



**AGEMPLOYMENT.COM**



**YOUR FIELD, YOUR FUTURE™**

# **AgPloyee's Help Guide**

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# Welcome!

**We'd like to take a moment to say thank you for choosing AgPloyment.com to assist you in your search efforts. It is a partnership that we are excited to be a part of!**

Connecting job seekers with companies to fill open positions is only the beginning of our relationship with our users. We seek to provide valuable information and resources which will benefit all of our users, from students deciding which career path to take, to those late-career individuals who are getting ready to retire, to the companies that employ them, and everyone between. No matter where you are in your career, or which side of the table you are on, AgPloyment.com is here to help!

That is our Philosophy here at AgPloyment.com, and we mean every word. So, if you ever have any suggestions on ways we can better the site, or provide more value to our users, please let us know.

Our Mission is to connect, educate, inspire, and support our AgPloyer and AgPloyee users, ensuring success throughout their careers in the agriculture industry via the valuable information, resources, and opportunities available through AgPloyment.com and its partners.

We also Promise to continuously reinvest in AgPloyment.com to provide the best and most useful information and resources to our users by focusing on their wants and needs.

Our Vision is to be the leading career resource for the agriculture industry. With your help, we can make that a reality.

**We know you have a lot of options when it comes to your job search, so thanks again for choosing us!**

# Getting Started


Let's get a feel for the AgPloyment.com job board home page!




In the image of the job board home page above you will see the following:

- Our logo in the center – Links back to the job board homepage
- Two menus in the upper right corner – Sign up/log in to AgPloyee or AgPloyer accounts
- A menu in the top bar below logo – Links to other sections of AgPloyment.com (See *Other AgPloyment.com Resources*)
- A search field – Search for current job opportunities posted on the job board


### Featured AgPloyers




**Smith & Associates**  
Austin, TX



**Ruben & James, LLC**  
New York, New York



**Green Pastures, Inc.**  
Los Angeles, California



**Big Ag Corp**  
Miami, Florida

< >

[POST A JOB](#)

Sign up for Job Alerts

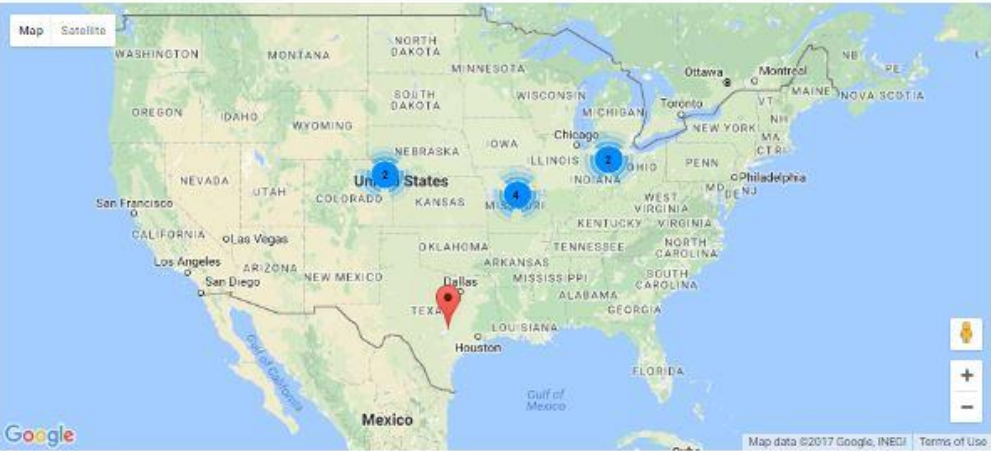
Keywords

ALL CATEGORIES -

Send Daily

[CREATE ALERT](#)

### Jobs Map



### Jobs by Category








- [Administrative & Customer Service](#)
- [Ag & Farm Equipment](#)
- [Ag Lobbying, Policy, & Government](#)
- [Agribusiness](#)
- [Agronomy](#)
- [Animal Systems](#)
- [Biotechnology](#)

Scrolling down the page below the search field you will see:

- Featured AgPloyers carousel on left
- Jobs Map below the carousel
- “Post A Job” button on top right – Links to our job posting products page
- Email Job Alerts signup below the “Post A Job” button – we *highly* recommend job seekers use this fantastic tool!
- Job Categories menu – Each link will show jobs which have been tagged for that category



Latest Jobs

	<b>Assistant Plant Manager</b> AgPloyment.com, LLC	Columbia, Missouri	Apr 20 <span style="color: red; font-weight: bold;">Urgent!</span>
	<b>District Sales Manager</b> AgPloyment.com, LLC	Columbia, Missouri	Apr 09
	<b>Precision Ag Specialist</b> AgPloyment.com, LLC	Columbia, Missouri	Apr 20
	<b>Commercial Dairy Specialist</b> Green Pastures, Inc.	Madison, Wisconsin	Apr 09
	<b>Seed Sales/Agronomist</b> Smith & Associates	Fort Wayne, Indiana	Apr 09
	<b>Financial Analyst</b> Smith & Associates	Austin, Texas	Apr 09
	<b>Crop Insurance Adjuster</b> Ruben & James, LLC	Yuma, Colorado	Apr 09 <span style="color: red; font-weight: bold;">Urgent!</span>

- Communications & PR
- Crop Production
- Crop Protection
- Digital Media, Content & SEO
- Education & Extension
- Energy & Biofuels
- Engineering
- Environmental Sciences
- Farm Management
- Feed & Nutrition
- Fertilizer & Inputs
- Finance, Banking, & Accounting
- Fisheries & Wildlife
- Food
- Food Processing & Technology
- Forages

Scrolling down further you will see a list of current job opportunities. Note that Featured Jobs appear at the top of the list and are highlighted. Featured Jobs will also appear this way in any search or category results. “Urgent” stickers are another job post upgrade, and appear on the top right of each job listing.

Lastly, below the Job Category menu you will see another button, labeled “View AgPloyers”. This link will take you to the profile directory for every AgPloyer currently using AgPloyment.com.

**Next, we’ll take a look at the anatomy of a job post page!**

Viticulture & Enology

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Work From Home & Dealership Opportunities

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**VIEW AGPLOYERS**

## Let's go over what is included on a job post page!

The screenshot shows the AgPloyment.com website interface. At the top, there's a navigation bar with 'Jobs', 'AgPloyees', 'AgPloyers', 'Company', 'More', 'Help', and 'Post a Job'. Below that is a search bar with 'Keywords', 'Location', and 'Distance' filters, and a 'SEARCH' button. The main content area features a job post for 'Assistant Plant Manager' at AgPloyment.com, LLC, located in Columbia, MD. The job is posted on Apr 20 and has a salary of \$60,000. The job description includes duties and responsibilities, experience requirements, education (Bachelor's degree in agriculture), and preferred qualifications. There are also 'Additional Application Instructions' and an 'APPLY TO THIS JOB' button. To the right of the main job post, there are sections for 'Share this Job' (with social media links), 'Similar Jobs' (listing 'District Sales Manager' and 'Precision Ag Specialist'), and another 'APPLY TO THIS JOB' button.

To the left you will see an example job post page for “Assistant Plant Manager”

The main box includes:

- Job title
- Employer (could be a for-profit business, a non-profit/association, a recruiting firm, an educational institution, or other AgPloyer)
- Location
- Salary
- Reference #
- Duties & Responsibilities
- Experience required
- Education required
- Preferred Qualifications
- Description of the position
- Additional Application Instructions
- And the “Apply” button

The screenshot shows a 'Sign up for Job Alerts' form. It includes an 'Email Address' field, a 'Keywords' field, a dropdown menu for 'ALL CATEGORIES', and a 'Send Daily' checkbox. A green 'CREATE ALERT' button is at the bottom of the form. Below the form is a section titled 'Latest Jobs' with a list of job postings. The first job is 'Assistant Plant Manager' at AgPloyment.com, LLC, posted on Apr 20. Other jobs listed include 'Precision Ag Specialist', 'Director of Biotechnology', 'Formulations Specialist', and 'Commercial Dairy Specialist'. At the bottom of the page, there is a copyright notice: 'Copyright © AgPloyment.com, LLC 2016-2017' and a footer with links for 'Jobs', 'AgPloyees', 'AgPloyers', 'Company', 'More', 'Help', 'Post a Job', 'Privacy Policy', and 'Terms & Conditions'.

To the right of the main box you will see another “Apply” button, links to share this job on social media, and some related jobs that users may also be interested in.

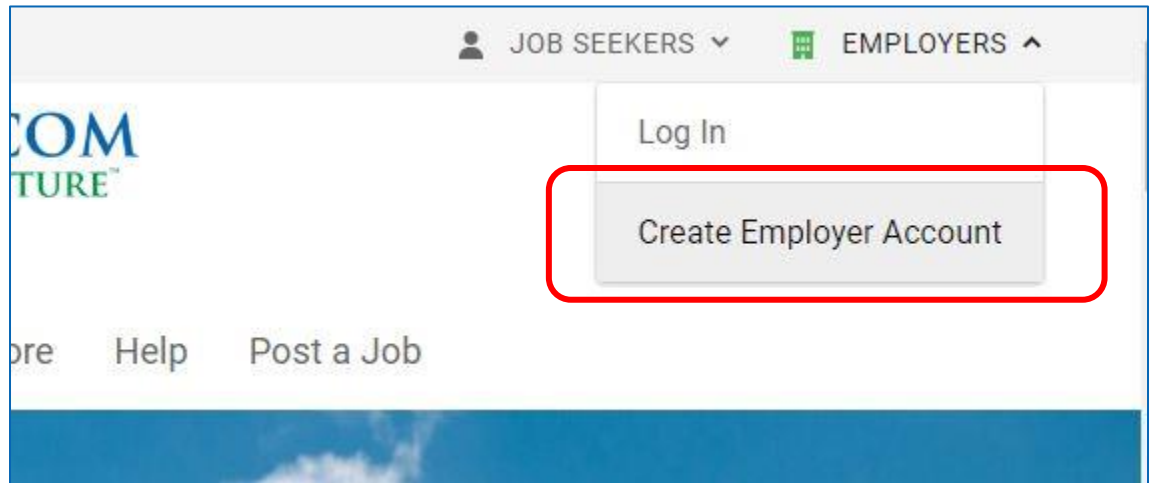
Below the main box is another signup form for Email Job Alerts (we **highly** recommend job seekers take advantage of this great tool).

At the bottom of the job post page is a box which displays more of the latest jobs on the job board, similar to the list on the job board home page.

Now that you know how to navigate the site, we'll move on to creating an account.

# Creating Your AgPloyee Account

Step 1:  
Open the  
Create Job  
Seeker  
Account  
wizard.

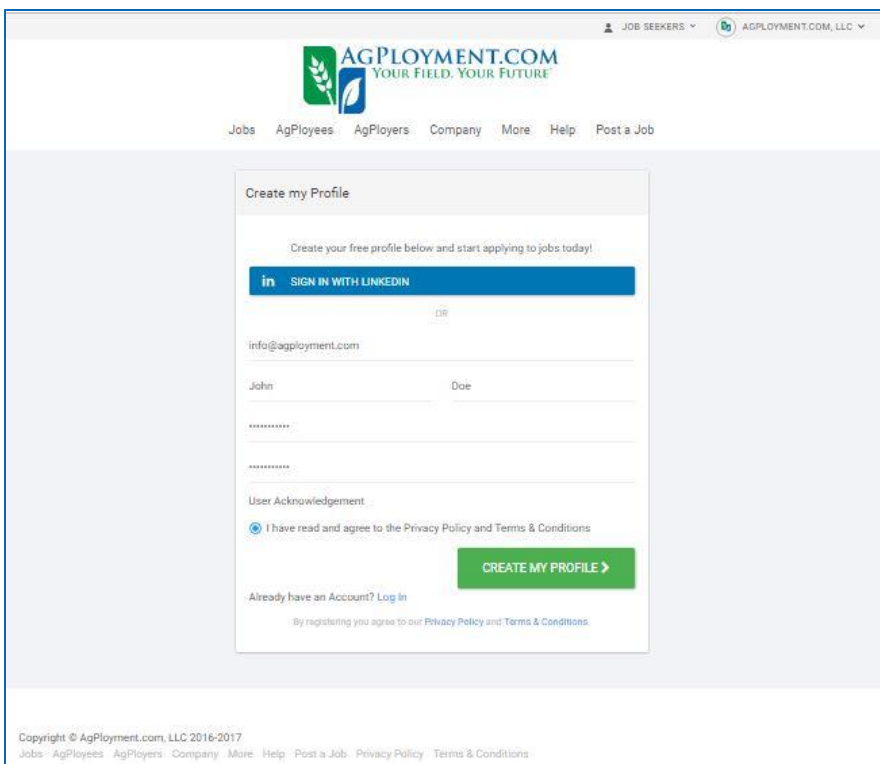


Step 2: Fill out the  
information.

We do not recommend signing  
in with LinkedIn to create an  
AgPloyee account, but it is  
available for your use.

Enter your email address, first  
and last name, and then create  
a secure password to use when  
accessing your account.

You must read the Privacy  
Policy and Terms & Conditions  
to continue (no, we don't like  
doing that either!).

A screenshot of the 'Create my Profile' form on the AgPloyment.com website. The form is titled 'Create my Profile' and includes a sub-header 'Create your free profile below and start applying to jobs today!'. There is a 'SIGN IN WITH LINKEDIN' button. Below that, there is a 'DR' dropdown menu. The email field contains 'info@agployment.com'. The first name field contains 'John' and the last name field contains 'Doe'. There are two password fields, each with a strength indicator. A 'User Acknowledgement' section has a radio button selected for 'I have read and agree to the Privacy Policy and Terms & Conditions'. A green 'CREATE MY PROFILE >' button is at the bottom right. At the bottom left, there is a link 'Already have an Account? Log In' and a small note 'By registering you agree to our Privacy Policy and Terms & Conditions.' The footer contains copyright information: 'Copyright © AgPloyment.com, LLC 2016-2017' and navigation links: 'Jobs - AgPloyees - AgPloyers - Company - More - Help - Post a Job - Privacy Policy - Terms & Conditions'.

Step 3: Move on to completing your profile!

# Completing Your AgPloyee Profile

Fill out as much information as you can!

We ask for the following information, most of which is displayed in your AgPloyee profile to AgPloyers:

## Basic Contact Information:

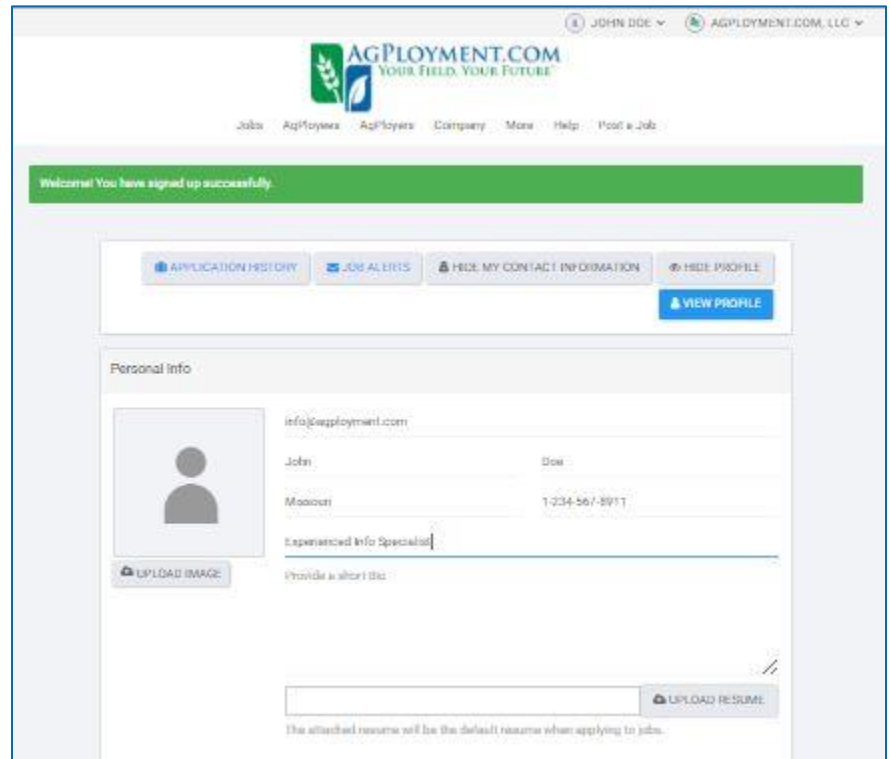
- Email address and name (prefilled from signup)
- Location and phone number

A Short Bio (to give AgPloyers a quick overview about yourself)

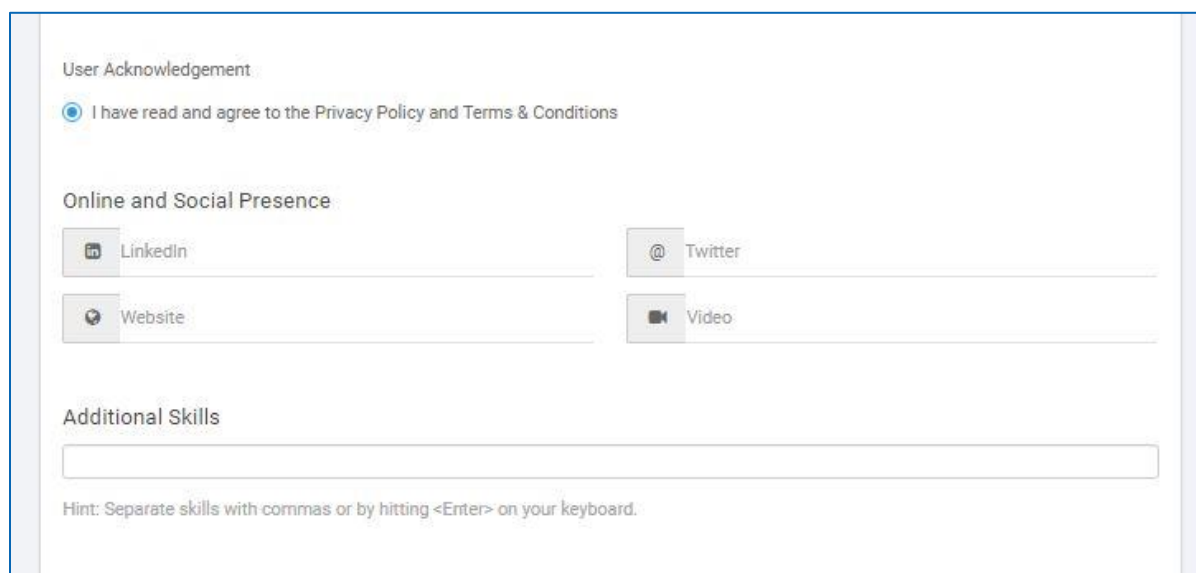
## Upload your Resume

Your selections regarding agreement to the Privacy Policy and Terms & Conditions from signup.

Next, you may enter your social media/online accounts so that AgPloyers may access them directly from your profile.



The screenshot shows the user profile page on AgPloyment.com. At the top, there is a navigation bar with the logo and the tagline "YOUR FIELD. YOUR FUTURE". Below the navigation bar, a green banner reads "Welcome! You have signed up successfully." The main content area is divided into several sections. The first section contains buttons for "APPLICATION HISTORY", "JOB ALERTS", "HIDE MY CONTACT INFORMATION", "HIDE PROFILE", and "VIEW PROFILE". The "Personal Info" section includes a profile picture placeholder with an "UPLOAD IMAGE" button, a text input field for "info@agployment.com", and fields for "John" (Name), "Dow" (Last Name), "Madison" (Location), and "1-234-567-8911" (Phone Number). There is also a text input field for "Experienced Info Specialist" and a "Provide a short bio:" label. At the bottom of the profile section, there is a text input field for a resume and an "UPLOAD RESUME" button. A note below the resume field states: "The attached resume will be the default resume when applying to jobs."



The screenshot shows the "User Acknowledgement" and "Online and Social Presence" sections of the AgPloyee profile. The "User Acknowledgement" section has a radio button selected for "I have read and agree to the Privacy Policy and Terms & Conditions". The "Online and Social Presence" section includes input fields for "LinkedIn", "Twitter", "Website", and "Video". Below these fields is an "Additional Skills" section with a text input field and a hint: "Hint: Separate skills with commas or by hitting <Enter> on your keyboard."

Don't forget to add a short list of skills to help AgPloyers find you through skills searches.

### Employment History

Occupation / Title  
Info Specialist

Company: AgPloyment.com, LLC      Location: Missouri

Start Month: January      Start Year: 2017      End Month:      End Year:

Creating and providing info to AgPloyment.com's wonderful users!

I currently work here      [REMOVE THIS POSITION](#)

[+ ADD POSITION](#)

Even though you have uploaded your resume, you should still complete the “Employment History”, “Education”, and “Certifications” sections of your profile, as it will assist AgPloyers in finding you for their open positions.

### Education

School: University of Info Technology

Grade:      Start year: 2012      End year: 2016

GPA: 3.14159

Description:

[REMOVE THIS EDUCATION](#)

[+ ADD EDUCATION](#)

### Certifications

Name: Certified Info Provider

Authority: American Society of Information      License number: 123456

Start Month: January      Start Year: 2017      End Month:      End Year:

Description:

[REMOVE THIS CERTIFICATION](#)

[+ ADD CERTIFICATION](#)

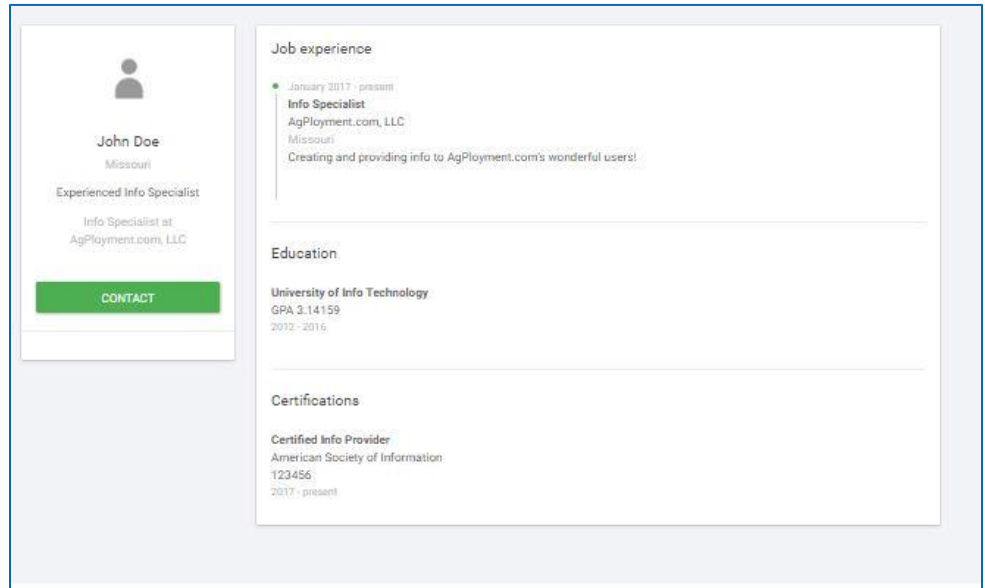
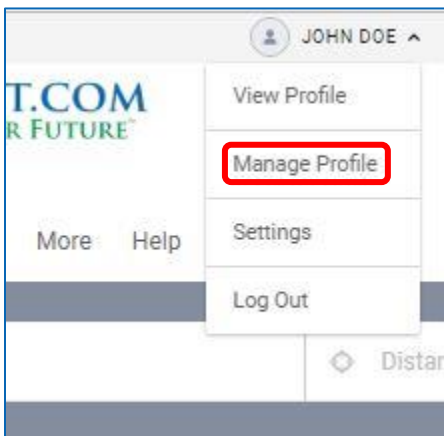
[UPDATE PROFILE](#)

Click “Update Profile” when finished.

# Editing Your AgPloyee Account/Profile

Once you have created your AgPloyee account and completed your profile AgPloyers will see your completed profile.

You may edit your profile by clicking on “Manage Profile” from the menu at the top right of your screen.

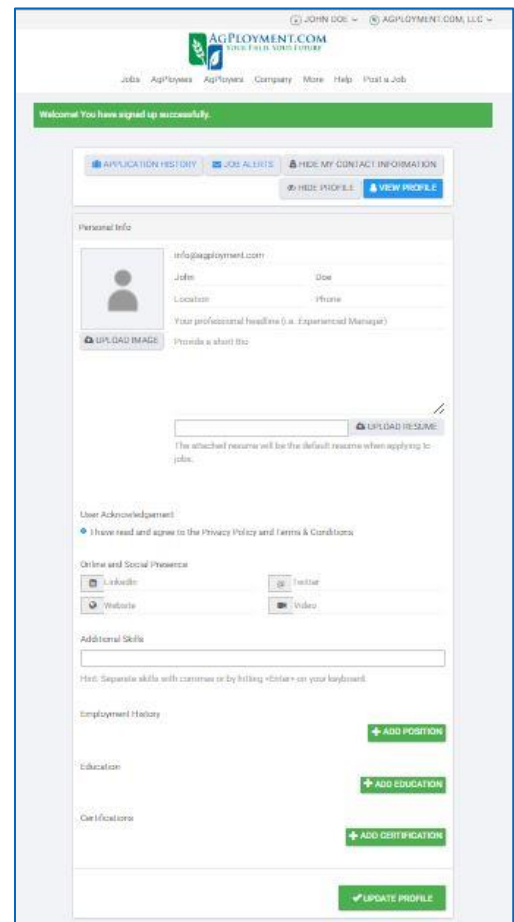


Doing so will take you to your profile where you can then upload a new resume, change your social media/online accounts, and add or remove skills, employment, education, and certifications.

Follow the steps in Chapter 3 (beginning on page 7 of this help guide) to complete/edit your profile.

It is a good idea to keep your profile as up-to-date as possible, since AgPloyers may be searching for someone with your background or skill sets.

If you select “View Profile” you will see your profile as it appears to AgPloyers. If you select “Settings” you will be able to change your email address and password.

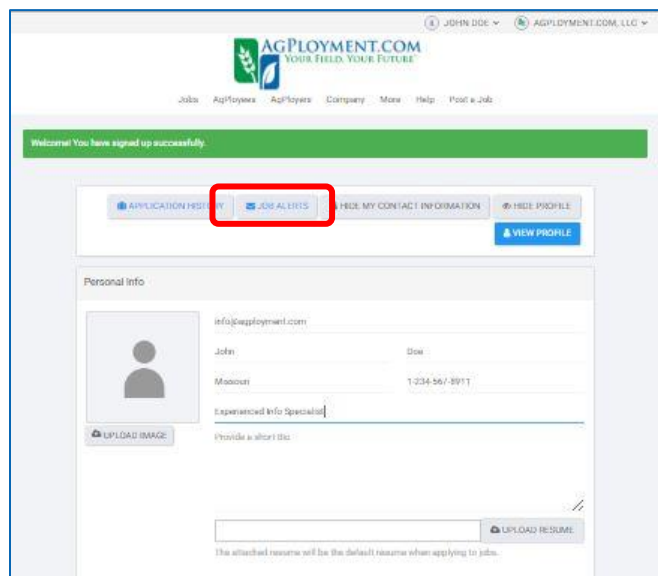
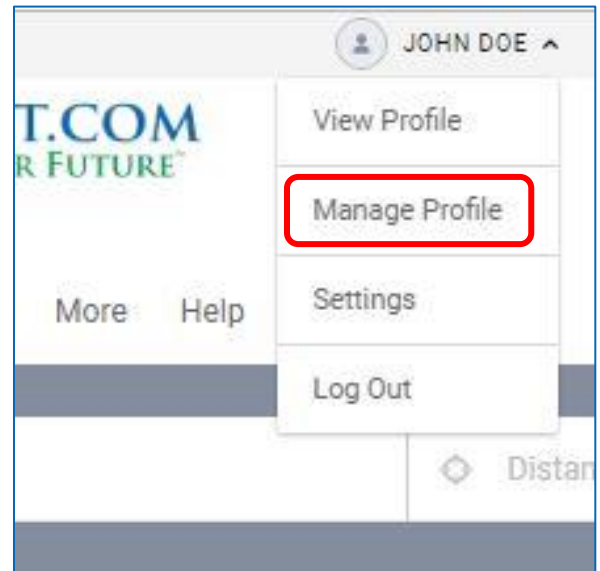




# Creating Email Job Alerts

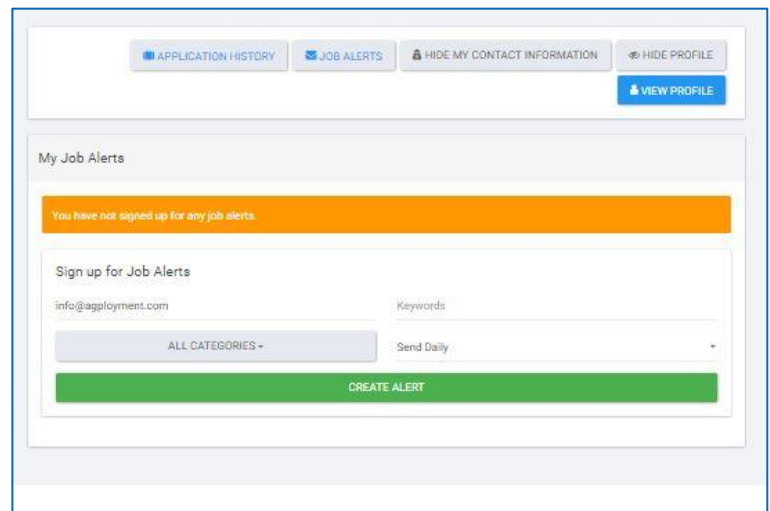
Creating email job alerts is one of the smartest things you can do as a job seeker. Whether you are actively searching or gainfully employed, email job alerts are the best way to stay on top of the best jobs available so that you never miss a great opportunity.

First, navigate to the dropdown menu at the top right of your screen and select “Manage Profile”.



This will take you to your Profile, where you can select the “Job Alerts” button at the top of the page.

This will take you to the Job Alerts page where you can set up multiple alerts. You can filter by the various categories and/or set keywords for the system to use.



The job alerts will be sent to the email listed on the page.

You can also set the alerts to be sent at certain time intervals. Just be sure you don't make the interval too long, or you might miss an opportunity!

# Searching For Jobs

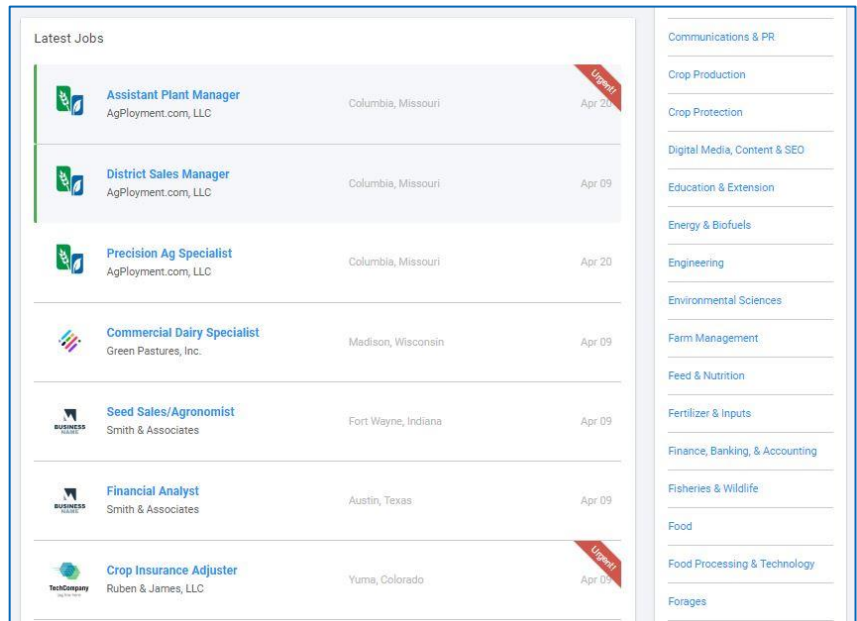
Whether you've already created an account or not, it's easy to search for jobs at AgPloyment.com!

Just remember, in order to apply for a position, you are required to have a valid account. We'll cover that in the next chapter of this help guide.



From the AgPloyment.com job board home page you have three options:

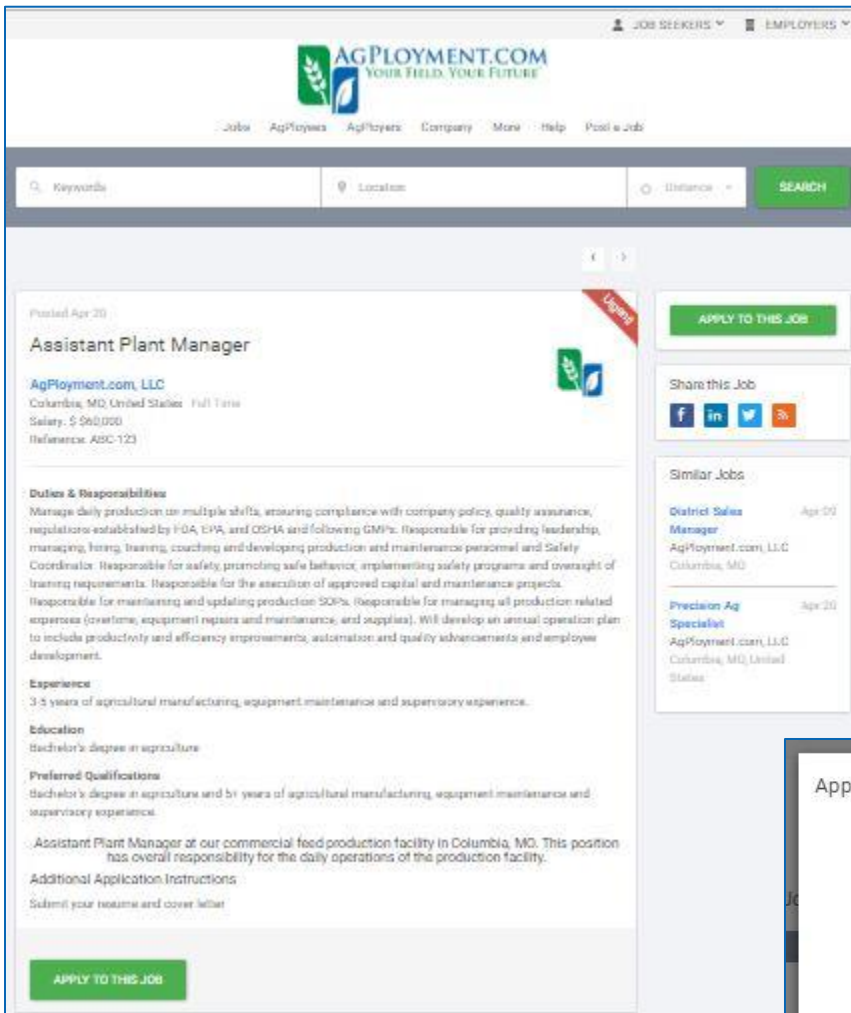
1. Use the search bar at the top of the page to search for positions by keyword or location.
2. Scroll down and search the list of Latest Jobs.
3. Use the list of Categories on the right sidebar to narrow your search by a specific field or type.



Once you have performed a search you will be able to continue filtering through other options in the left sidebar on the search results page.



# Applying To Jobs



When you have found a position that you are interested in simply click on it to be taken to the job details page.

On the details page you can read all of the details for the position, including salary, duties, required education and experience, etc.

The sidebar at the right gives you a few options to share the job with others, and also shows you similar jobs you may be interested in.

If you decide that you would like to apply for the position, simply scroll to the bottom of the page, or use the button at the top of the right sidebar, and click on “Apply To This Job”.

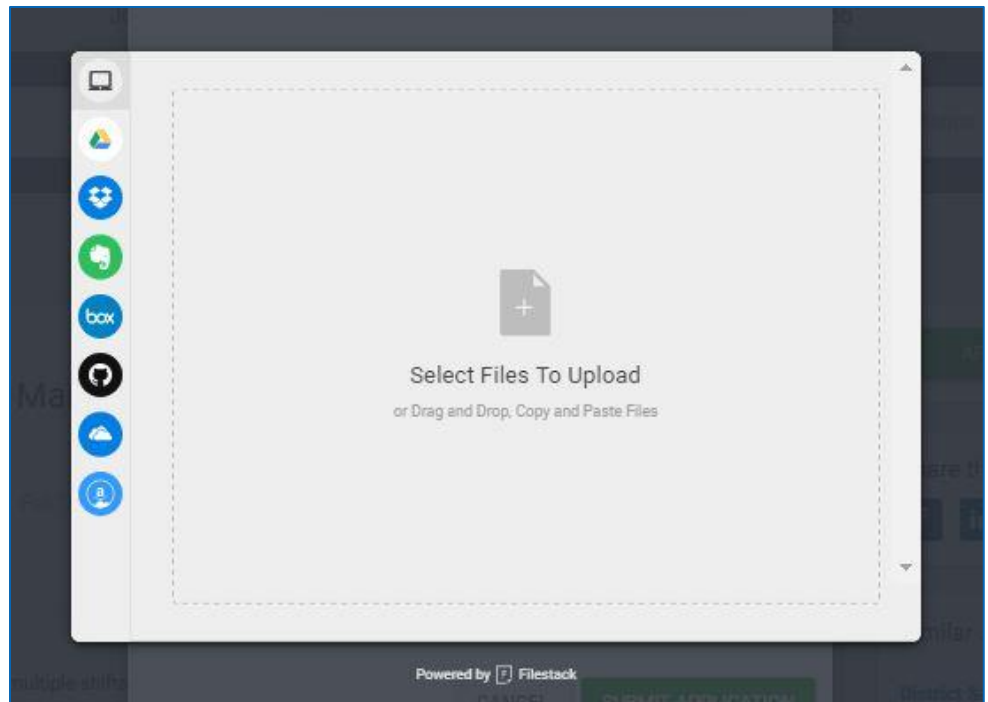
Doing so will open the application frame (or in some instances, take you to the AgPloyer’s application website).

Your information will preload, assuming you have completed your profile.

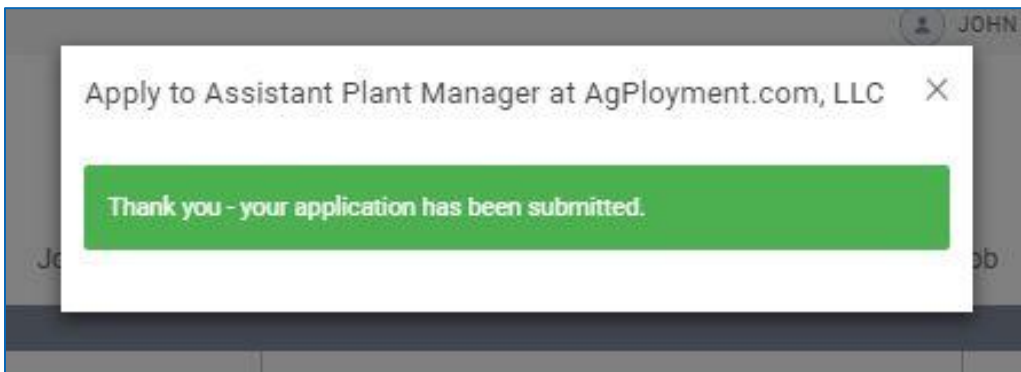
A screenshot of the application form for the Assistant Plant Manager position. The form is titled 'Apply to Assistant Plant Manager at AgPloyment.com, LLC'. It contains several input fields: 'Email' (info@agployment.com), 'Name' (John Doe), and 'Resume' (Resume.pdf). There is a text area for the 'Cover Letter' with a placeholder text: 'Enter the text for your cover letter here. We recommend tailoring your cover letter to each position applied for.' Below the cover letter field are three questions with radio button options: 'Do you meet this job's Experience requirements?' (Yes selected), 'Do you meet this job's Education requirements?' (Yes selected), and 'Do you meet this job's Preferred Qualifications?' (No selected). At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT APPLICATION'.

You will also have the opportunity to upload a different resume (we suggest tailoring both cover letters *and* resumes to each job if possible), and add the text for your cover letter (should always be unique to each position).

*To the right you can see that there are several options to choose from when uploading your resume.*

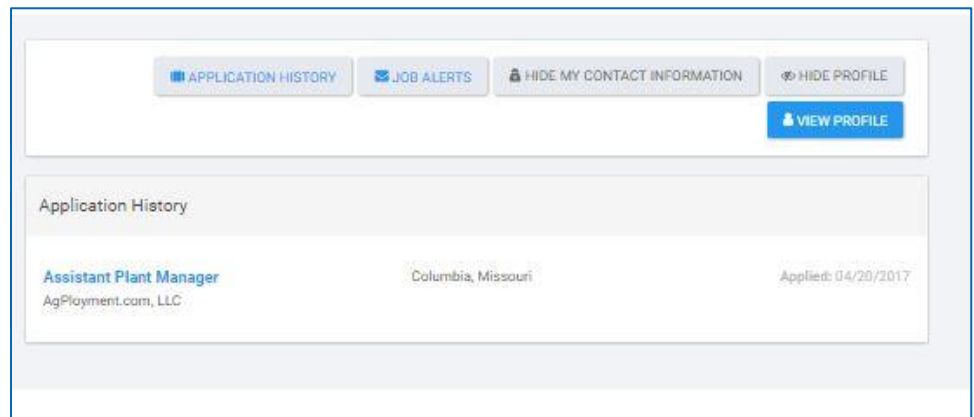


Answer a few screening questions and click on “Submit Application”.



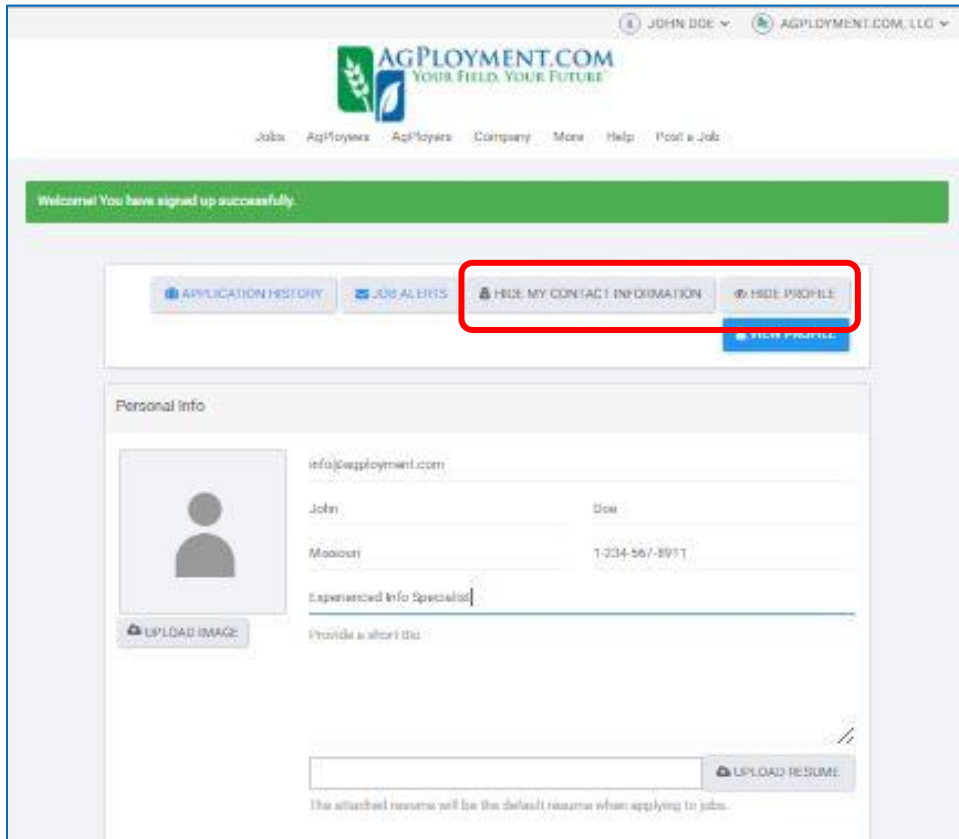
That’s it, you’ve applied for the position!

If you ever want to review your applications you may do so by navigating to your profile and clicking on the “Application History” button. This will show you the jobs you’ve applied for, their location, and the date you applied.



# Hiding Your Profile

Sometimes you may want to hide your profile or contact information from AgPloyers or AgriCruiters.



If you decide you do not wish to be contacted by AgPloyers or AgriCruiters about open positions, you may choose to hide your profile or contact information. You may do this at any time.

Doing so may mean that you will miss potential opportunities, so consider the pros and cons carefully.

To do so simply navigate to your profile and click “Hide Profile” or “Hide My Contact Information” at the top.

Remember to change these settings if you start your job search again!

# Other AgPloyment.com Resources

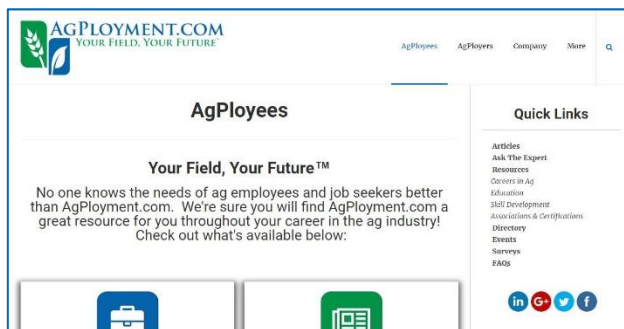


You might want to check out a few resources in particular: Careers, Certifications, Skills, and Education.

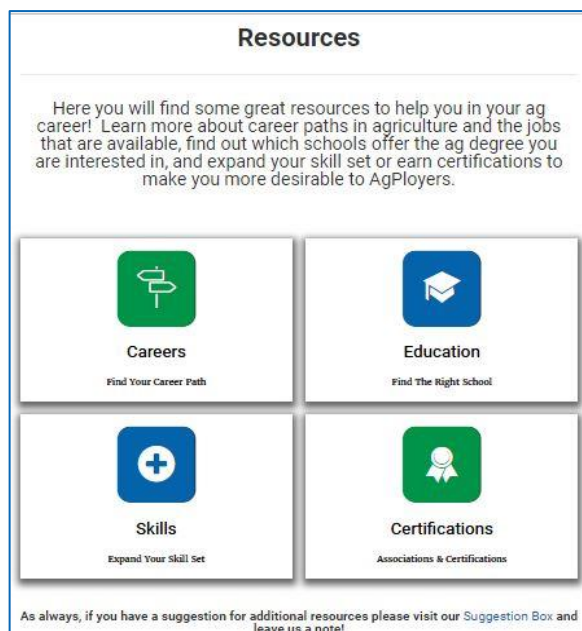
AgPloyment.com is chock-full of great resources, check out some of them below!

From the home page, you can navigate to the sections that you interest you the most.

To check out resources available to AgPloyees, simply click on the link!



You can find articles, news, tips, expert advice, and many other great resources specifically for you from the AgPloyee section.





Select your field of interest below



Agribusiness



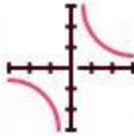
Animal Systems



Biotechnology



Communications & Education



Engineering & Technology



Food & Processing



Law



Natural Resources



Plant Systems

In Careers and Certifications, you can follow a specific path and learn more about career opportunities, job descriptions and requirements, and even a list of related professional organizations.

If you are planning your career, or planning a change in your career, this is a great place to go!

Perhaps you are interested in learning some new skills? Maybe you need to brush up on a specific topic for work, or to land your dream job? Well, in the Skills section we provide you with a great list of resources to help you gain those skills and fill out your résumé!

Are you trying to decide where to go to college, or thinking of getting an advanced degree? Do your research in our Education section! We have a very long list of colleges and universities in the U.S. with agriculture programs, and it's all broken down by state. You're sure to find the school that's right for you!

Skill Development

Specific Skills/Certifications	General Training/Skill Development
<a href="#">Microsoft Office</a>	<a href="#">Udemy</a>
<a href="#">4R Nutrient Stewardship</a>	<a href="#">Alison</a>
<a href="#">Livestock Quality Assurance</a>	<a href="#">Khan Academy</a>
<a href="#">Web Soil Survey</a>	<a href="#">GCE Learning.com</a>

Texas

Missouri

- [University of Missouri Columbia](#)
- [Missouri State University](#)
- [College of the Ozarks](#)
- [Truman State University](#)
- [Northwest Missouri State University](#)
- [Southeast Missouri State University](#)
- [University of Central Missouri](#)
- [Lincoln University](#)
- [Mineral Area College](#)
- [Crowder College](#)
- [State Fair Community College](#)
- [Missouri State University West Plains](#)
- [North Central Missouri College](#)

- [Texas A&M University](#)
- [Texas Tech University](#)
- [Tarleton State University](#)
- [Sam Houston State University](#)
- [West Texas A&M University](#)
- [Texas A&M University Commerce](#)
- [Texas State University San Marcos](#)
- [Prairie View A&M University](#)
- [Abilene Christian University](#)
- [Texas A&M University Kingsville](#)
- [Sul Ross State University](#)
- [Angelo State University](#)
- [Lubbock Christian University](#)
- [North Central Texas College](#)
- [Grayson College](#)
- [Western Texas College](#)
- [Texas Christian University](#)

North Carolina

- [North Carolina State University](#)
- [North Carolina A&T State University](#)
- [Wayne Community College](#)
- [Surry Community College](#)

Iowa

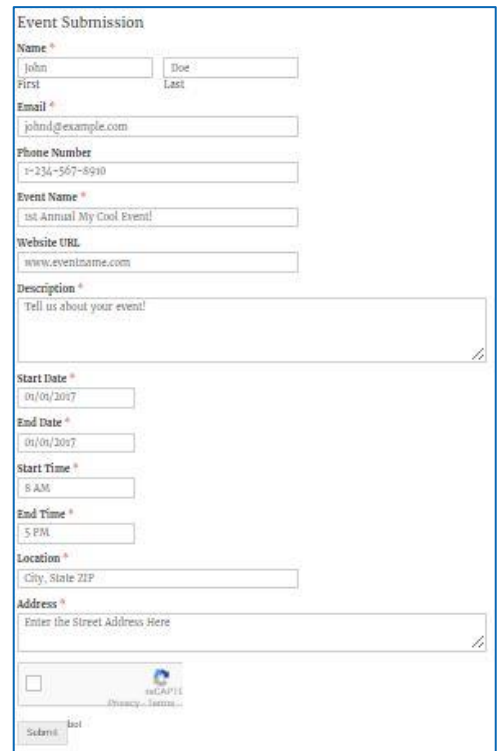
- [Iowa State University](#)
- [Dorrit College](#)
- [Kirkwood Community College](#)
- [Hawkeye Community College](#)
- [Northeast Iowa Community College Calmar](#)
- [Des Moines Area Community College](#)

Kansas

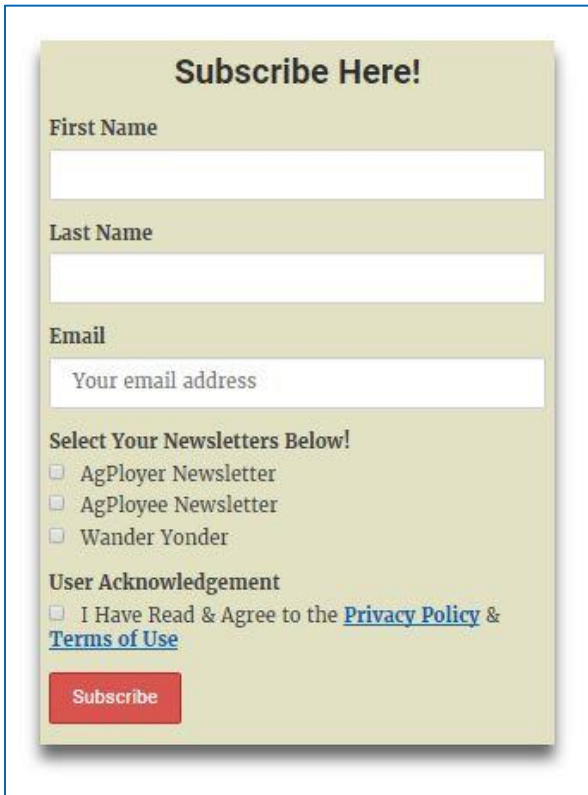
- [Kansas State University](#)
- [Fort Hays State University](#)
- [Buder Community College](#)
- [Hutchinson Community College](#)
- [Colby Community College](#)
- [Dodge City Community College](#)

Don't forget about our Events page! Users may submit events to us on the site by filling out the form on the right, and if the event seems like it could be valuable to a large number of users we will gladly post it on the Events page for all to see. This is a great way for you to stay informed about what's happening in ag.

We also provide three (3) newsletters to our users, just subscribe using the form below, which is located throughout our site.



The Event Submission form includes the following fields: Name (First and Last), Email, Phone Number, Event Name, Website URL, Description, Start Date, End Date, Start Time, End Time, Location (City, State, ZIP), and Address. It also features a reCAPTCHA security check and a Submit button.

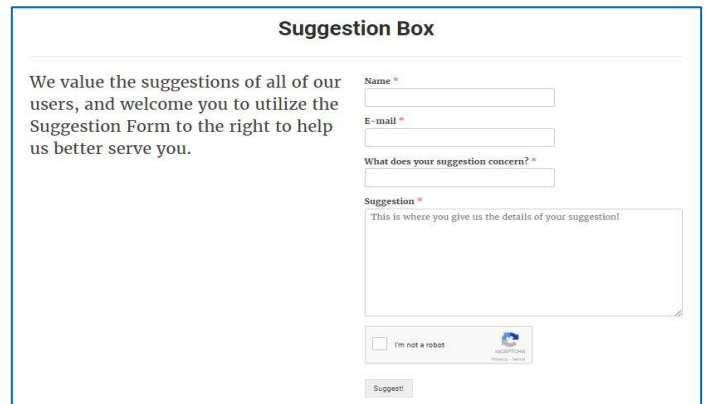


The 'Subscribe Here!' form includes fields for First Name, Last Name, and Email. Below these are three newsletter options: AgPloyer Newsletter, AgPloyee Newsletter, and Wander Yonder. It also includes a 'User Acknowledgement' section with a checkbox for 'I Have Read & Agree to the Privacy Policy & Terms of Use' and a red 'Subscribe' button.

These newsletters include our most recent articles, news, tips, interviews, and more. Don't miss out on this great info, sign up today!

As always, we welcome your feedback. If you ever have an idea or suggestion on ways we can improve our site or the content we provide, please head on over to our [Suggestion Box](#) and leave us a note!

At AgPloyment.com we are 100% focused on our users. We are always updating and adding new content, and we do our best to be responsive to the wants and needs of our users.



The Suggestion Box form includes a text area for the suggestion, a Name field, an E-mail field, a dropdown for 'What does your suggestion concern?', and a reCAPTCHA security check. It also features a 'Suggest' button.

Check the site often, you never know what you're going to find!