



**AGEMPLOYMENT.COM**



**YOUR FIELD, YOUR FUTURE™**

# **AgPloyer'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.

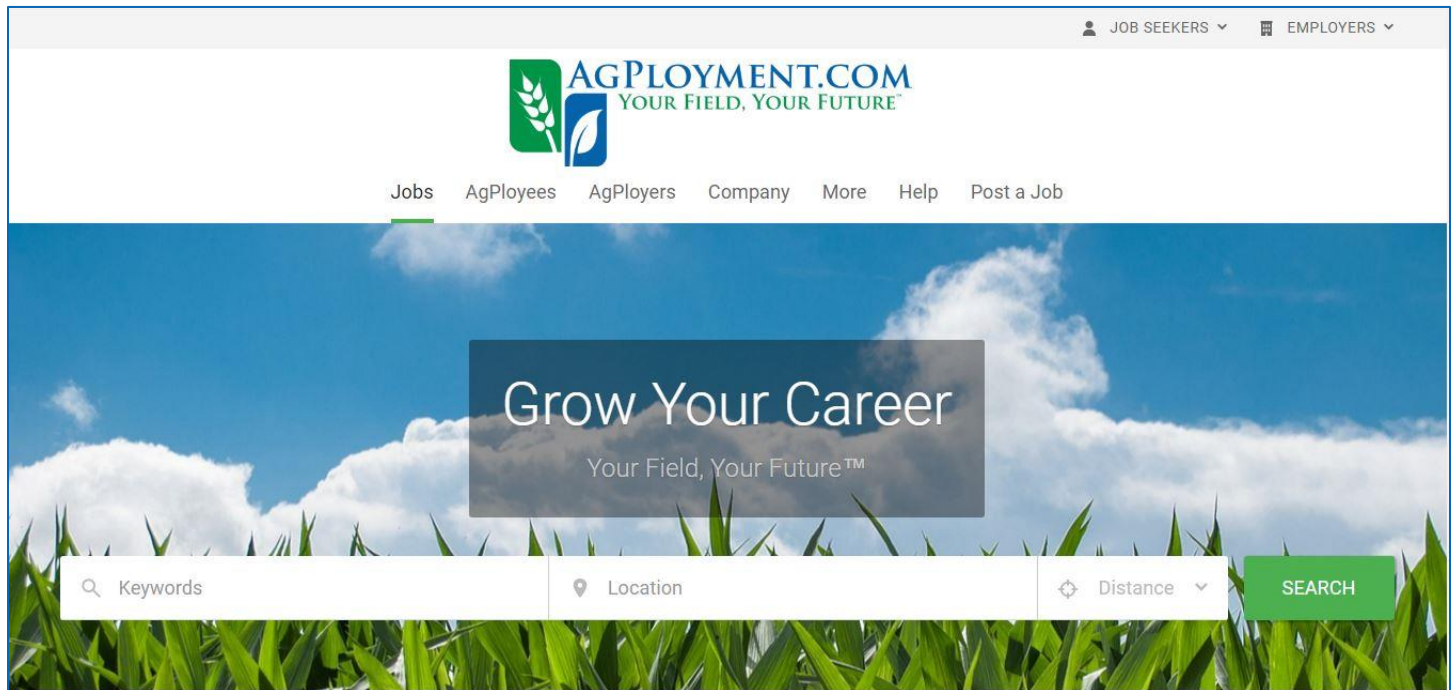
We also Promise to continuously reinvest in AgPloyment.com to provide the best and most useful information and resources to our users by focusing on their wants and needs.

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 advertising your open positions, 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

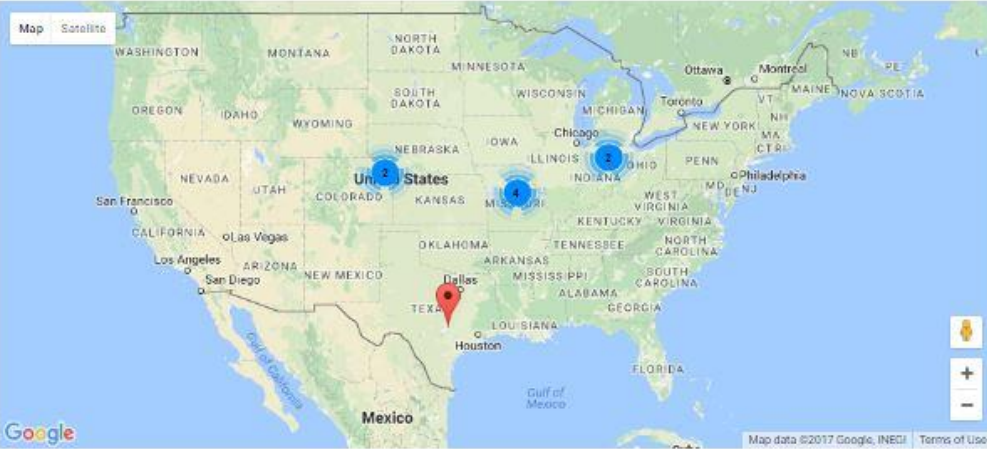
Keywords

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

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Crop Production

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Crop Protection

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Digital Media, Content & SEO

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Education & Extension

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Energy & Biofuels

---

Engineering

---

Environmental Sciences

---

Farm Management

---

Feed & Nutrition

---

Fertilizer & Inputs

---

Finance, Banking, & Accounting

---

Fisheries & Wildlife

---

Food

---

Food Processing & Technology

---

Forages

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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 fields for 'Keywords', 'Location', and 'Distance', and a 'SEARCH' button. The main content area features a job post for 'Assistant Plant Manager' at AgPloyment.com, LLC, Columbia, MD, with a salary of \$60,000 and reference ABC-123. The job description includes duties and responsibilities, experience, education, and preferred qualifications. There are 'APPLY TO THIS JOB' buttons at the top right and bottom left of the job post. To the right of the job post, there are social media sharing options (Facebook, LinkedIn, Twitter, Email) and a 'Similar Jobs' section listing 'District Sales Manager' and 'Precision Ag Specialist'.

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 the bottom section of the job post page. It features a 'Sign up for Job Alerts' form with fields for 'Email Address' and 'Keywords', a dropdown menu for 'ALL CATEGORIES', and a 'Send Daily' checkbox. Below the form is a 'CREATE ALERT' button. Underneath is a 'Latest Jobs' section with a list of job postings: 'Assistant Plant Manager', 'Precision Ag Specialist', 'Director of Biotechnology', 'Formulations Specialist', and 'Commercial Dairy Specialist'. At the bottom, there is a copyright notice for 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).

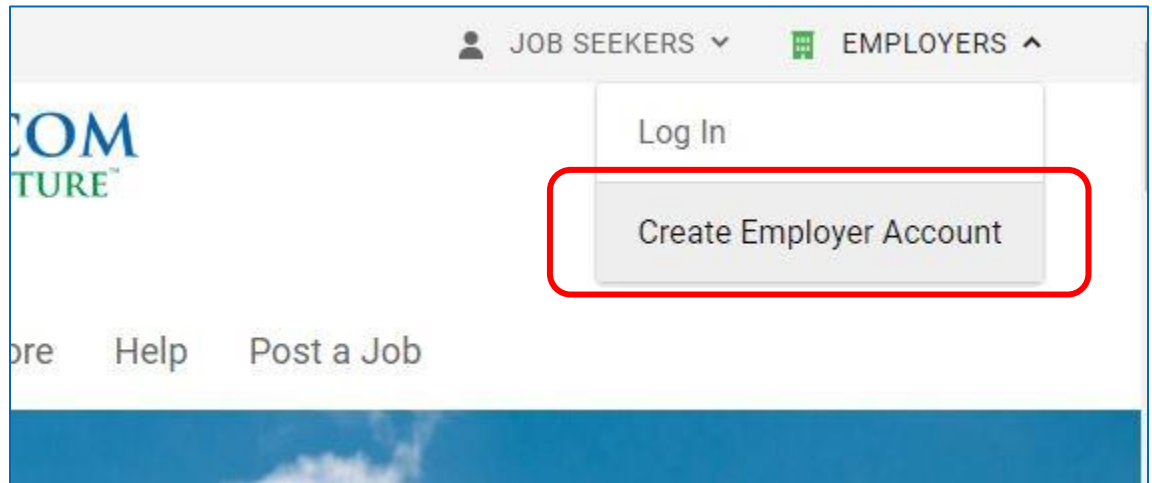
At the bottom of the job post page is a box which displays more of the latest jobs on the job board, similar to the list on the job board home page.

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



# Creating Your AgPloyer Account

Step 1:  
Open the  
Create  
Employer  
Account  
wizard.

A screenshot of the 'Create Employer Account' registration form. The form is titled 'Create Employer Account' and includes a sub-header: 'Sign up below and advertise your open positions to great candidates today!'. There is a blue button with the LinkedIn logo and the text 'SIGN IN WITH LINKEDIN'. Below this, there is an 'OR' separator. The form contains several input fields: 'Email Address', 'Company name', 'Password', and 'Password Confirmation'. There is a 'User Acknowledgement' section with a radio button and the text 'I have read and agree to the Privacy Policy and Terms & Conditions'. Below this is a dropdown menu labeled 'What type of AgPloyer are you?' with 'Type' as the selected option. At the bottom right of the form is a green button labeled 'REGISTER >'. At the bottom left, there is a link: 'Already have an Account? Log In'. At the very bottom, there is a small text: 'By registering you agree to our Privacy Policy and Terms & Conditions.'

Step 2: Fill out the  
information.

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

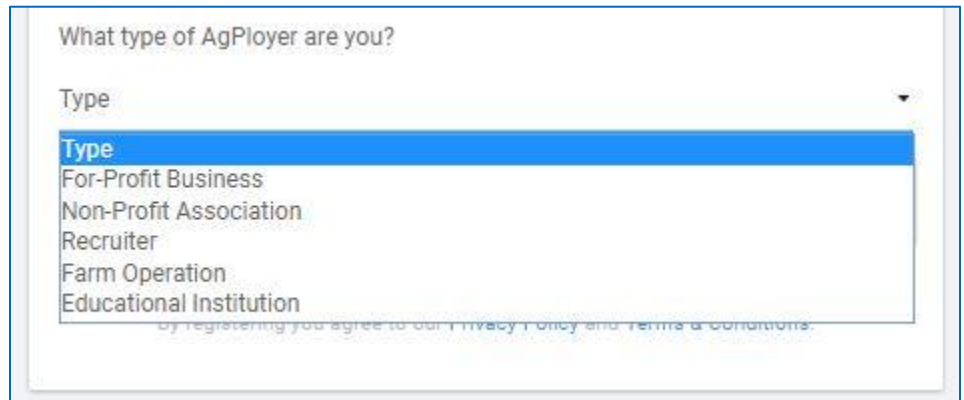
If the account will be accessed by multiple individuals, we recommend using a group email account for the “Email Address”.

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

Next you will select the type of AgPloyer that best fits your organization.

There are five options:

- For-Profit Business
- Non-Profit/Association
- Recruiter
- Farm Operation, or
- Educational Institution



What type of AgPloyer are you?

Type

Type

For-Profit Business

Non-Profit Association

Recruiter

Farm Operation

Educational Institution

By registering you agree to our Privacy Policy and Terms & Conditions.

Lastly, you will be asked to list the name, email address, and a unique User ID # (it doesn't have to be long, just make sure everyone knows their ID's!) for each person who is Authorized by you to have access to the account, create job posts, add Screening Questions, and more. We use this information anytime someone requests information, support, additions, or changes to your account. If you work in a team, then each of individuals should be listed. This can become an issue when a team member has been tasked with creating Screening Questions for job posts, or needs to submit your company's XML Feed for bulk posting, and is denied access because they are not listed as an Authorized Account User.

Step 3: Move on to completing your profile!

# Completing Your AgPloyer Profile

We ask for the following information, most of which is displayed in your AgPloyer profile to job seekers:

## Basic Contact Information:

- Email address (prefilled from signup)
- First & Last Name (of contact person)
- Phone # (for contact person)
- Company Name (prefilled)
- Website URL
- Street Address (for billing)
- City & State

## Media:

- Company Logo
- Cover Image (displays above company description on profile)
- YouTube & Vimeo IDs (if you have videos you'd like job seekers to have access to)

Your selections regarding agreement to the Privacy Policy and Terms & Conditions from signup, your AgPloyer type, and the Authorized Account Users.

Next is your company description which displays on your profile.

When you have completed your changes, click on the “Update” button in the bottom right corner to save your changes.

The screenshot shows the 'Employer Profile' editing interface on the AgPloyment.com website. At the top, there is a navigation bar with 'JOB SEEKERS' and 'AGPLOYMENT.COM, LLC'. Below the navigation bar is a green banner that says 'Welcome! You have signed up successfully.' There are three buttons: 'DASHBOARD', 'HIDE PROFILE', and 'VIEW YOUR PUBLIC PROFILE'. The main form is titled 'Employer Profile' and is divided into two columns: 'Contact Info' and 'Media'. The 'Contact Info' column contains fields for Email (prefilled with 'info@agployment.com'), Address, First name, Last name, Phone, Company name (prefilled with 'AgPloyment.com, LLC'), Website (prefilled with 'i.e. http://www.yourdomain.com'), Street address, and City/State (with a dropdown for location). The 'Media' column contains fields for Logo (with an 'UPLOAD IMAGE' button), Cover Image (with an 'UPLOAD IMAGE' button), YouTube ID (prefilled with 'i.e. uHfarsBvW4c'), and Vimeo ID (prefilled with 'i.e. 1711/5246'). Below the form, there is a section for 'Acknowledgement' with a checked box for 'I have read and agree to the Privacy Policy and Terms & Conditions'. There is also a section for 'What type of AgPloyer are you?' with radio buttons for 'For-Profit Business' (selected), 'Non-Profit Association', 'Recruiter', 'Farm Operation', and 'Educational Institution'. At the bottom of the form is a 'Description' field with a rich text editor toolbar. A green 'UPDATE' button is located in the bottom right corner of the form. The footer contains copyright information: 'Copyright © AgPloyment.com, LLC 2016-2017' and a navigation bar with 'Jobs', 'AgPloyees', 'AgPloyers', 'Company', 'More', 'Help', 'Post a Job', 'Privacy Policy', and 'Terms & Conditions'.

# Editing Your AgPloyer Account/Profile

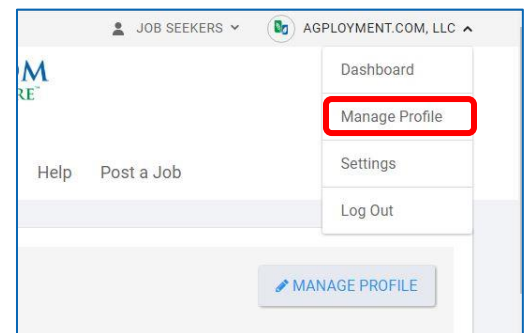
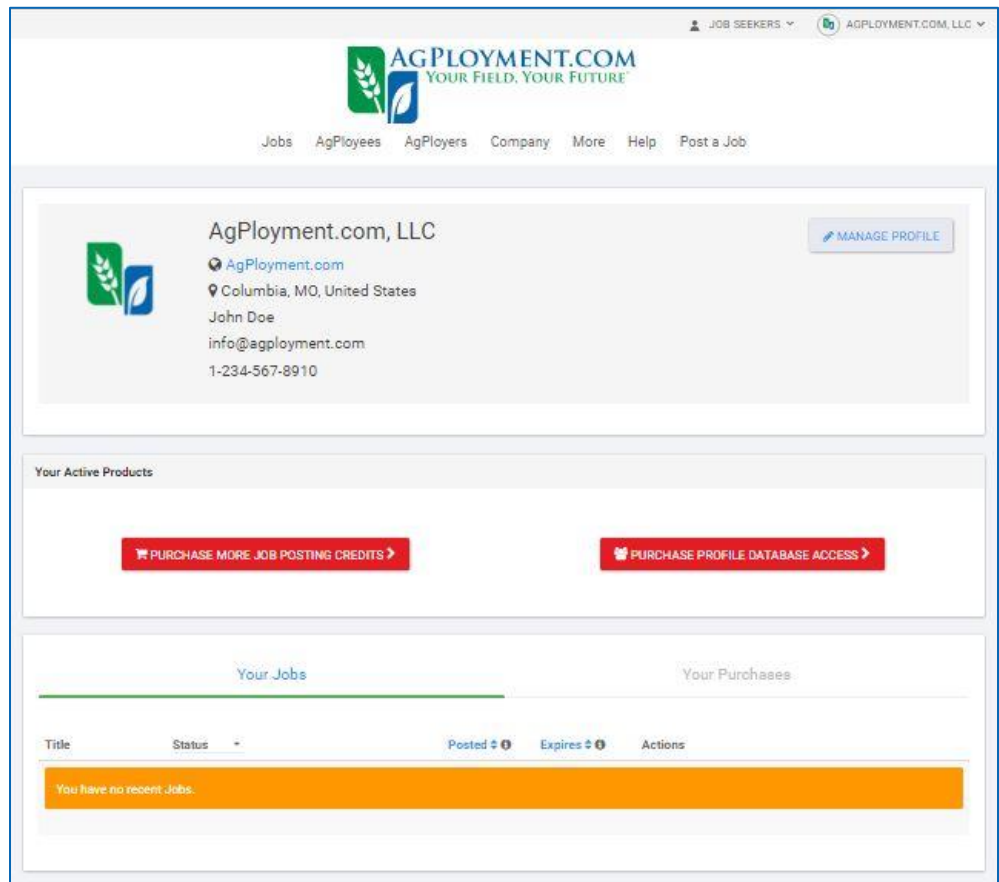
Once you have created your AgPloyer account and completed your profile you will be taken to your dashboard.

From the dashboard, you may edit your profile by clicking on “Manage Profile”, purchase job posting packages or upgrades by clicking on “Purchase More Job Posting Credits”, purchase database access by clicking on “Purchase Profile Database Access”, view your current advertised jobs by clicking on “Your Jobs”, or review purchased packages and upgrades by clicking on “Your Purchases”.

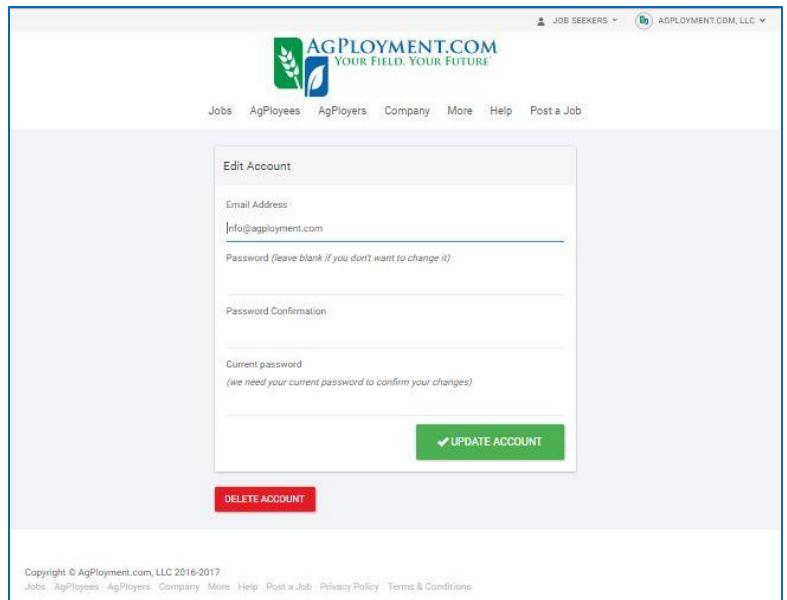
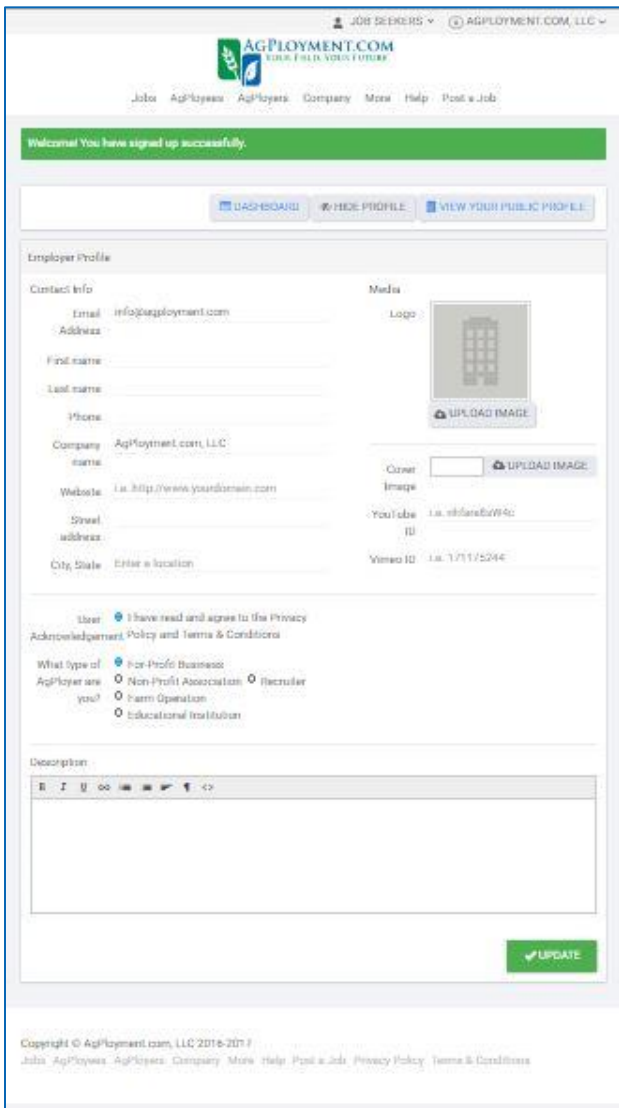
You can access the dashboard anytime by navigating to the top right corner of your screen, clicking on your company name in the top bar menu, and selecting “Dashboard” (as shown in the image to the right).

You may edit your profile directly by selecting “Manage Profile” from the same dropdown menu.

Don’t forget to add any other Authorized Account Users, or we will not be able to assist them regarding the account at any time.



If you select “Settings” from the dropdown menu you will be taken to the page shown to the right. Here you can edit your email address and the password for your AgPloyer account.



By clicking on “Manage Profile”, either from the dashboard or the dropdown menu in the top bar, you will be taken to the same page used when you set up your AgPloyer account. If you did not complete your profile when your account was set up, well, there’s no time like the present!

Follow the steps in Chapter 3 (beginning on page 12 of this help guide) to complete/edit your profile.

When you have completed your changes, click on the “Update” button in the bottom right corner to save your changes.

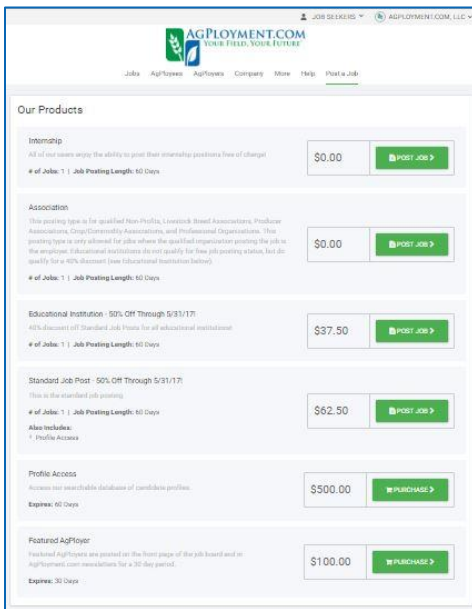
# Posting A Job

For the purposes of this help guide we will just cover the process for a single job post. Whether your choice is an Internship or Association option (both free), or Educational Institution or Standard Job Post option (both paid), the process is the same, except that the paid options will have to go through checkout before the job post can be created.

If you have job post credits available, they may be used rather than completing the checkout process each time you wish to post a new job advertisement. The system will notify you that you have job credits available, helping to make sure that you do not make unnecessary purchases.

## Step 1: Navigate to the products page.

You can either select “Post a Job” from the main menu (below the AgPloyment.com logo), or “Purchase More Job Posting Credits” from your AgPloyer dashboard. Either



link will take you to our products page, which lists the various job posting options, packages, and other upgrades available for purchase, as well as brief descriptions of each product.

## Step 2: Select a job post option.

For this help guide we will be selecting a Standard Job Post, but the process for creating job posts is the same for all options.

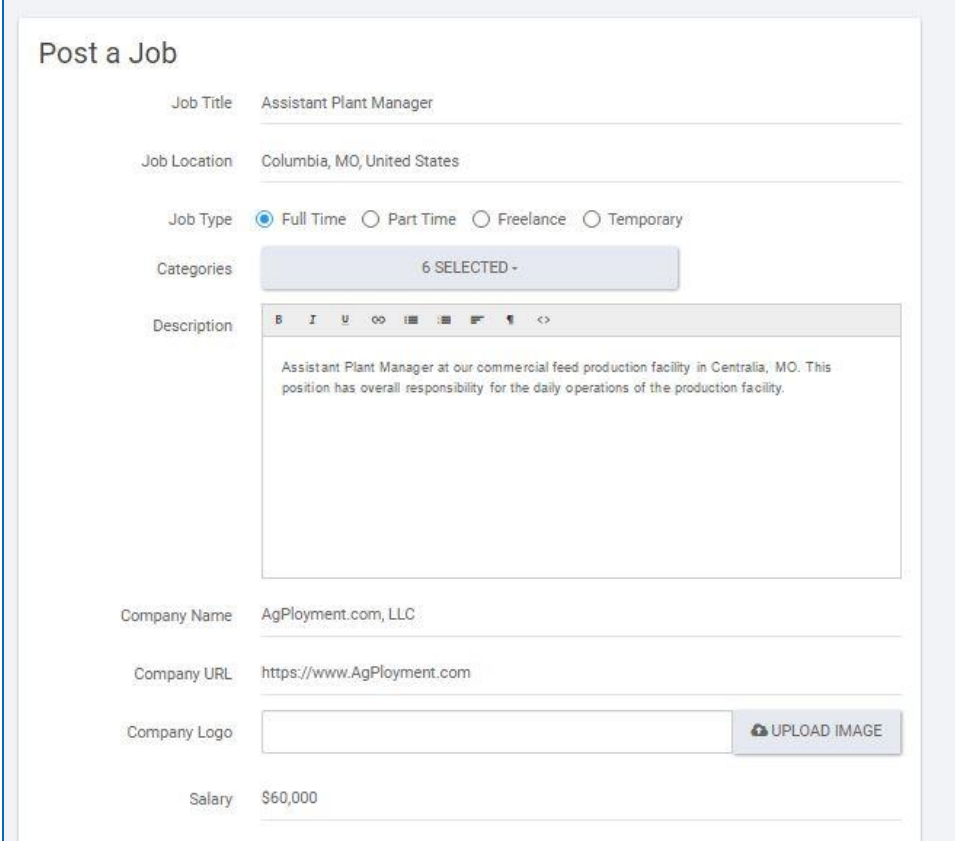
Simply click on the green button to the right of whichever option you would like to use, and you will be taken to the job post form.

**Remember:** All job posts will be approved by AgPloyment.com before going live on the job board. This process may take up to two (2) business days, but turnaround is generally much faster. Internships are always free to post, and any non-profits, livestock breed associations, producer associations, crop/commodity associations, and professional organizations may post jobs for *their* organization for free as well. Educational institutions receive half-off the Standard Job Post rate.



## Step 3. Complete the job post form.

There's a lot to talk about when it comes to creating job posts and descriptions. We have written several suggestions for you below to keep in mind as you create your posts. We hope that they help, but if you have other questions you can always submit them through our [Ask the Expert](#) section or by email to [info@agployment.com](mailto:info@agployment.com). More is almost always better when it comes to job descriptions. We don't recommend that you embellish job posts simply to attract applicants, just make sure your post has got some meat to it. They are one of the few things that most people will read completely. You can follow along with an example job we created through the images we have provided.



The image shows a 'Post a Job' form with the following fields and values:

- Job Title: Assistant Plant Manager
- Job Location: Columbia, MO, United States
- Job Type:  Full Time  Part Time  Freelance  Temporary
- Categories: 6 SELECTED -
- Description: Assistant Plant Manager at our commercial feed production facility in Centralia, MO. This position has overall responsibility for the daily operations of the production facility.
- Company Name: AgPloyment.com, LLC
- Company URL: https://www.AgPloyment.com
- Company Logo: [Empty field with 'UPLOAD IMAGE' button]
- Salary: \$60,000

### Job Title

Start with the title for the position you wish to advertise, and make sure that the title can be understood by job seekers who are unfamiliar with your company. If your company uses titles such as “Specialist I” or “Account Representative IV” you may want to advertise the position in a different way so that job seekers may understand it. If “Specialist I” is a title for someone who works as a laboratory technician, you may want to advertise the position as “Laboratory Technician” or “Laboratory Specialist” to help job seekers easily understand the position while searching. You can always list the title with company later in the Description section. Using standard industry titles or terminology will help your post reach more job seekers, especially qualified ones.

Many times, job seekers (especially passive candidates) simply skim through lists of job posts, so make sure you start off on the right foot. The adage goes, “Don’t judge a book by its cover.”, but that is just what job seekers do. It’s what we all do. If the title or the



cover of a book doesn't interest you when you are at the bookstore, you are most likely not going to open it up to read the summary, much less purchase the book. Or, for the younger generations, if the homepage of a website doesn't interest you, you are not likely to click through deeper into it. Keep this in mind when creating your job post.

## **Job Location**

While many companies hire for positions that may cover large territories, we still recommend having an approximate location. There is generally always a preferred location. If you have a preferred location, but really don't mind if an employee lives outside of it, then put the general location in this area, and specify the preferred location in the Description section. Do not put the location as "Midwest" if the employee really needs to cover parts of western Iowa and northeastern Nebraska, put something more specific. If you really prefer that the employee reside in Iowa for tax or administrative reasons, then put the location as being western Iowa. If a position needs to cover four counties in central Texas (and they should reside within their territory), then you can put central Texas as the job location, but make sure and specify in the Description section that candidates are expected to reside within whichever four counties you determine are their territory. If the position that you are hiring for will report to a specific location every day for work, then use that for the location.

Job seekers become frustrated very quickly when job posts do not accurately describe the job, especially the job location. If they become frustrated with your positions, they are less likely to pursue any job posts they see from you. It also does nothing for you when trying to hire for a position, it can be quite counter-productive in fact. When you have many applicants for a position, but only about 20% of them are in the location you described (or are willing to move there), you are wasting significant amounts of time, energy, and money (including the job seeker's) with unproductive leads. Be as specific as possible!

## **Job Type**

Job type is pretty straightforward. You can select "Full-Time", "Part-Time", "Freelance", or "Temporary". For Internships, you will generally choose "Temporary".

## **Categories**

Categories are like tags, they allow your job post to be searchable for certain keywords and grouped to better assist job seekers. When you create a job post you may select up to seven (7) categories for it. These categories help job seekers find your position when they search the site. Job seekers may do general searches for keywords and location, or

will use the Categories menu on the job board home page to search for all jobs in a specific category. Many job seekers (active and passive) will also use email alerts. These alerts will trigger if the categories you have selected match up with categories that the job seeker has defined as being of interest to them. We recommend only using the categories which actually relate to the job you are posting. Adding additional categories simply to use your allotted seven (7) categories is not a great idea, because, just like with job titles and locations, it can frustrate job seekers turning them off to your company in general. If we have reports from job seekers that you are using categories which do not match your job posts we may be forced to conduct more intensive reviews of your job posts before allowing them to be published. This may increase the time it takes for your posts to appear on the job board, and we may require that you edit your posts to better match the actual position.

## **Description**

This is where you can provide a general overview of the position. Don't get into a lot of the details of what the position is required to do, you can add that in the Duties & Responsibilities section. Just make sure you cover what the position is, who it reports to, if it will be a management position, and other basics. This is also a great place to list things like benefits, information about the company, the branch/division the position is in, the products or services related to the position, information about the city/location, etc. You can also make the text stand out more by making it larger, bold, italic, etc.

## **Company Name, URL, & Logo**

This is also pretty straightforward. Just enter the necessary information and add media as needed.

## **Salary**

In short: we recommend publishing a salary. To clarify, we recommend that most AgPloyers publish either a range, or the base salary. For example, if you have an hourly position that may range from \$14/hr. to \$18/hr. depending on experience or other conditions, you can publish it as "\$14-18/hour, DOE", or "\$14+/hour, DOE". The first option being the range and the second option being the base, both including the "DOE" condition, indicating the determining factor that the final wage will be based on.

Another example will be for a salary. If you have a salaried position that will range from \$48,000 to \$62,000 depending on experience or other conditions, you can publish it as "\$48,000-\$62,000, DOE", or "\$48,000+, DOE". Both options will help attract qualified candidates as long as you are in the ballpark for the industry average.

Salary	\$60,000
How to Apply	<input checked="" type="radio"/> Apply by Email <input type="radio"/> Apply by URL
	info@agployment.com
	Applications for this job will be sent to the email address you specify.
Additional Application Instructions	Submit your resume and cover letter
Contact Email	info@agployment.com
Reference #	ABC-123

## How to Apply

If you would like candidates to apply through our system, and receive an email when candidates apply, then you should select “Apply by Email”. If your company utilizes its own Applicant Tracking System (ATS), then you are more than welcome to select “Apply by URL”. If you select to have them apply through our system and receive emails when they apply, simply enter the email address you would like the system to notify for the job post. If you select to use your own system then you should enter the URL. We do offer screening questions, so that may help you to prevent unqualified candidates from applying.

## Additional Application Instructions

If you require specific information from candidates you may enter it here. For instance, if you require a résumé be with the application then enter that here.

## Contact Email

Enter the contact email for the person in charge of this job post. They will be contacted at this address by the system or us regarding the job post when necessary.

## Reference #

While not required, we do highly recommend that you use a reference number for your job posts. This will be very helpful in keeping posts organized and in tracking issues. If you do not have a system in place it is not difficult to set up, and we believe you will find it very beneficial. It might even get you some brownie points with your boss!

Duties & Responsibilities	Manage daily production on multiple shifts, ensuring compliance with company policy, quality assurance, regulations established by FDA, EPA, and OSHA and following GMPs. Responsible for providing leadership, managing, hiring, training, coaching and developing production and maintenance personnel and Safety Coordinator. Responsible for safety, promoting safe behavior, implementing safety programs and oversight of training requirements. Responsible for the execution of approved capital and maintenance projects. Responsible for maintaining and updating production SOPs. Responsible for managing all production related expenses (overtime, equipment repairs and maintenance, and supplies). Will develop an annual operation plan to include productivity and efficiency improvements, automation and quality advancements and employee development.
Experience	3-5 years of agricultural manufacturing, equipment maintenance and supervisory experience.
Education	Bachelor's degree in agriculture
Preferred Qualifications	Bachelor's degree in agriculture and 5+ years of agricultural manufacturing, equipment maintenance and supervisory experience.

## Duties & Responsibilities

This is the section where you will enter in all of the tasks, anticipated activities, and expectations for the position.

## Experience

Here you will enter in the basic experience you require for the position. Remember to keep it to the most basic that you consider adequate. You can add more in the Preferred Qualifications section.

## Education

Like Experience, keep this section to the lowest education level you deem necessary.

## Preferred Qualifications

This section lets you expand on the Experience and Education sections by detailing what your ideal candidate would possess. Just make sure to keep it reasonable. It is not likely that you will find a candidate with a PhD in plant pathology with 15 years of related work experience to fill your position for a crop scout. That's definitely the granddaddy of purple squirrels!

Enhance your job posting with these upgrades

<input checked="" type="checkbox"/> Urgent Sticker	Mark your job post with an eye-catching "Urgent!" sticker and attract more views and applications.	\$25.00
<input checked="" type="checkbox"/> Featured Job Post	With this upgrade your job post will be featured on the home page, highlighted in search results and category displays, and will be shared by AgPloyment.com through our social media channels and email newsletters (while the job is active).	\$75.00

[PREVIEW JOB >](#)

## Upgrades

If you would like to add some extra pizzazz to your post you can add an upgrade or two. The eye-catching Urgent Sticker places a red sticker on the upper right-hand corner of job posts, garnering more attention from job seekers. The Featured Job Post places your ad in a featured position on the job board home page, highlights it in search results (and places it at the top of search results), and will be shared by AgPloyment.com through our social media channels and our newsletters.

**Upgrades are a great way to increase views and applications!**

## Step 4: Review your job post. Edit if needed.



The screenshot shows the AgPloyment.com interface for reviewing a job post. At the top, the logo and tagline "YOUR FIELD, YOUR FUTURE" are visible. Below the navigation menu, a breadcrumb trail reads "Post > Preview > Payment > Confirm". A sidebar on the left contains a "Preview your Job Posting" section with a note: "This is how your job posting will appear to job seekers. If you need to make corrections, just edit and preview it again." The main content area displays the job title "Assistant Plant Manager", the employer "AgPloyment.com, LLC", location "Columbia, MO, United States", "Full Time" status, "Salary: \$ \$60,000", and "Reference: ABC-123". The job description states: "Assistant Plant Manager at our commercial feed production facility in Centralia, MO. This position has overall responsibility for the daily operations of the production facility." Below this, "Additional Application Instructions" specify to "Submit your resume and cover letter". At the bottom of the main area are two buttons: a blue "< EDIT" button and a green "PAYMENT >" button.

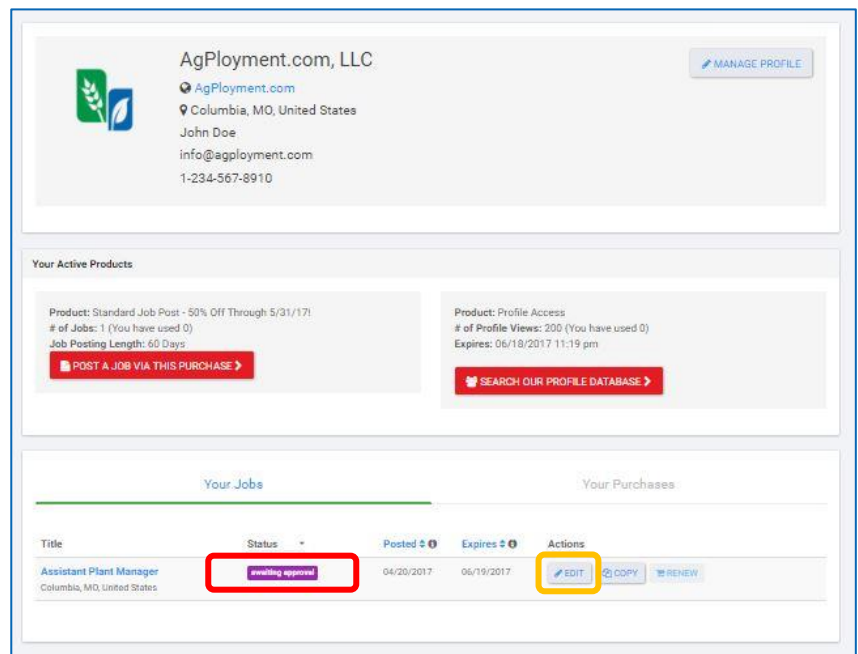
## Step 5: Make your payment if you do not have credits available.

## Step 6: Visit your dashboard.

You can navigate to your job post from the AgPloyer dashboard and see how it looks to job seekers.

If you need to edit your job post you can also do that from the AgPloyer dashboard (gold bar).

Until your post is approved by AgPloyment.com you will notice the purple bar that says, "Awaiting Approval" under Status (red bar).



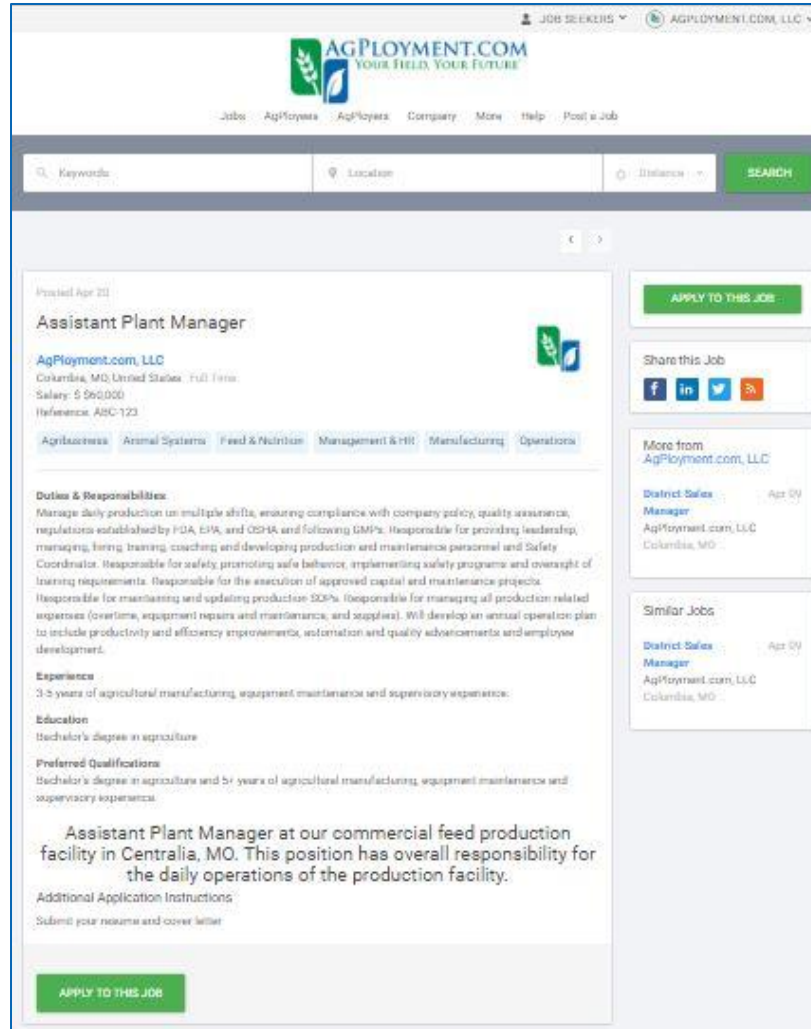
The screenshot shows the AgPloyment.com dashboard for a user named John Doe. The profile section includes the company name "AgPloyment.com, LLC", location "Columbia, MO, United States", and contact information. Below this, "Your Active Products" are listed: "Standard Job Post - 50% Off Through 5/31/17" and "Profile Access". The "Your Jobs" section features a table with the following data:

Title	Status	Posted	Expires	Actions
Assistant Plant Manager Columbia, MO, United States	awaiting approval	04/20/2017	06/19/2017	EDIT COPY RENEW

The "awaiting approval" status is highlighted with a red box, and the "EDIT" action button is highlighted with a yellow box.

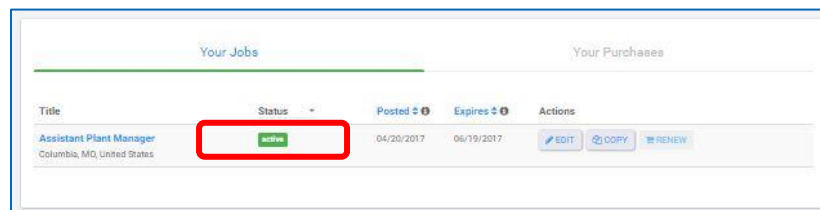
## Step 7: Visit your post.

You can go directly to your post and review it from the job seeker perspective if you like. If you notice anything that needs to be changed you may return to the AgPloyer dashboard and edits.



The screenshot shows the AgPloyment.com website interface. At the top, there is a navigation bar with the logo and tagline "AGPLOYMENT.COM YOUR FIELD, YOUR FUTURE". Below the navigation bar is a search bar with fields for "Keywords", "Location", and "Distance", and a "SEARCH" button. The main content area displays a job post for "Assistant Plant Manager" at "AgPloyment.com, LLC" in "Columbia, MO, United States". The salary is listed as "\$ 560,000" and the reference is "ABC123". The job is categorized under "Agriculture", "Animal Systems", "Feed & Nutrition", "Management & HR", "Manufacturing", and "Operations". The "Duties & Responsibilities" section describes the role of managing daily production, ensuring compliance, and overseeing safety programs. The "Experience" section requires 3-5 years of agricultural manufacturing experience. The "Education" section requires a bachelor's degree in agriculture. The "Preferred Qualifications" section requires a bachelor's degree and 5 years of experience. The job description states: "Assistant Plant Manager at our commercial feed production facility in Centralia, MO. This position has overall responsibility for the daily operations of the production facility." There are "APPLY TO THIS JOB" buttons at the top right and bottom left of the job post. A sidebar on the right contains social sharing options, "More from AgPloyment.com, LLC" (listing "District Sales Manager"), and "Similar Jobs" (listing "District Sales Manager").

**Once your job post has been approved by AgPloyment.com you will see the Status change to the green bar which says, “Active”.**



The screenshot shows the "Your Jobs" section of the AgPloyment.com dashboard. The table below lists the job post for "Assistant Plant Manager" in "Columbia, MO, United States". The "Status" column shows a green bar with the word "Active" inside, which is highlighted with a red box. The "Posted" date is "04/20/2017" and the "Expires" date is "06/19/2017". The "Actions" column includes "EDIT", "COPY", and "RENEW" buttons.

Title	Status	Posted	Expires	Actions
Assistant Plant Manager Columbia, MO, United States	Active	04/20/2017	06/19/2017	EDIT COPY RENEW



# Adding Screening Questions

Adding screening questions to your job post is a great way to control and/or help sort applications!

The AgPloyment.com job board utilizes three (3) pre-loaded screening questions on all job applications to help you select the best candidates.

The first question we ask is, “Do you meet this job’s Experience requirements?”.  
The second question we ask is, “Do you meet this job’s Education requirements?”.  
The last question we ask is, “Do you meet this job’s Preferred Qualifications?”.

Our system does not reject applications based on the applicant’s answers to these pre-loaded questions, but they do help you to sort through applications much more efficiently.

You are also able to add screening questions of your own! We allow you to add up to three (3) more questions to a job post for a small fee.

All screening questions can be created so that applications will be rejected if an applicant does not answer a question the way you deem correct. This can be a very useful tool!

There are three types of screening questions you can add:

## **1. Drop Down**

A drop down screening question allows you to ask applicants a question, and gives them the opportunity to select up to five (5) possible answers (which you provide) from a drop down list. The nice thing about a drop down is that it allows applicants to select multiple answers. Unfortunately, if you allow multiple answers then you do not have the option of rejecting applicants based on their selections. It is not a type that we suggest for long answer options

## **2. Radio Button**

A radio button screening question allows you to ask applicants a question, and gives them the opportunity to select one answer from up to five (5) possible answers. Radio buttons work very well for “yes or no” questions (it’s what we use for the three pre-loaded screening questions), or

situations where your answer options get a bit wordy. Unfortunately, you cannot allow applicants to select multiple answer options with this type of screening question.

### **3. Text Field**

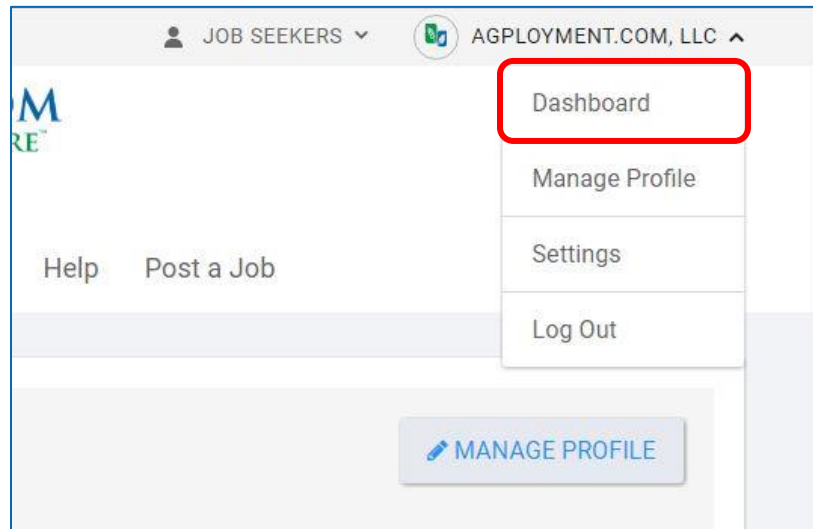
The text field screening question allows you to ask applicants a question, and requires them to answer in their own words. This is a great tool to use to learn more about individual applicants. Be warned that using this type of screening question to reject applications can be tricky. If applicants do not answer your question exactly the way you did the system will reject their application. There are very few situations where this type of screening question can be used successfully to control applications.

If you would like to add additional screening questions to your individual job post, please visit [this page](#) and fill out the form with your question and answer information. You will also be required to submit the reference number you assigned to the particular job post you are creating questions for, so make sure you do that when creating jobs!

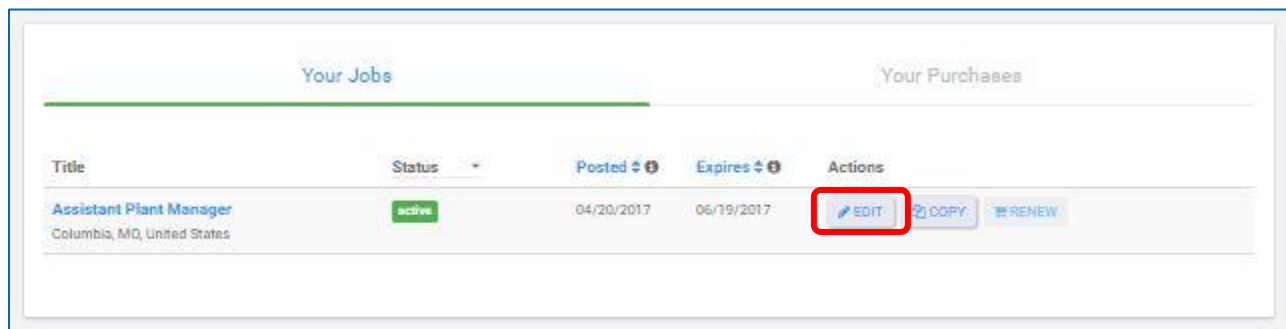
# Editing A Job

Editing your job post is very simple!

First, navigate to your AgPloyer dashboard.



Then, scroll down and find the job post you want to edit. Then click on the “Edit” button to the right.

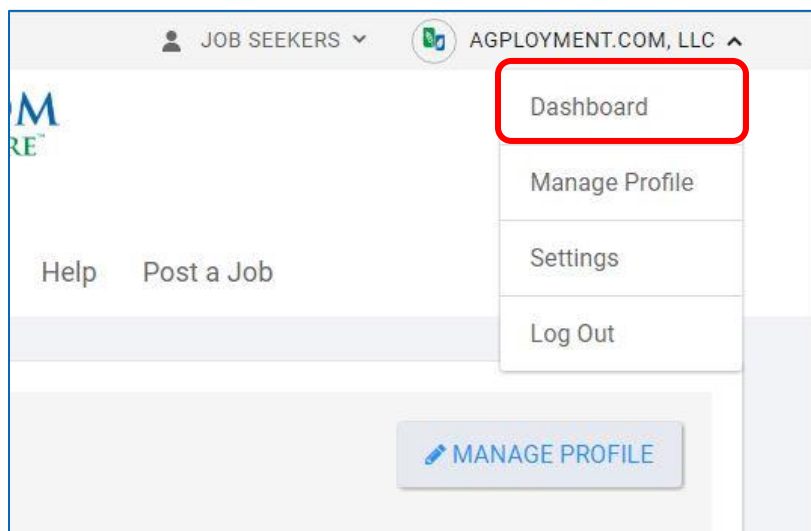


After that you can follow the instructions in “Chapter 5: Posting A Job” which starts on page 11 of this guide.

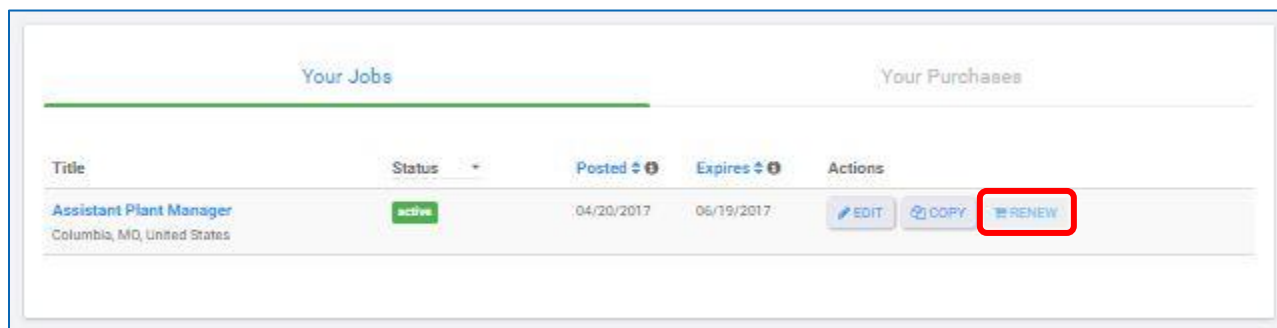
# Renewing A Job Post

Renewing your job post is very simple!

First, navigate to your AgPloyer dashboard.



Then, scroll down and find the job post you want to renew and click on the “Renew” button to the right.



In order to renew, a job post must show “Expired” in the Status column, and you must not have any job posting credits available. If you have credits available you may use those.

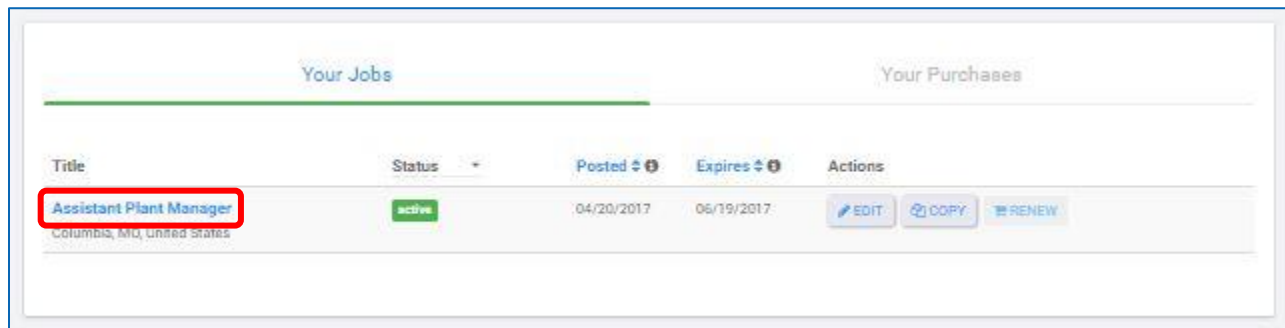
After clicking on “Renew” you simply follow the directions on screen and proceed through checkout. Once complete your job post is renewed!

# Reviewing Applications

Once your job post is live and the applications start coming in you will need to begin the review process.

When you create a job post and select the option to “Apply by URL” all applicants will be sent to your own site and you will not be able to review their application information through AgPloyment.com. When you select “Apply by Email” it will keep all applications on our site, and you will be able to review everything from your AgPloyer dashboard. Every time an application comes in for one of your job posts you will receive notification via the email address you provided for each job post.

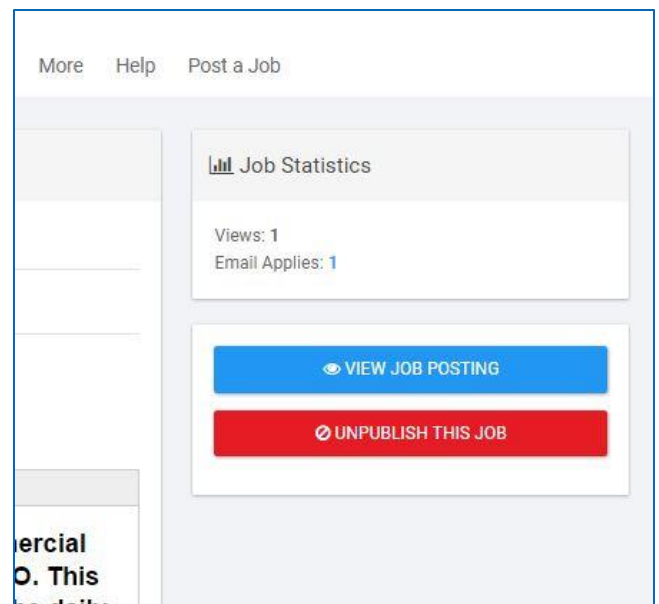
From the AgPloyer dashboard you will scroll down and select the job you want to review applications for.

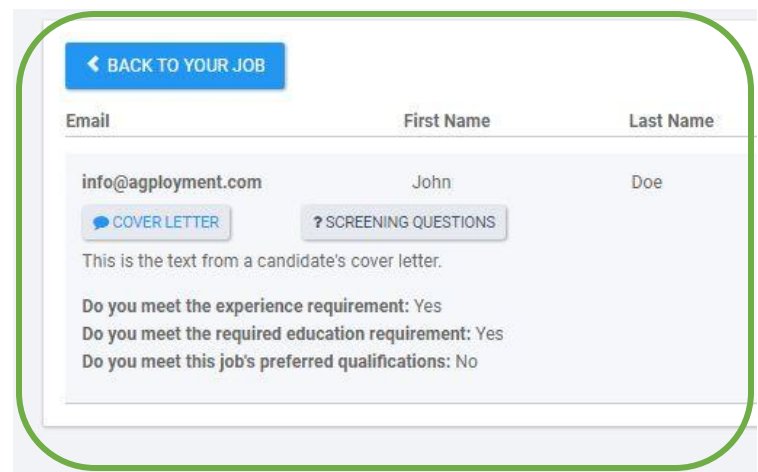
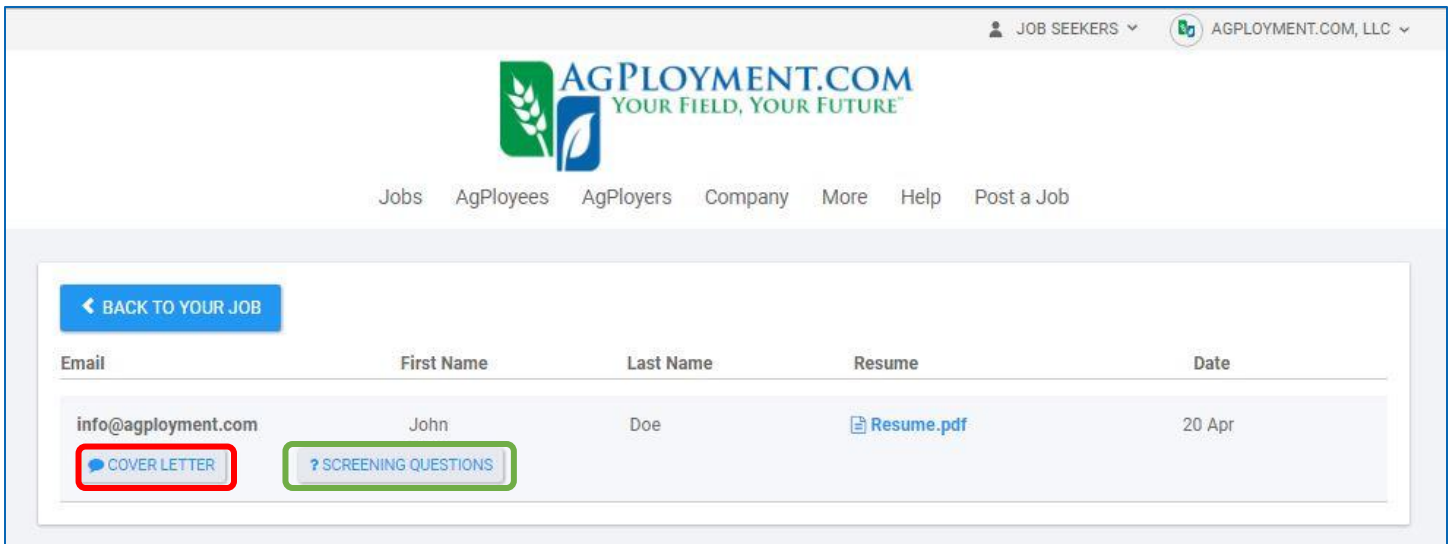


Clicking on the job’s “Title” will open the job post for review. On the right-hand side of the page will be a section called “Job Statistics” (see image on right). This will tell you how many views the job post has (how many unique visitors the job post page has received), and the number of applies.

Clicking on the number to the right of “Email Applies” will take you to the applications page.

There you will find a list of all the applications the job has received and begin reviewing applicants.





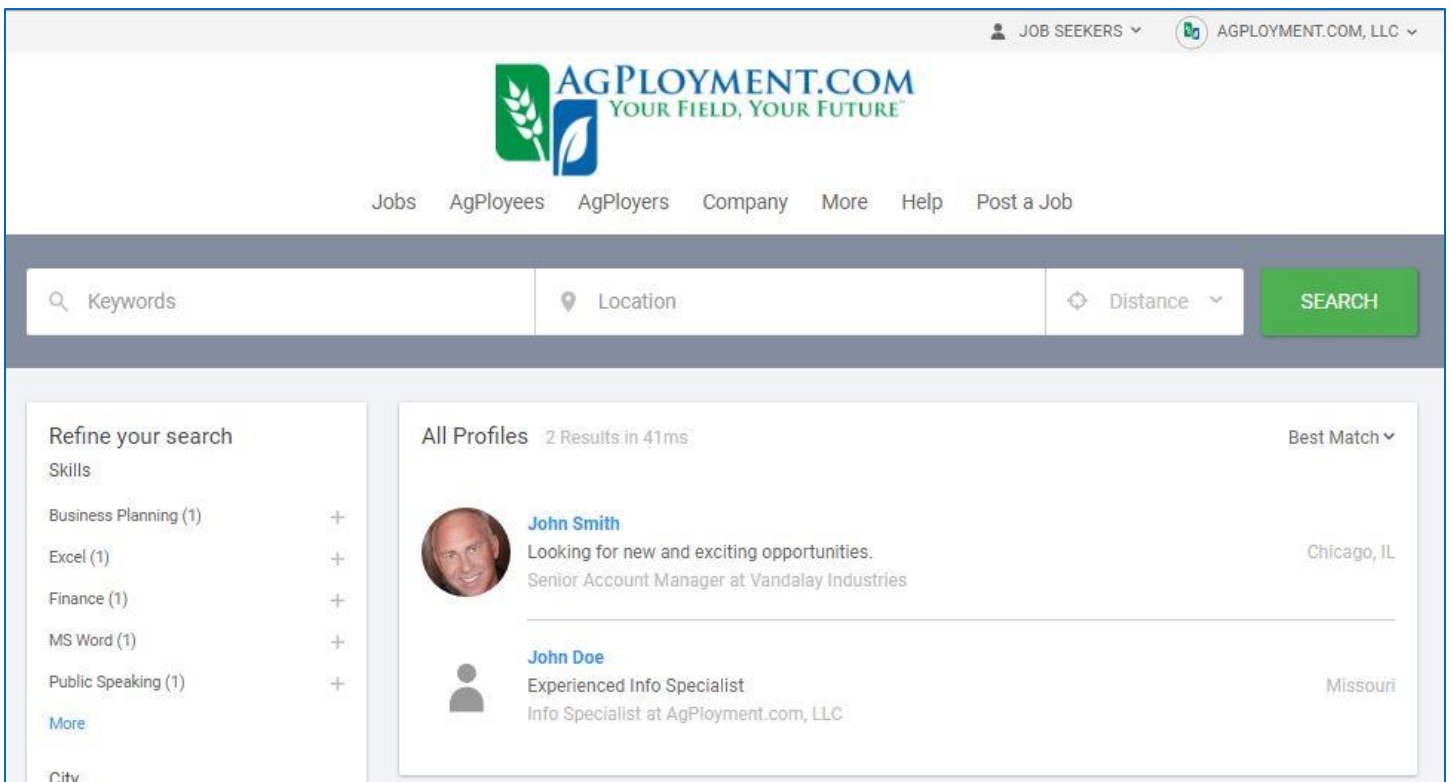
The first image above shows you the review page, where each applicant will be listed in one row. The basic information shown in each row includes applicant email, first and last name, a link to the applicant’s résumé, and the date of application. From there you can drill down by clicking on the “Cover Letter” or “Screening Questions” buttons.

The “Cover Letter” button (image on left, circled in red) will display the text taken from the applicant’s cover letter. Formatting is basic, as applicants are asked to paste their cover letter into a text field to make application review more efficient.

The “Screening Questions” button (image on right, circled in green) will display the screening questions which were asked (in bold), and the answers the applicant gave to the right. The system allows you to quickly these questions, allowing you to select top candidates in no time!

# Searching The Candidate Profile Database

You can visit the Candidate Profile Database at this address:  
<https://www.jobs.AgPloyment.com/profiles>



The screenshot displays the AgPloyment.com website interface. At the top, the logo reads "AGPLOYMENT.COM YOUR FIELD, YOUR FUTURE™". Navigation links include "Jobs", "AgPloyees", "AgPloyers", "Company", "More", "Help", and "Post a Job". A search bar contains "Keywords", "Location", and "Distance" fields, with a green "SEARCH" button. On the left, a "Refine your search" sidebar lists skills: Business Planning (1), Excel (1), Finance (1), MS Word (1), and Public Speaking (1), each with a plus sign. Below these is a "More" link and a "City" filter. The main content area shows "All Profiles" with "2 Results in 41ms" and a "Best Match" dropdown. Two profiles are listed: "John Smith" (Senior Account Manager at Vandalay Industries, Chicago, IL) and "John Doe" (Experienced Info Specialist, Info Specialist at AgPloyment.com, LLC, Missouri).

From the main page, you can search for candidates by keywords and/or location, or use the selections on the left side of the page to refine your search by skills and other options.

Results will display in the main frame of the screen, and you can select individuals by clicking on their name.



Profile views used: 2 of 200

Back to search results

**John Smith**  
Chicago, IL  
Looking for new and exciting opportunities.  
Senior Account Manager at Vandalay Industries

CONTACT

Finance SEO Strategy  
Business Planning Excel  
MS Word  
Public Speaking

**Background**  
Collaboratively administrate empowered markets via plug-and-play networks. Dynamically procrastinate B2C users after installed base benefits. Dramatically visualize customer directed convergence without revolutionary ROI.

**Job experience**

- January 2012 - present  
**Senior Account Manager**  
Vandalay Industries  
Chicago, IL  
Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.
- December 2011 - August 2010  
**Account Manager**  
Microtron Specialty Equipment  
New York, NY  
Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the runway heading towards a streamlined cloud solution. User generated content in real time will have multiple touchpoints for offshoring.
- April 2008 - July 2010  
**Junior Account Manager**  
Innovatch Inc.  
Miami, FL  
Capitalize on low hanging fruit to identify a ballpark value added activity to beta test. Override the digital divide with additional clickthroughs from DevOps. Nanotechnology immersion along the information highway will close the loop on focusing solely on the bottom line.

**Education**

Princeton University  
3.7 GPA  
2002 - 2006  
Collaboratively administrate empowered markets via plug-and-play networks. Dynamically procrastinate B2C users after installed base benefits. Dramatically visualize customer directed convergence without revolutionary ROI.

Once you have selected a candidate to view you will be taken to their profile page.

From here you can review information about their location, background, experience, education, skills, and more!

You can even contact them through the system by clicking the green “Contact” button in the left sidebar of the page.

Fill out the message fields and click “Send Message”.

Contact John Smith

From Email: info@agployment.com

Name: John Doe

Company: AgPloyment.com, LLC

Message: Hello Mr. Doe.  
I have an exciting career opportunity with my company that I would like to discuss with you.

CANCEL SEND MESSAGE

Using the Candidate Profile Database is a great way to search for candidates when you have job posts published on the job board, and can help you drive quality candidates (active and passive) to your posts.

# Bulk Posting & Auto Import XML Feeds

For AgPloyers and AgriCruiters who have a large number of open positions there is no better way to publish job posts than by using bulk posting!

**The AgPloyment.com job board fully supports this functionality!**

All you need to do is fill out and submit the [XML Auto Import \(Bulk Posting\) Form](#) to get started with a plan. We also have an “[XML Feed Cheat Sheet](#)” that can help you fill the form.

# Other AgPloyment.com Resources

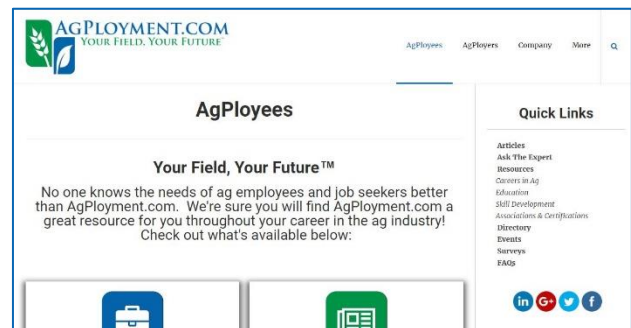


You might want to check out a few resources in particular: Our Resource Library, Careers, Certifications, Skills, and Education.

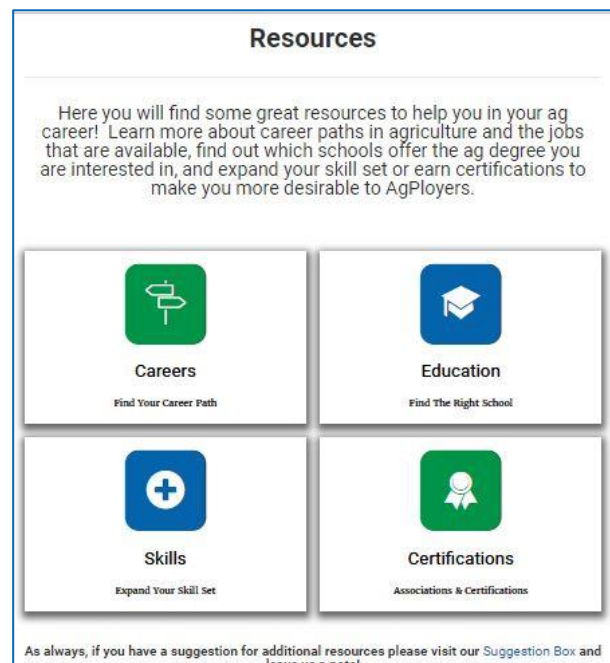
AgPloyment.com is chock-full of great resources, check out some of them below!

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



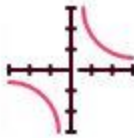
Animal Systems



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
Microsoft Office	Udemy
4R Nutrient Stewardship	Alison
Livestock Quality Assurance	Khan Academy
Web Soil Survey	GCFLearnFree.org

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
- Doriot College
- Kirkwood Community College
- Hawkeye Community College
- Northeast Iowa Community College Calmar
- Des Moines Area Community College

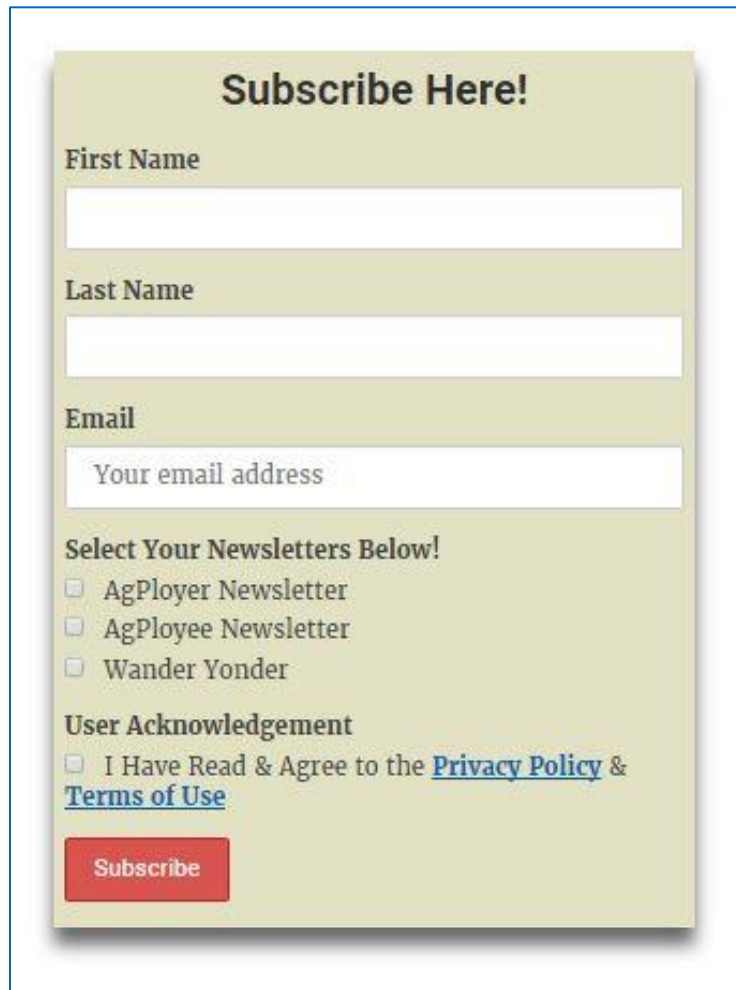
Kansas

- Kansas State University
- Fort Hays State University
- Butler 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.



**Subscribe Here!**

First Name

Last Name

Email

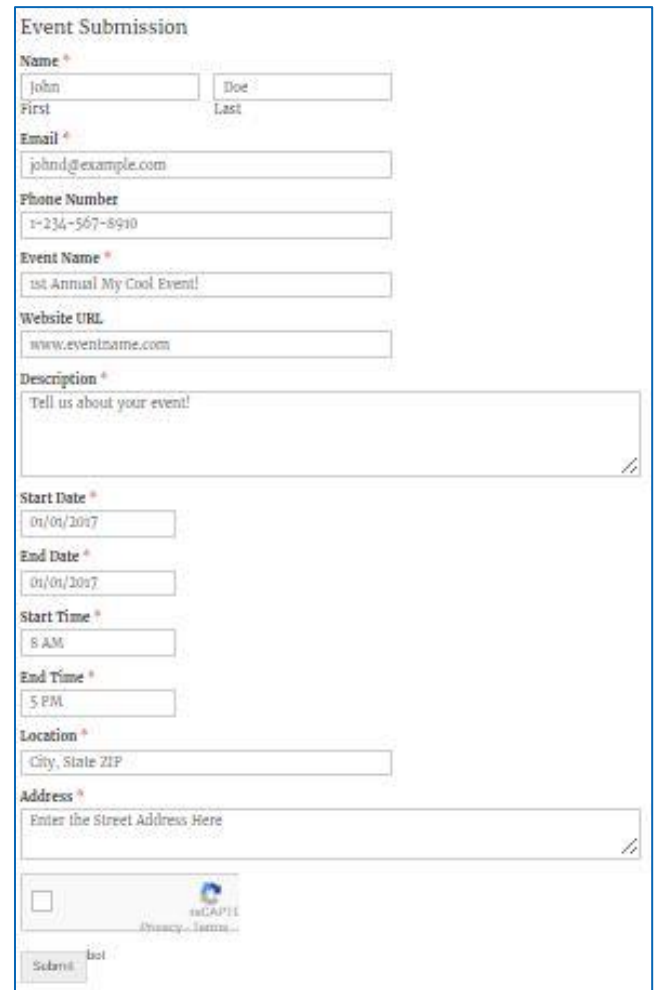
Select Your Newsletters Below!

- AgPloyer Newsletter
- AgPloyee Newsletter
- Wander Yonder

User Acknowledgement

I Have Read & Agree to the [Privacy Policy](#) & [Terms of Use](#)

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!



**Event Submission**

Name \*  
First:  Last:

Email \*

Phone Number

Event Name \*

Website URL

Description \*

Start Date \*


End Date \*

Start Time \*

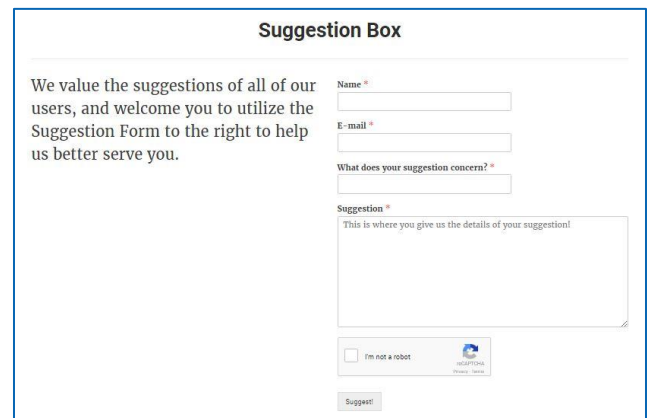
End Time \*

Location \*

Address \*

 I'm not a robot

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



**Suggestion Box**


We value the suggestions of all of our users, and welcome you to utilize the Suggestion Form to the right to help us better serve you.

Name \*

E-mail \*

What does your suggestion concern? \*

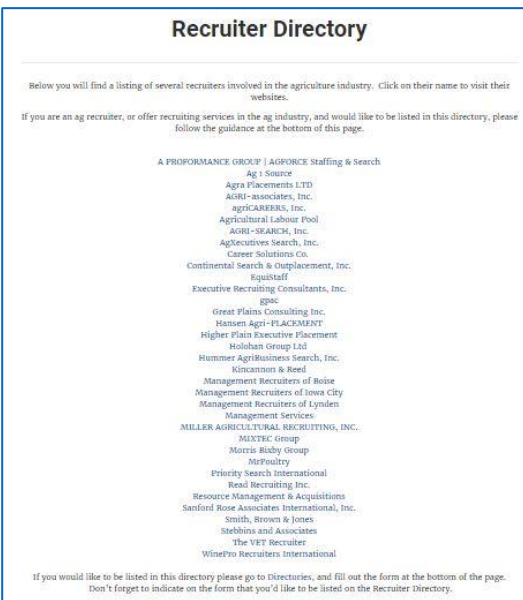
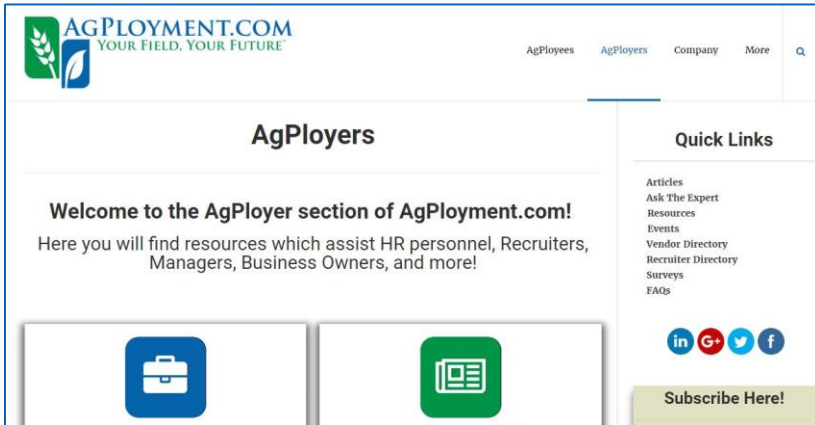
Suggestion \*

I'm not a robot 

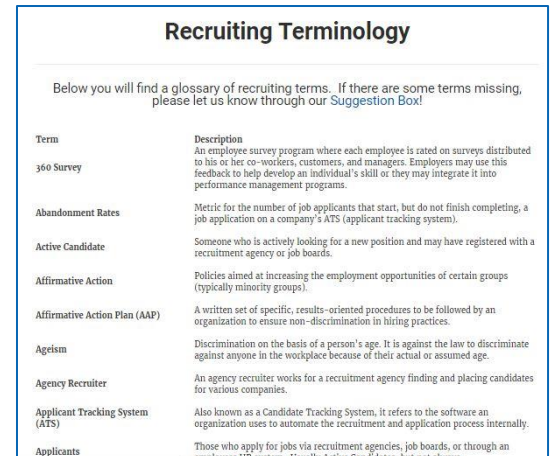
# AgPloyers have access to great resources too!

Articles, news, tips, expert advice, and more await you when you visit our site. There's something for everyone on AgPloyment.com!

Small business owners starting the hiring process for the first time will benefit from our list of links to State Departments of Labor and the workplace poster requirements for each state.



Anyone who wants to hire a recruiter can check out our Recruiter Directory to start the search process. You may also want to brush up on recruiting terminology as well, so we've got a resource for that!



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.

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