



CAREER CENTER

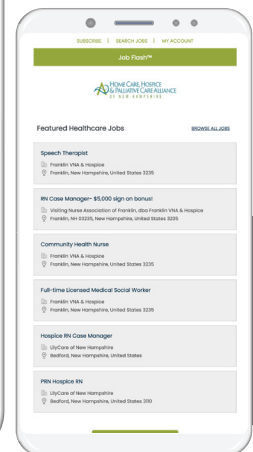
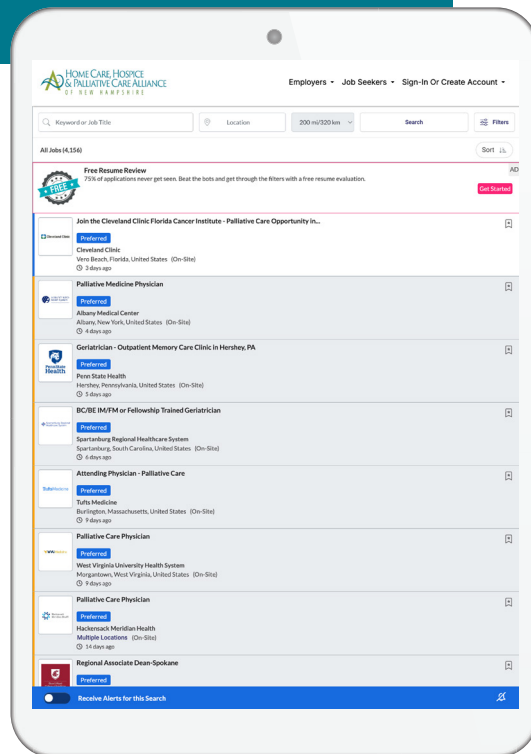
EMPLOYER MANUAL



Careers
POWERED BY MOMENTIVE

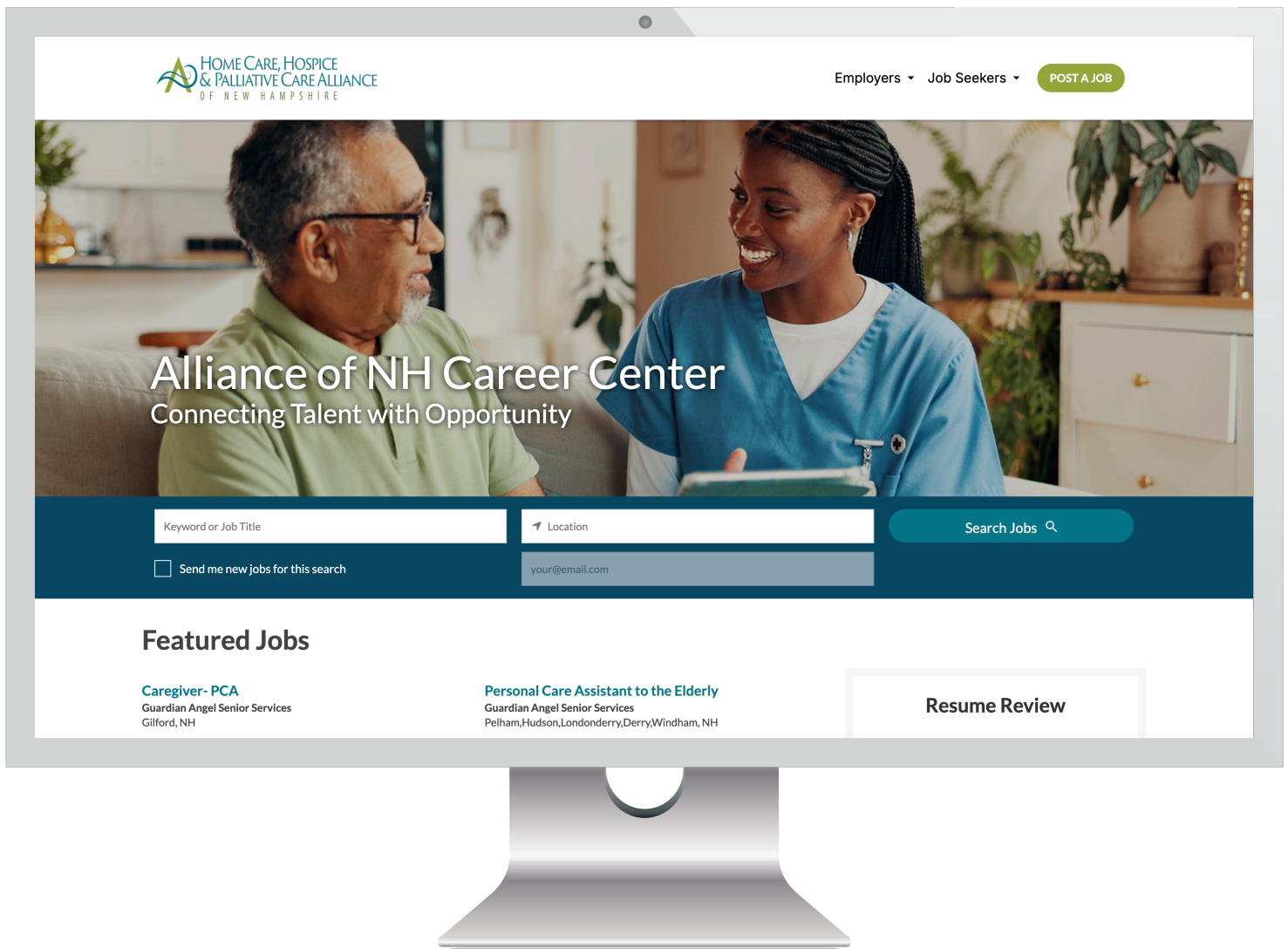
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Welcome to the Alliance of NH Career Center

The Alliance of NH Career Center is the premier online destination for home health care, hospice, and palliative care professionals to advance their careers. It connects employers with highly skilled, qualified candidates dedicated to compassionate, patient-centered care across home and community-based healthcare services.



Employer Benefits

The Alliance of NH Career Center connects employers with qualified home health care, hospice, and palliative care professionals across a range of roles. Create your free employer account today and reach candidates dedicated to delivering compassionate, patient-centered care in home and community-based healthcare settings.

WHY EMPLOYERS LOVE US

- **Elevate Your Recruitment Strategy.** Post your opportunities on a career center trusted by home health care, hospice, and palliative care professionals. The Alliance of NH Career Center connects you with skilled clinicians, caregivers, and healthcare specialists actively seeking meaningful roles in patient-centered care.
- **Maximize Outreach and Visibility.** Take advantage of our targeted Jobs Email service to deliver your opportunities directly to engaged home care and hospice professionals—ensuring maximum exposure to the right audience.
- **Find the Right Talent Faster.** Use our advanced Resume Bank filters to quickly identify candidates who match your exact needs, whether you're hiring nurses, therapists, home health aides, administrators, or support staff.
- **Simplify Your Hiring Process.** Easily manage job postings and track applicant activity through our streamlined platform, allowing you to focus on selecting the best candidates for your organization.
- **Enhance Your Employer Brand.** Showcase your practice by building a compelling employer profile that highlights your expertise, values, and commitment to excellence in home health care, hospice, and palliative care.

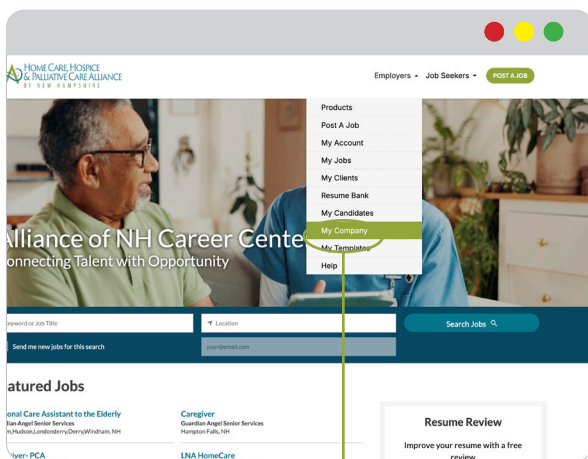
For more support, please visit our Support Center for additional resources.

[CLICK HERE](#)

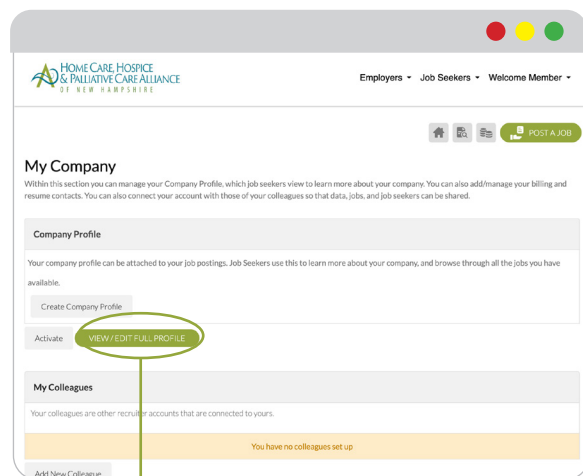
Company Profile

Detailed company profile and logo upload capabilities

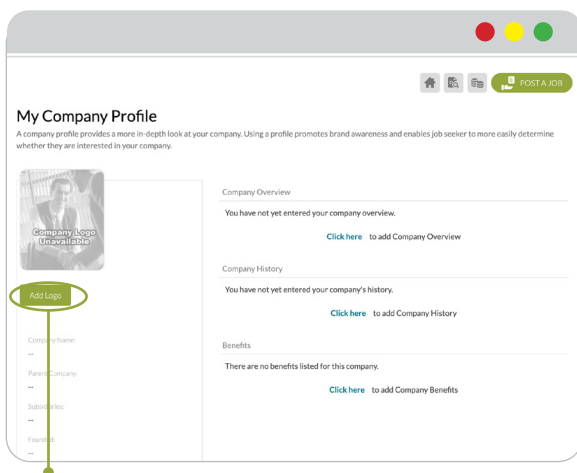
If hiring qualified talent is a top priority for your organization, having a complete and streamlined company profile with a logo can strengthen your brand. The Alliance of NH Career Center offers detailed company profile creation and logo upload capabilities to employers for FREE. This allows job seekers to easily access important information about your organization without leaving the job board.



Employers > My Company

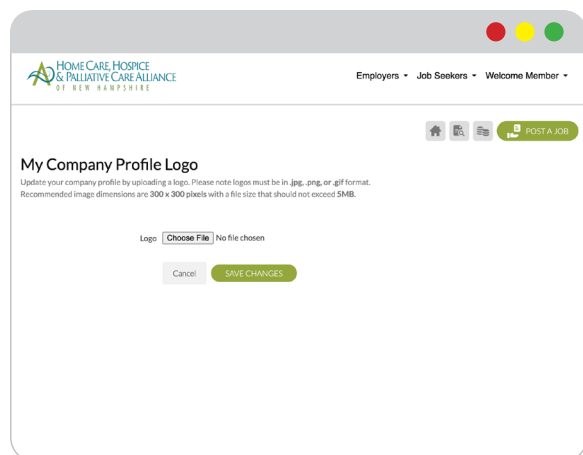


View/Edit Company Profile



Add logo

Logos must be in .jpg, .png, or .gif format.
Recommended:
Dimensions - 300 x 300 pixels.
File size - Should not exceed 5MB



Browse > Save Changes

Post a Job

1. On the main employer account page, under “Quick Links,” click “Post a Job.”
2. Select “Type of Job Posting” and enter job details; click “Continue.”
3. Select any additional add-ons or upgrades.
4. Submit payment information.

OF NEW HAMPSHIRE

POST A JOB

Post / Create A Job

Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 860-437-5700.

* indicates required field

Type of Job Posting		View complete product list
Product	Duration	Cost
<input checked="" type="radio"/> (Members) 30 Day Job Posting	30 days	\$0.00
<input type="radio"/> (Non-Members) 30 Day Job Posting	30 days	\$199.00
<input type="radio"/> (Members) Job Flash™ Package <ul style="list-style-type: none">• Job emailed to Home Care professionals• Posted for 30 Days	30 days	\$0.00
<input type="radio"/> (Non-Members) Job Flash™ Package <ul style="list-style-type: none">• Job emailed to Home Care professionals• Posted for 30 Days	30 days	\$299.00

Choose the product that fits your current recruitment needs.

Choose How You Want to Receive Applications

You only need to select ONE option. You do not need to enable all three.

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

Applications

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

Allow Online Applications

Member Member

First Name:

Last Name:

Email:

Clear Add Recipient

Preview Continue

Option 1: Receive Applications Inside the Career Center Candidates apply directly through the career center.

All applications are saved in your employer dashboard where you can review and manage them.

- Applications stay inside your account
- Easy tracking and messaging
- No external systems required

Option 2: Send Applicants to Your Company Website

Add your Apply URL to redirect candidates to your company website. Applications are handled outside the career center.

- Works with your existing hiring system
- Keeps your internal workflow unchanged
- Career center drives candidate traffic

Option 3: Receive Applications by Email

Enter an email address to receive candidate applications directly in your inbox.

- Applications delivered instantly
- Simple and direct
- No dashboard management required

What Job Seekers See When They Apply

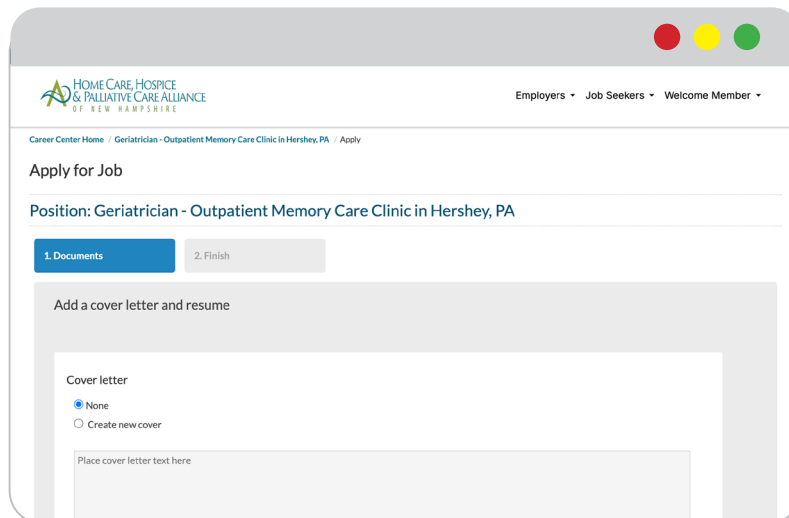
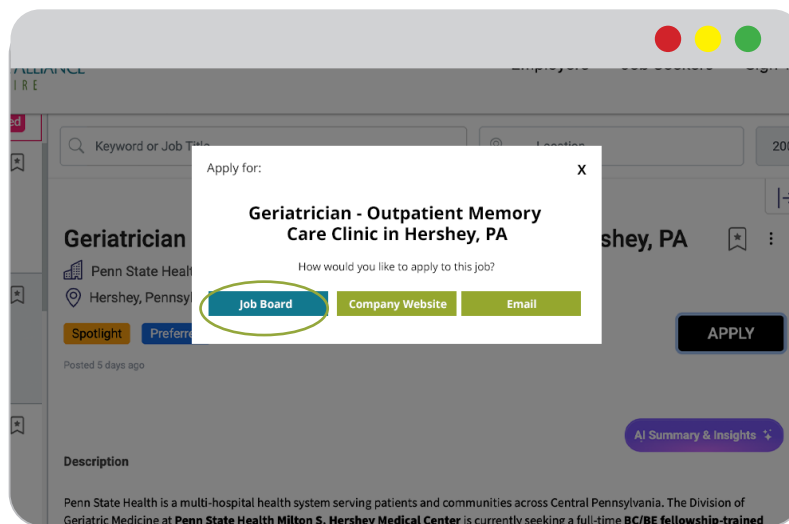
After you choose how to receive applications, job seekers will see the matching apply option when they click “Apply Now.”

The system automatically routes candidates based on the option you selected.

Career Center Applications

If You Chose Career Center Applications

Candidates apply directly inside the career center. Applications are stored in your employer dashboard where you can review, message, and manage applicants.

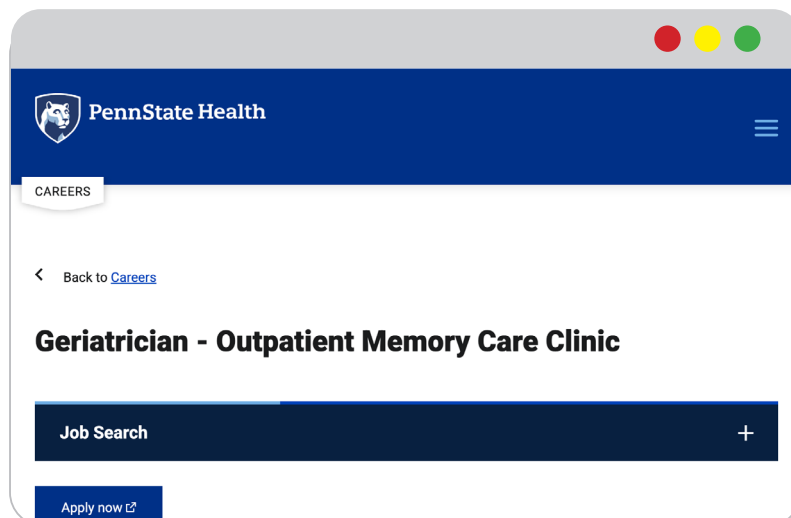
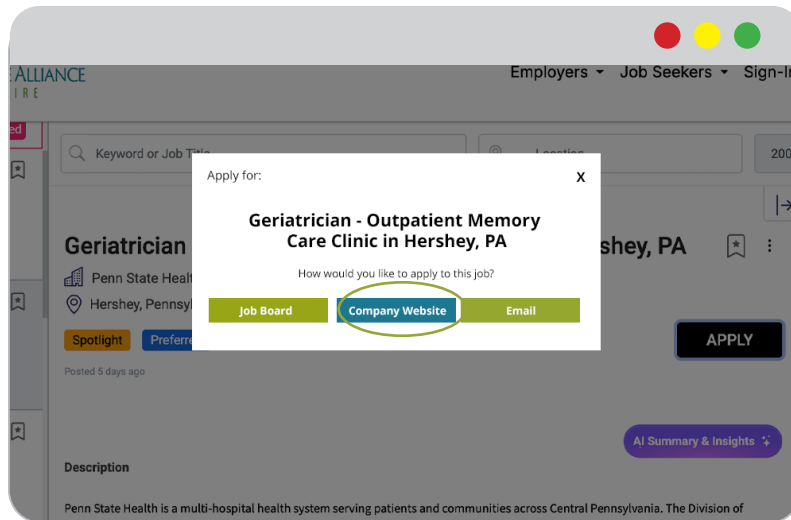


Candidates submit their application inside the career center.

Company Website Redirect

If You Chose Company Website Redirect

Candidates are sent to your company website using the Apply URL you entered. Applications are completed outside the career center.

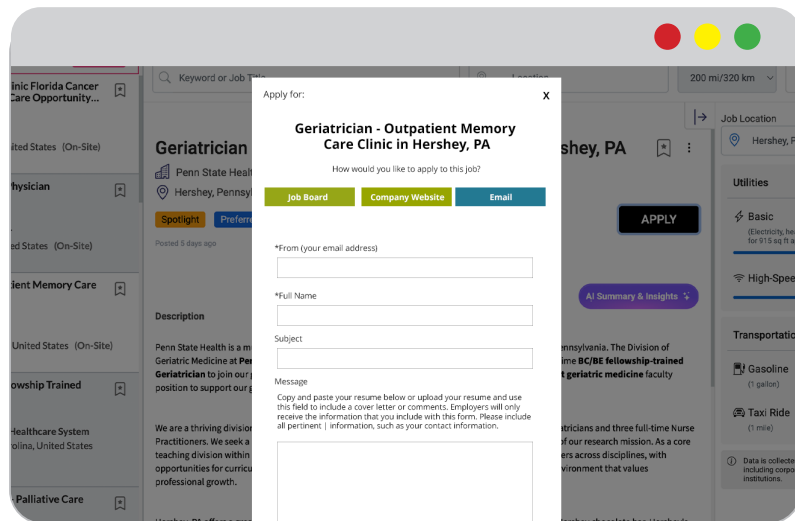
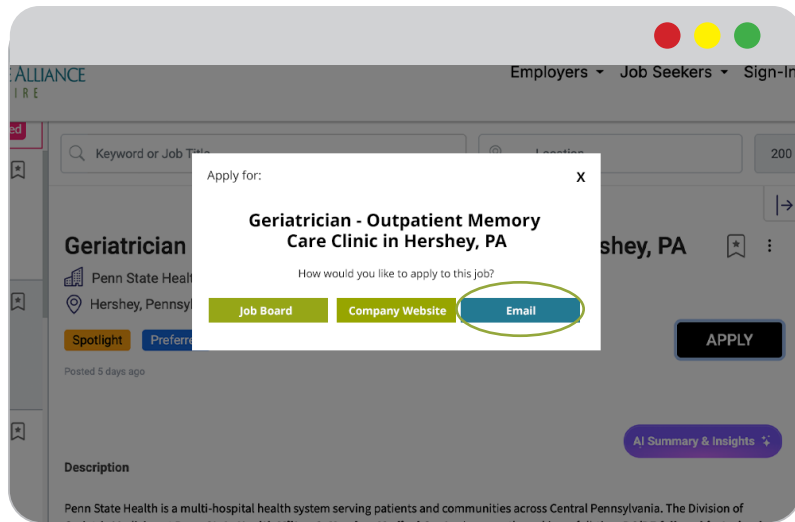


Candidates are redirected to your company's application page.

Email Applications

If You Chose Email Application

Candidates send their application through email to the address you provided. Applications go directly to your inbox.



Applications are delivered to your email.

My Jobs

HOME CARE, HOSPICE & PALLIATIVE CARE ALLIANCE OF NEW HAMPSHIRE

Employers ▾ Job Seekers ▾ Welcome Member ▾

POST A JOB

My Jobs

For more information about the My Jobs page, [Click here](#).

Search

Enter keyword to search in Job name, position, description, company name, city or search by Job ID number

Show Advanced Search Options +

SEARCH

View OFCCP Data

Viewing 1 - 3 of 3 Jobs

✔ Activate ⛔ Stop ✖ Delete

<input type="checkbox"/>	Position	Location	Start	End	Status	Action
<input type="checkbox"/>	Geriatrician - Outpatient Memory Care Clinic Show Details	Londonderry, New Hampshire, United States	07/14/2021	08/13/2021	Active	Edit Upgrade View Applicants View Job Settings View Live Job
<input type="checkbox"/>	Palliative Medicine Physician Show Details	Tampa Bay, Florida, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	Thoracic Surgeon Show Details	Carrollton, Georgia, United States	07/14/2021	08/13/2021	Active	

You can select job postings and activate, stop, or delete them.

You can edit a live posting or repost an expired posting.

Templates

HOME CARE, HOSPICE & PALLIATIVE CARE ALLIANCE OF NEW HAMPSHIRE

MENU ☰

Home Search Lists **POST A JOB**

My Templates

Templates make your recruitment even easier by allowing you to re-use templates for common tasks.

My Letter Templates

These can be used when drafting emails to candidates, colleagues, and others.

There are no letter templates

Create Letter Template

My Job Templates

These are job templates that you can use to easily build your job postings.

There are no job templates

My Filter Templates

These are pre-screen filter templates that you can use to pre-screen applicants.

It's likely you will have similar postings, emails, or filters, which you can keep track of here.

Edit Job Postings

My Jobs

For more information about the My Jobs page, [Click here](#).

Search

Enter keyword to search in Job name, position, description, company name, city or search by Job ID number

Show Advanced Search Options

SEARCH

View OFCCP Data

Viewing 1 - 3 of 3 Jobs

<input type="checkbox"/>	Position	Location	Start	End	Status	Action
<input type="checkbox"/>	Geriatrician - Outpatient Memory Care Clinic <small>Show Details</small>	Londonderry, New Hampshire, United States	07/14/2021	08/13/2021	Active	<ul style="list-style-type: none"> Edit Upgrade View Applicants View Job Settings View Live Job
<input type="checkbox"/>	Palliative Medicine Physician <small>Show Details</small>	Tampa Bay, Florida, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	Thoracic Surgeon <small>Show Details</small>	Carrollton, Georgia, United States	07/14/2021	08/13/2021	Active	

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email. The recipients you select will not appear in the ad.

Allow Online Applications

First Last
user.name@email.com

First Name:

Last Name:

Email:

Clear Add Recipient

Preview **Repost Job**

On your “My Jobs” window, find the job you want to edit and hover on the icon under “Action” column, then click “Edit.” Fill/edit the info required on the next page and once done, click the “Repost Job” button at the bottom of the page.

Dashboard

HOME CARE, HOSPICE & PALLIATIVE CARE ALLIANCE OF NEW HAMPSHIRE

Employers ▾ Job Seekers ▾ Welcome Member ▾

POST A JOB

My Account

Your "My Account" area lets you manage your jobs, candidates, and more. It gives you full control over your recruitment all from one area.

QUICK LINKS

- Post a Job
- Products / Pricing / Specials
- Search Resumes
- Edit Account Settings
- Deactivate Account
- Terms & Conditions
- Privacy Policy

Current Account Status

New Messages:	1 message(s)
Total Applicants: *	0 applicant(s)
Active Jobs:	0 job(s)

Note: Applicants only includes Job Board and Email apply methods.

My Message Inbox

These are messages you have received from candidates.

Inbox | **Sent** | Viewing 1 - 1 of 1 messages

From	Message	Received	Status	
Admin	Welcome!	May 08-26	Unread	view reply delete

New Message | Templates

My Resume Contacts

These are candidates you contacted through the Resume Bank.

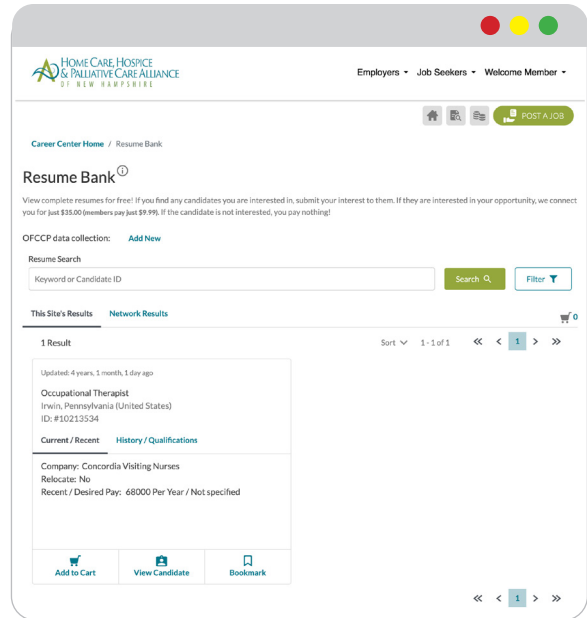
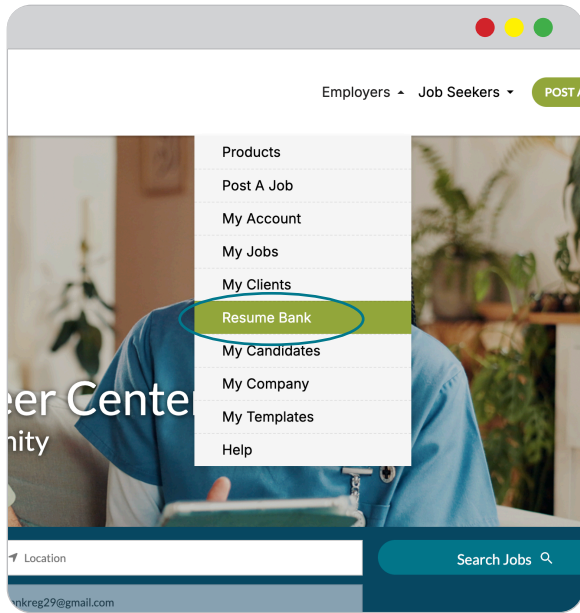
Receive & send messages directly from candidates to your account.

You can track how many applications you received.

Other Ways to View Applicants

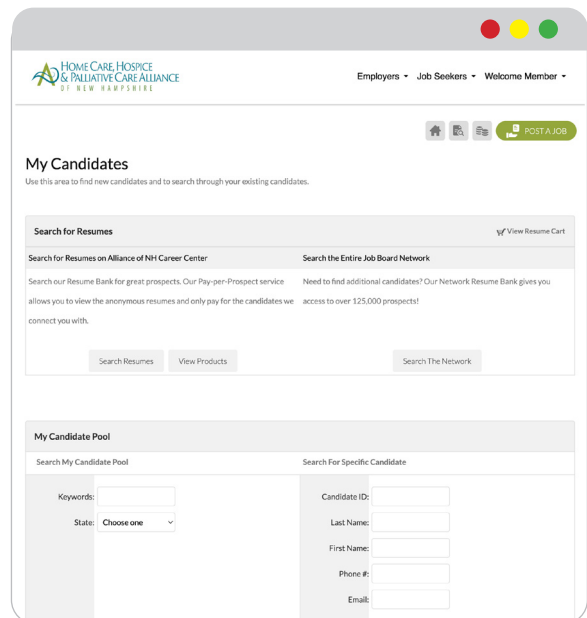
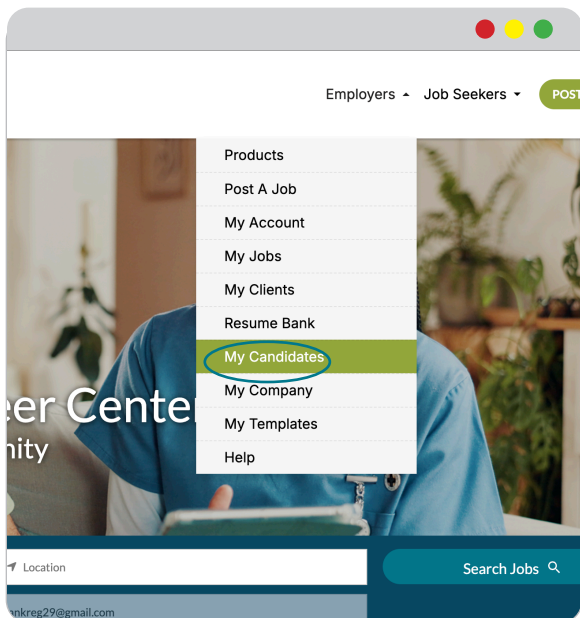
RESUME BANK

View complete résumés for free. If you find a candidate you're interested in, submit your interest directly to them.



My Candidates

Use this section to discover new candidates. Search and manage your existing candidates in one place.



Resume Bank

The screenshot shows a web browser window with the Home Care, Hospice & Palliative Care Alliance logo in the top left. The navigation bar includes 'Employers', 'Job Seekers', and 'Welcome Member'. A secondary navigation bar contains icons for home, search, and a 'POST A JOB' button. The main content area is titled 'Resume Bank' and includes a search bar with the placeholder 'Keyword or Candidate ID', a 'Search' button, and a 'Filter' button. Below the search bar, there are tabs for 'This Site's Results' and 'Network Results'. A single result is displayed for an Occupational Therapist in Irwin, Pennsylvania, with a company name 'Concordia Visiting Nurses' and a recent/desired pay of 68,000 per year. At the bottom of the result card are three buttons: 'Add to Cart', 'View Candidate', and 'Bookmark'.

Search through our resume database for your next great hire.

Use our filters to find the candidates that meet your criteria.

The best way to reach job seekers

Place your open positions where home health care, hospice, and palliative care professionals go to advance their careers. Reach qualified candidates with precision through our multi-channel recruitment solutions.

Job Posting Upgrades

Highlighted job remains at the top of search results, and the job is distributed to thousands of recruitment sites or sites that are marketed specifically to attract diverse and/or veteran candidates.



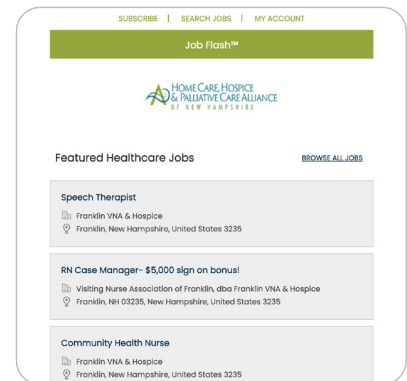
TalentBoost



Diversity/Veterans

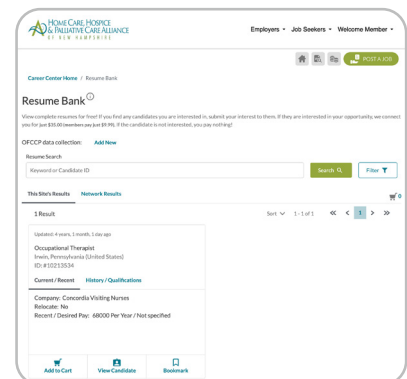
Jobs Email

Our most effective recruitment channel that emails your job directly to the inboxes of thousands of top professionals.

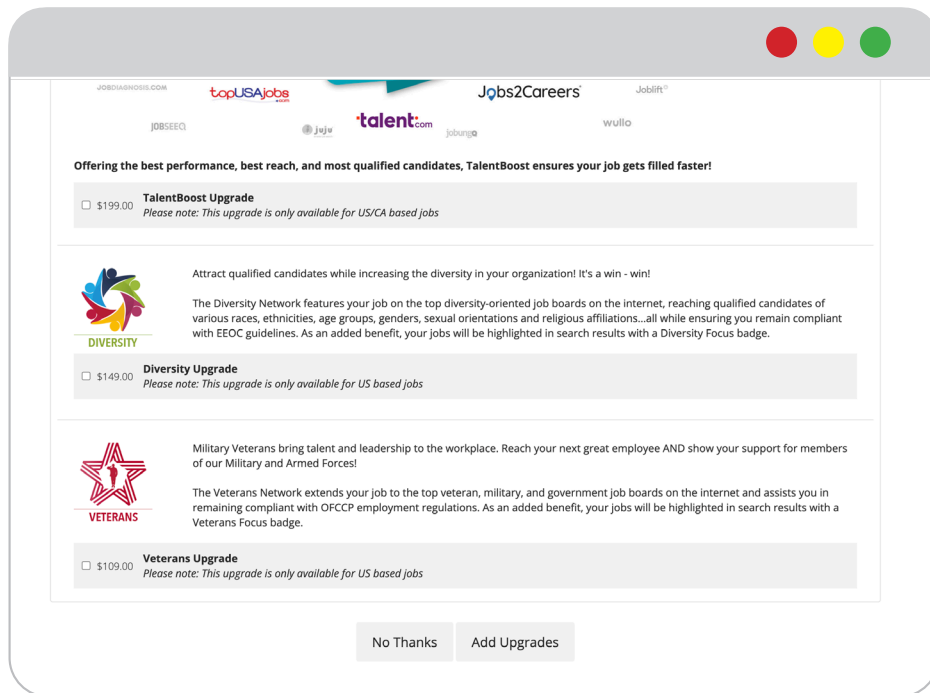


Resume Bank Access

Search, find, and contact the most qualified and relevant candidate for your open position.



Upgrade Your Posting



Spotlight Upgrade

Shine a spotlight on your job and get more candidates! Your job will be highlighted in search results to stand out from the crowd.

Featured Upgrade

When upgrading your job to a Featured Posting, your opportunity is not only highlighted on the Alliance of NH Career Center job board. It will also be emailed directly to home health care, hospice, and palliative care professionals through our Job Flash™ email.

Preferred Upgrade

Preferred jobs are shown at the top of the job listings. There they will be specially highlighted to give you maximum exposure.

TalentBoost Upgrade

Your posting will be distributed through our network of more than 1,000 recruitment sites.

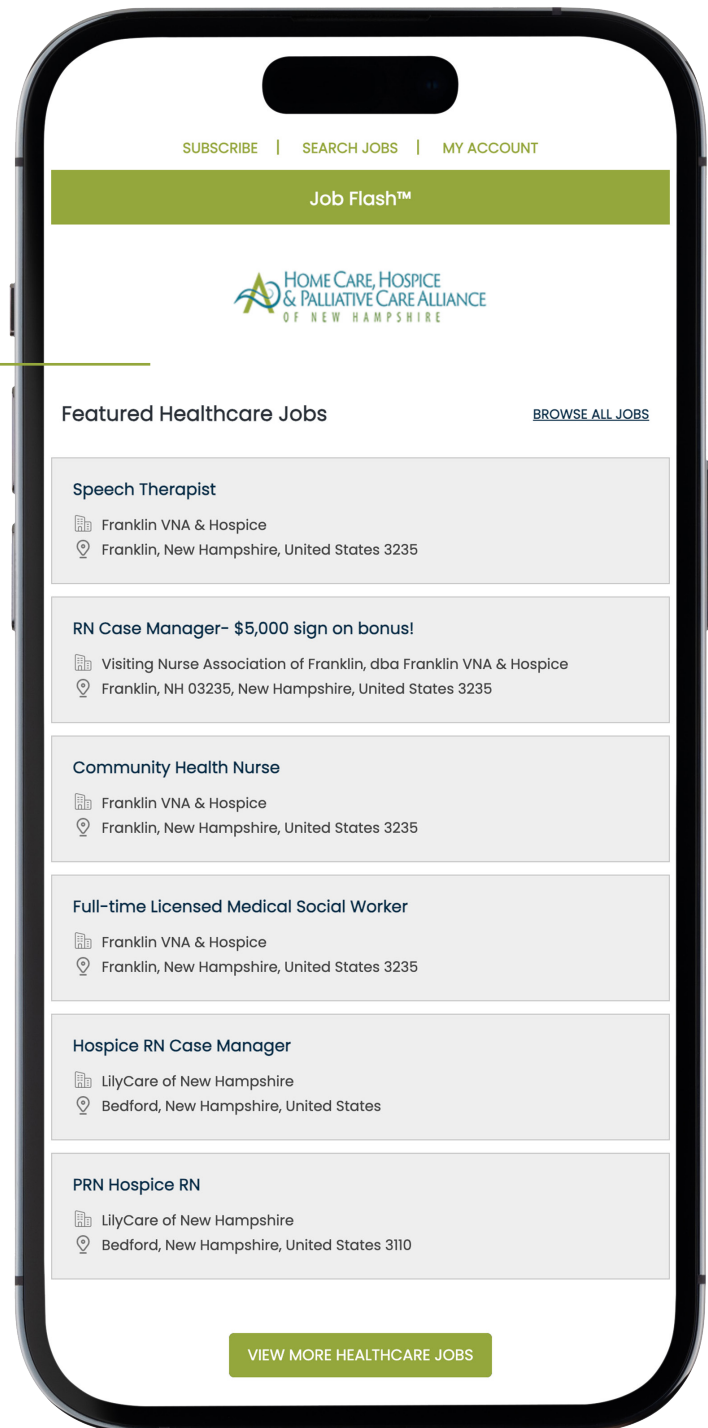
Diversity/Veterans

Your job will be distributed to a collection of sites that are marketed specifically to attract diverse and/or veteran candidates.

Job Flash™ Email

Features

- Branded email featuring top jobs on the Alliance of NH Career Center.
- Give your free job posting an added boost by selecting the Featured Upgrade during checkout. Your opportunity will be included in the Job Flash™ email—delivered directly to home health care, hospice, and palliative care professionals actively seeking new roles.



Contact Us:

Customer and Technical Support:

Momentive Software Customer Service

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clientserv@momentivesoftware.com

Association and Membership Information:

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www.homecarenh.careerwebsite.com