employers / Recruiters" tab is highlighted with a mouse cursor. A "Log On" overlay is positioned on the left side of the screen, containing a "Username:" field, radio buttons for "Job Seeker" and "Employer/Recruiter" (with "Employer/Recruiter" selected), a "Password:" field, a "Log On" button, and a "(forgot password?)" link. Below the log on overlay, there are links for "Candidate Tracker", "Pricing", and "Other Links" (About Us, Success Stories, Terms, Contact Us). The main content area is titled "Featured Retail Companies" and displays logos for various retailers including Target, Lowe's, Blockbuster, Dollar General, Petco, Pep Boys Auto, Sears, GNC LiveWell, Borders, Goodyear, The Home Depot (with a "NOW HIRING!" badge), HGA Quest, ActionLink, U-Haul, Tractor Supply Co, T-Mobile Careers, CVS/pharmacy, Loves Shares, Verizon, Hudson Group, Harbor Freight Tools, GameStop, and Best Buy. The Windows taskbar at the bottom shows the Start button and the active window "Retail Jobs | Retail C...".

EMPLOYER / RECRUITER MAIN MENU



Searching Resumes - Click "Search Resumes" to begin. This option will say "Preview Resume Search" if resume search has not yet been purchased.

Posting Jobs - Click "Post Jobs" to begin. This option will not appear if job postings have not yet been purchased.

The screenshot shows the AllRetailJobs.com website interface. At the top, there are navigation buttons for "Job Search Hourly", "Job Seekers", "Job Search Management", and "Employers / Recruiters". The main content area is titled "Welcome First Last of Company:" and includes a prompt to "Click on any field to take the appropriate action." Below this, there are three main columns: "JOBS", "RESUMES", and "EDIT / REVIEW".

- JOBS Column:**
 - Candidate Tracker:** Store & Track your Apply Online Responses by Job, Date or Candidate Name. It's Free!
 - Post Jobs:** You have 100 Jobs Available Post Jobs to find qualified Retail Candidates.
 - Purchase More Jobs:** Purchase one or more Jobs. Multiple Job Packages available.
- RESUMES Column:**
 - Search Resumes:** You have resume search access up to 12/31/2008.
 - Purchase Resume Search:** Purchase more time for Resume Search access.
- EDIT / REVIEW Column:**
 - Edit Registration:** Edit your registration data.
 - Review Your Jobs:** Review and edit Jobs posted to your account during the last 120 days.
 - Delete Jobs
 - Re-post expired or deleted Jobs, or refresh active Jobs to return to the TOP of the list.
 - Special Pricing:** Check out our promotional deals!

JOB POSTING

All areas in **RED** must be filled out. If optional areas are not selected within the job posting, the selections will automatically default to minimum requirements, which will be visible on the job posting.

Position Title - Must be one position only.

Job Location - Select one location by typing one city and selecting a state from the drop-down menu or post statewide by leaving the city field blank and selecting one state. Select country (USA, Canada or Other). "Other" field must contain an actual country's name. "Nationwide" or anything similar is not allowed.

Job Classification - Select hourly or salary, depending on the pay structure.

Compensation (Optional) - Enter minimum and maximum salary or hourly rate.

Job Type - Select either Full Time, Part Time, and/or Contract or Temporary.

Education, Experience and Travel Requirements (Optional) - Choose one option each from these drop-down menu options.

AllRetailJobs.com - Windows Internet Explorer provided by Yahoo!

http://www.allretailjobs.com/cgi-local/recru.cgi?action=Post_Jobs&Usrc=arjfakele&Pswd=12046817-882944943-326798541

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AllRetailJobs.com

AllRetailJobs.com Job Search Hourly Job Seekers Job Search Management Employers / Recruiters

POST JOB : Complete the Job Outline and Details below.
This data will be used in our database to help candidates sort jobs to meet their specific requirements.
(Note: Required fields are indicated in RED text)

JOB OUTLINE

Position Title :

Job Location City : or Office at Home
Enter only ONE actual city name above or leave blank

State / Province : (select one)

Country : USA Canada Other:

Job Classification: Salary Hourly

Compensation: (optional) Minimum: \$ Maximum: \$
ex. Salary 45,000 60,000
ex. Hourly 7 8

Job Type : Full Time Part Time Contract Temporary

Education Required : None

Experience Required : Entry Level

Travel Required : Negligible

Industry (select 1 - 3) **Category (select 1 - 6)**

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JOB POSTING

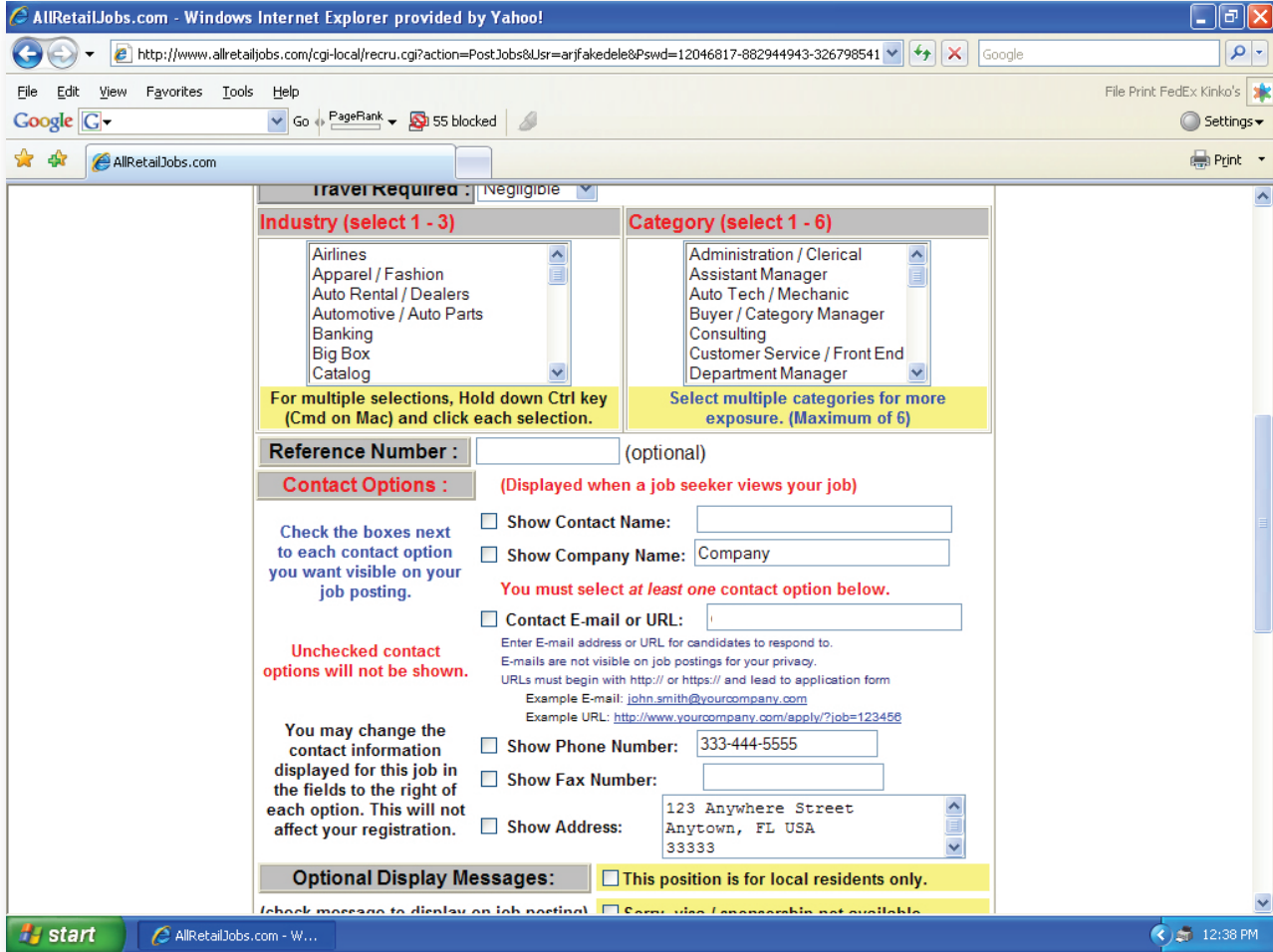
All areas in **RED** must be filled out. Contact information within the job posting can be changed and will not affect the main registration information.

Industry and Category - Select up to 6 categories that best describe the job you are posting and up to 3 industries which best describe your company. To choose more than one, hold down the control key (cmd on Mac) and click on the multiple choices to highlight..

Reference Number (Optional) - Enter any number/letter combination that indicates the job that the candidate is applying to.

Contact Options - This section contains 6 options and is automatically filled in based on your registration information. Check at least one of the last four boxes (email, phone number, fax number and mailing address). A direct URL can be placed in the email field to direct candidates to your ATS system.

Confidential Postings - Replace your company name with "Confidential" and keep the contact name box unchecked. Contact email may be used, as your email address will NOT be visible in the job posting.



JOB POSTING

All areas in **RED** must be filled out. You may add basic html to your text in order to bold, highlight, add bullets, color, center and increase your font size.

Job Description - Type or copy and paste your job description into this field (up to 10,000 characters). You may include job requirements here, or use the second field, "Job Requirements", to describe the minimum qualifications needed for the position.

Company Information (Optional but Recommended) - Use this field to include background information on the company and desirability of working for your organization. Company information is displayed at the top of the posting.

Once you have completed the job outline, click the continue button. You will have the opportunity to review your job posting before posting live. If you need to make any changes before posting, click "Edit Job First". This will bring you back to the job outline. If no changes are needed, click "Post Now".

The screenshot shows a web browser window titled "AllRetailJobs.com - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL: <http://www.allretailjobs.com/cgi-local/recru.cgi?action=PostJobs&Usr=arfakadele&Pswd=12046817-882944943-326798541>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar has a search engine dropdown set to Google and a search button. The main content area is titled "JOB DETAILS" and contains the following instructions and form fields:

JOB DETAILS

If you are copy and pasting, use **Job Description** box below.
Job Requirements and Company Profile are optional.

Job Description - Required (Maximum Length: 10,000 characters - No URLs)
Right-click inside box, then select "Paste" to paste information.
(This field automatically wraps text)

Job Requirements - Optional (Maximum Length: 5,000 characters - No URLs)
(This field automatically wraps text)

Company Profile - Optional (Maximum Length: 5,000 characters - No URLs)
(This field automatically wraps text)

At the bottom of the form is a "CONTINUE" button.

RESUME SEARCH

All areas in **RED** must be selected. To select multiple categories and/or industries, hold down the control key (cmd on Mac). The default for these fields is 'all'.

Save Your Search (Optional) - You may save your search criteria for future needs using this tool. Simply enter a title for your search criteria. All saved searches can be found in the "Saved Search Menu" on your log in page.

Industry - Click your desired industries. We recommend selecting the industries that best compliment your company and the type of background you'd like your new employee to have.

Category - Click your desired categories. Select the categories that best describe the position you are looking to fill, including responsibilities, qualifications and requirements.

AllRetailJobs.com - Windows Internet Explorer provided by Yahoo!

http://www.allretailjobs.com/cgi-local/resresearch.cgi?action=SendRForm&Usr=arjfakele&Pswd=12046817-882944943-326

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AllRetailJobs.com

AllRetailJobs.com

Job Search Hourly Job Seekers
Job Search Management Employers / Recruiters

RESUME SEARCH:
[click for search tips](#)

- Choose an **Industry** and **Job Category**. All other fields are optional.
- For multiple selections, Hold down Ctrl key (Cmd on Mac) while clicking selections.

Save your search criteria and save time!
To save your search criteria for future use, simply type a name for your search in the box (Example: Store Manager).
• Save unlimited searches!
• You can then search with a single click from your [Saved Search Menu](#).

Industry (select all that apply)

- All Industries
- Airlines
- Apparel / Fashion
- Auto Rental / Dealers
- Automotive / Auto Parts
- Banking
- Big Box

Category (select all that apply)

- All Categories
- Administration / Clerical
- Assistant Manager
- Auto Tech / Mechanic
- Buyer / Category Manager
- Consulting
- Customer Service / Front End

2. 2. Location (select up to 6 locations)

Search by City (optional)

City:
(State / Province must be selected for City Search)

Radius: Up to 50 miles

Region / State / Province

- All
- USA
- Canada
- International
- Northeast (USA)

start AllRetailJobs.com - W... 12:40 PM

RESUME SEARCH

Location (Optional) - Select a region, state or province. To narrow your search, by typing in a city, you must select a state as well. You can also perform a radius search of up to 50 miles.

Relocation (Optional) - To view only local candidates, living in your selected location, keep “Local Candidates Only” as yes. If you wish to view all candidates who match your search criteria who are willing to relocate, please select “No” in this section.

Compensation (Optional) - Should you decide to enter this information, be sure to use the same format as the examples shown. Although we do not have the candidate's desired salary, our search engine will only show candidates that are seeking salaries within your chosen range.

Type of Job (Optional) - Select the type of job you are trying to fill. You may select more than one by holding down the control key (cmd on Mac) and clicking each one. Any resume satisfying at least one job type will be included in your results.

The screenshot shows a web browser window with the URL <http://www.allretailjobs.com/cgi-local/ressearch.cgi?action=SendRForm&Ustr=arjafakedele&Pswd=12046817-882944943-326>. The page is titled "AllRetailJobs.com - Windows Internet Explorer provided by Yahoo!". The search form is divided into several sections:

- 2. 2. Location (select up to 6 locations)**:
 - Search by City (optional)**: Includes a "City:" text input field and a note "(State / Province must be selected for City Search)".
 - Radius**: A dropdown menu set to "Up to 50 miles" with a note "(Radius search works for continental USA only)".
 - Relocation**: A section with a yellow background containing the text "LOCAL CANDIDATES ONLY ?" and two radio buttons: "Yes" (selected) and "No".
 - Region / State / Province**: A dropdown menu with options: All, USA, Canada, International, Northeast (USA), Southeast (USA), Central (USA), Northwest (USA), Southwest (USA), Alabama, and Alaska.
- 3. Compensation (select either Annual Salary or Hourly Wage)**: Includes a note "(What salary or wage range fits the position you are filling?)", two radio buttons for "Annually (\$ / yr.)" (example \$45,000) and "Hourly (\$ / hr.)" (example \$11), and two input fields for "Minimum: \$" and "Maximum: \$".
- 4. Type of Job (what type of job is the position you are filling?)**: Includes a dropdown menu with options: Full Time, Part Time, Temporary, and Contract. To the right, it says "Select any job types to search for. Any resume satisfying at least one job type will be included in the search."
- 5. Ability to Travel (how much travel does the position you are filling require?)**: Includes radio buttons for "No travel required", "25%", "50%", and "Globetrotter".
- 6. Minimum Education Requirements**: Includes radio buttons for "Any", "High School or G.E.D.", "College (2 yrs)", and "College (4 yrs)".

RESUME SEARCH

Ability to Travel (Optional) - Select your preference depending on the amount of travel the position requires.

Minimum Education Requirements (Optional) - Select the minimum education requirements for the position you are trying to fill.

Minimum Experience Requirements (Optional) - Select the minimum experience requirements for the position you are trying to fill.

Keyword Search (Optional) - Use this tool to narrow down your search by indicating specific skills, accomplishments or experience. Use quotes around keyword phrases such as “merchandiser”. List your desired keywords, separating each word with a single space (no comma), and select to match “any” or “all” of your keywords.

Note: By selecting appropriate categories (above) you may not need to use keywords for most searches.

The screenshot shows the AllRetailJobs.com search interface. At the top, there are job type selection buttons: Full Time, Part Time, Temporary, and Contract. To the right, a text box says: "Select any job types to search for. Any resume satisfying at least one job type will be included in the search." Below this are several filter sections:

- 5. Ability to Travel (how much travel does the position you are filling require?)**
 No travel required 25% 50% Globetrotter
- 6. Minimum Education Requirements**
 Any High School or G.E.D. Trade School College (2 yrs) College (4 yrs) Post Graduate
- 7. Minimum Experience Requirements**
 Entry level 6 mo. - 2 years 2 - 5 years 5 - 10 years 10+ years
- 8. Keyword Search:** [text input] [search tips](#)
Match: Any word All words
(Optional: Use to narrow down your search by indicating specific skills, accomplishments or experience.)
List each keyword with a space in between.
Use quotes around keyword phrases such as "store manager".

At the bottom of the form, there is a "Results per page:" dropdown menu set to 25, and two buttons: "Search Now" and "Reset Form".

Select your results - 25, 50 or 100 resumes per page, then click “Search Now”.

RESUME SEARCH

Your search criteria are summarized at the top of the search results page. The number of pages and resumes that match your search criteria will be displayed, followed by the candidates' summaries (most recently posted resumes appear first).

Save Search (Optional) - You may save your search criteria from this page. Simply enter a title for your search criteria in the "Enter Search Name" box and click "Save This Search". All saved searches can be found in the "Saved Search Menu" on your main employer menu.

Summary - Includes the candidate's name, location, education level, years of experience, desired position, brief resume summary and the date the resume was posted.

Viewing the Resume -click on the "view details" link to open the candidate's resume. You may also click on the double box next to view details in order to open the resume in a new browser window. The resume will be formatted exactly how the job seeker entered it into the system.

The screenshot shows the AllRetailJobs.com website interface. At the top, there are navigation buttons for "Job Search Hourly", "Job Seekers", "Job Search Management", and "Employers / Recruiters". The main heading is "Resume Search" with a link to "(View Saved Resume Searches)".

A legend explains the resume summary format: "Legend for Resume Summaries: All Resume Summaries are listed in the below format. To view further details for a resume, click the [View Details] link for that resume. Click the [icon] icon to open the details in a new window. Scroll down to view your search results." Below this is a table with columns for Candidate Name, Education, Desired Position, Location, Experience, and Resume Summary. A "View Details" link with a double box icon is shown below the table.

The "Search Criteria" section lists: Industries: All industries, Categories: All categories, Location: NY, City: New York, Radius: 50 miles, Local Candidates Only: Yes, Compensation: Any, Type of Job: FT, PT, Temporary, Contract, Travel Required: No travel required, Minimum Education: Any, Minimum Experience: Any, and Keywords: --. There is an "Enter Search Name:" field and a "Save This Search" button.

At the bottom, it says "Page 1 of 822" and "Summary 1 - 25 from 20545 resumes found". A table shows the first search result:

Anonymous	2 year degree	Assistant Manager
Cliffside Park, NJ	2 - 5 years exp.	SALES EXECUTIVE Managed accounts in states from New York to New Jersey, Virginia, DC, and Maryland and was in charge of new business development.
Posted 06/19/08	View Details	

RESUME FORWARDING

New Feature: Send this resume by E-mail

From:	<input type="text"/>
To:	<input type="text"/>
Subject:	Resume Forwarded from AllRetailJobs.com
(optional) Introduction:	<input type="text"/>
<input type="button" value="E-mail This Resume"/>	

Resume Forwarding Tool - Below every resume, there is a convenient resume forwarding feature, which allows you to forward resumes via email.



QUESTIONS? CONTACT US:

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