



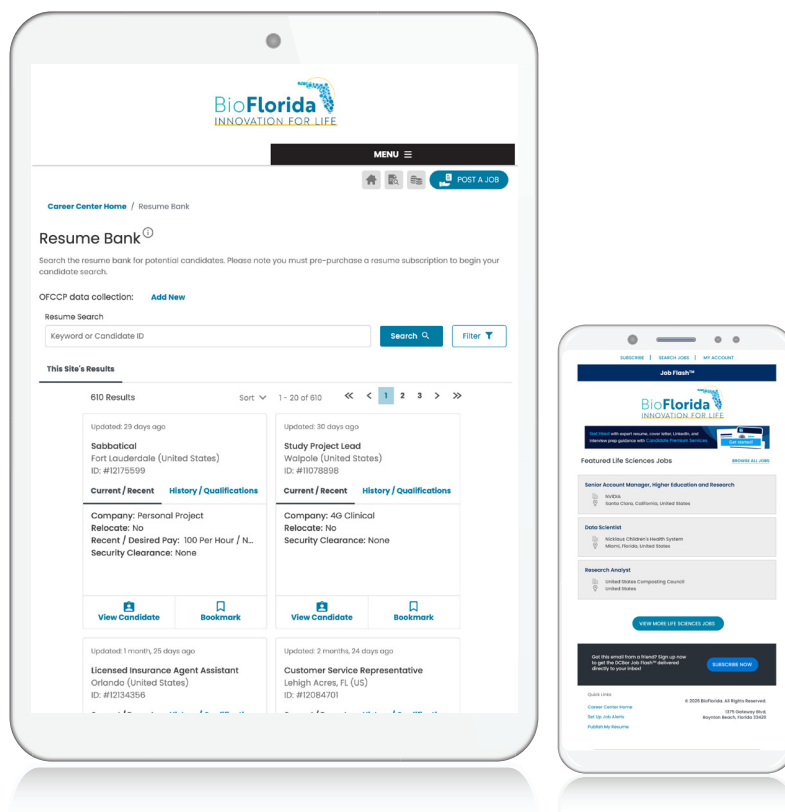
CAREER CENTER

EMPLOYER MANUAL



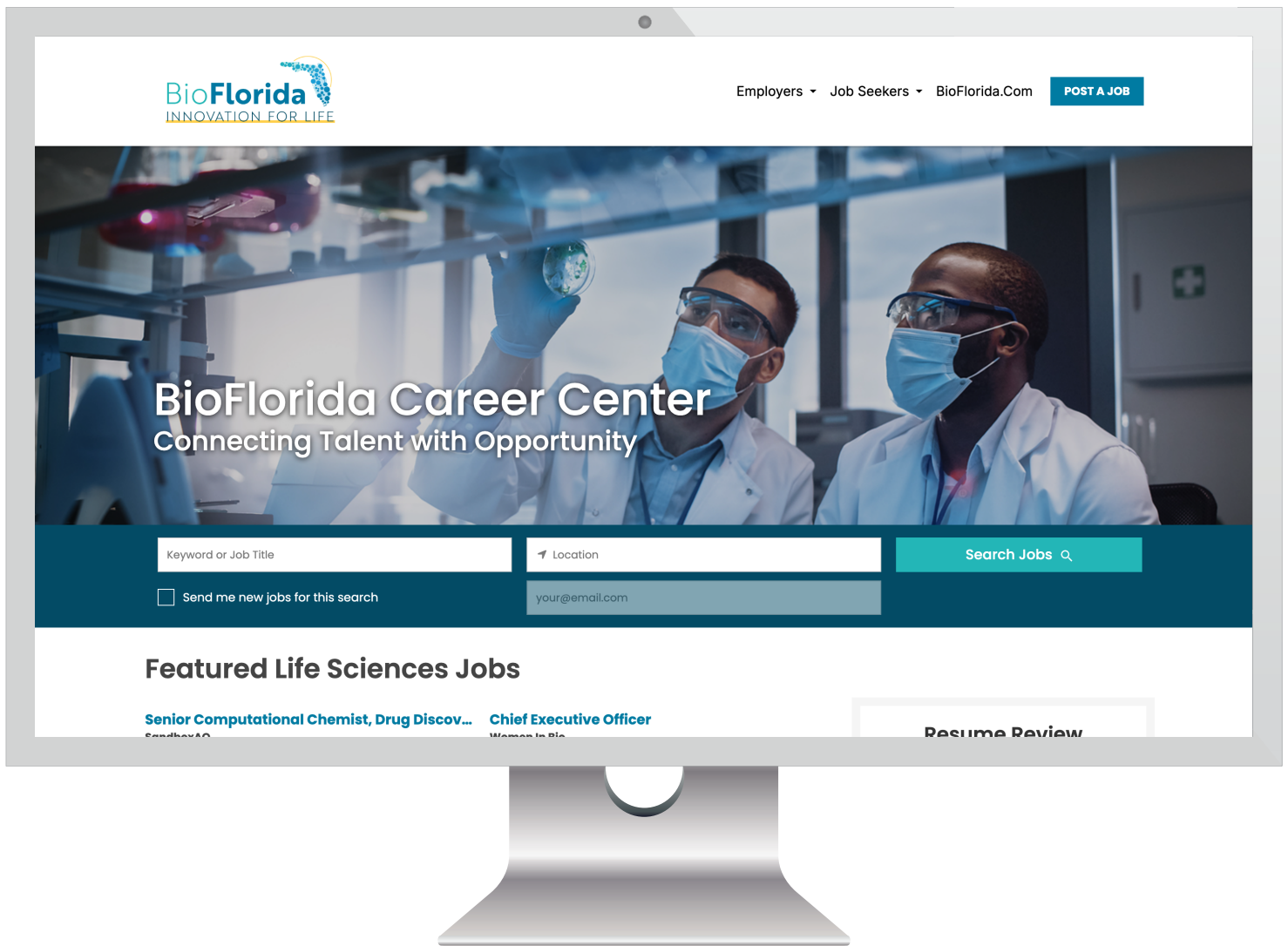
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Welcome to the BioFlorida Career Center

The BioFlorida Career Center is the leading online destination for life sciences professionals to grow their careers. It connects employers with skilled, qualified candidates who are dedicated to advancing innovation, research, and excellence across biotechnology, pharmaceuticals, medical devices, and supporting service providers to life science industry.



EMPLOYER BENEFITS

The BioFlorida Career Center connects employers with qualified life sciences professionals. Create your free employer account and reach candidates across biotechnology, pharmaceuticals, medical devices, and supporting industries who are ready to drive innovation and make an impact.

WHY EMPLOYERS LOVE US

- **Elevate Your Recruitment Strategy.** Post your opportunities on a trusted career center platform that connects you with skilled, qualified candidates actively seeking their next role to grow, contribute, and make an impact.
- **Maximize Outreach and Visibility.** Use targeted job alerts and email campaigns to ensure your opportunities reach the right candidates quickly and effectively.
- **Conduct Efficient and Focused Searches.** Leverage advanced resume search filters to identify top talent that aligns with your organization's specific needs.
- **Streamline Your Hiring Process.** Easily manage job postings and track applicant activity through a user-friendly platform, allowing you to focus on selecting the best candidates.
- **Strengthen Your Employer Brand.** Create a compelling company profile that showcases your mission, values, and workplace culture to attract high-quality talent.

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

[CLICK HERE](#)

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.

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POST A JOB

Post / Create A Job

Use the form below to post your job opening. Below are the recruitment options we have available. If you have any questions, please contact Sales Support at (727) 497-6565 or salesupport@communitybrands.com.

Type of Job Posting	View complete product list	
Product	Duration	Cost
☒ 30 - Day Single Listing • Single 30 day basic job posting • Additional upgrades available	30 days	\$328.00
☐ 60-Day Single Listing • Single 60 day basic job posting • Additional upgrades available	60 days	\$529.00
☐ Job Flash Package™ • Job emailed to qualified Life Sciences professionals (membership/registered users) • Posted for 30 Days • Click to view recent Job Flash™	30 days	\$440.00

Choose the product that fits your current recruitment needs.

THE BEST WAY TO REACH JOB SEEKERS

Place your open positions where top life sciences professionals go to advance their careers. Reach qualified candidates across biotechnology, pharmaceuticals, medical devices, and healthcare with precision through our multi-channel recruitment solutions:

Job Posting Upgrades

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



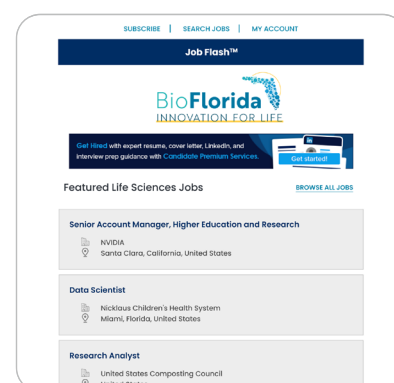
TalentBoost



Diversity/Veterans

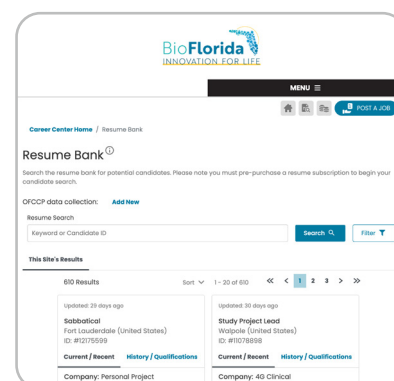
Jobs Email

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



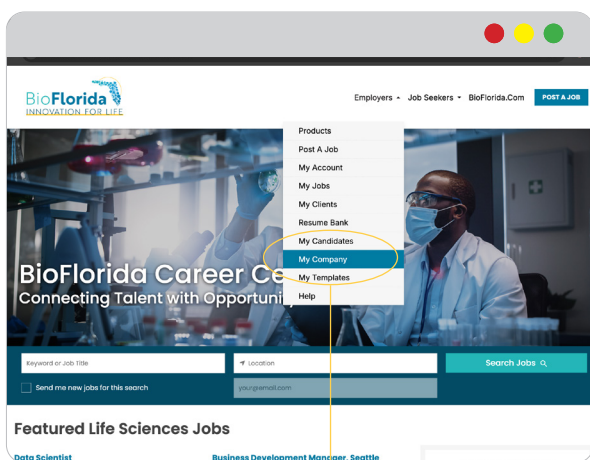
Resume Bank Access

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

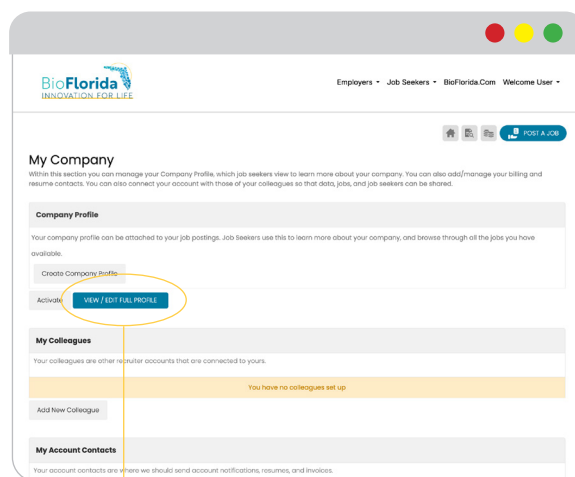


DETAILED COMPANY PROFILE AND LOGO UPLOAD CAPABILITIES

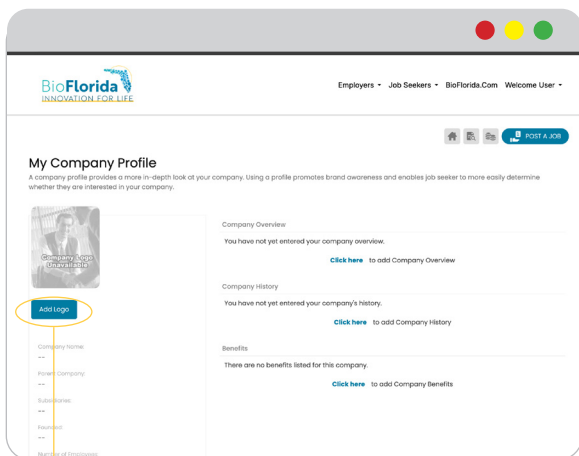
If hiring qualified talent is a top priority for your company, then having a complete and streamlined company profile with a logo can certainly promote your brand. The BioFlorida Career Center offers detailed company profile generation and logo upload capabilities to employers for FREE. With this, job seekers can look for relevant information about your company without leaving the job board.



Employers > My Company

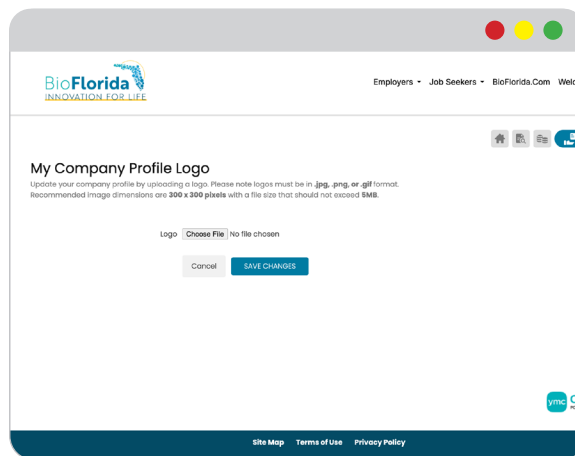


View/Edit Company Profile



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

DASHBOARD

The screenshot displays the BioFlorida Employer Dashboard. At the top, the BioFlorida logo is on the left, and navigation links for Employers, Job Seekers, BioFlorida.Com, and a Welcome User dropdown are on the right. A top navigation bar includes icons for home, search, and a 'POST A JOB' button. The main section is titled 'My Account' with a sub-header explaining its purpose. On the left, a 'QUICK LINKS' sidebar lists various actions like 'Post a Job', 'Products / Pricing / Specials', 'Search Resumes', 'Edit Account Settings', 'Deactivate Account', 'Terms & Conditions', and 'Privacy Policy'. The central area features a 'Current Account Status' box showing 1 new message, 0 applicants, and 0 active jobs. Below this is a 'My Message Inbox' table with two messages: a 'Welcome!' message from Admin and a 'Contact Accepted' message from Admin. Two orange lines originate from the 'Total Applicants' and 'Active Jobs' status boxes and point to explanatory text boxes at the bottom of the page.

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Home Search 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.

From	Message	Received	Status	
Admin	Welcome!	Apr 02-26	Unread	view reply delete
Admin	Contact Accepted	Mar 28-19	Read	view reply delete

New Message Templates

Receive & send messages directly from candidates to your account.

You can track how many applications you received.

MY JOBS

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Home Search Settings 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

☐	Position	Location	Start	End	Status	Action
☐	Chief Science Officer Show Details	Arlington, Virginia, United States	02/14/2026	03/13/2026	Active	 Edit Upgrade View Applicants View Job Settings View Live Job
☐	Business Development Manager, CDMO Show Details	Boston, Massachusetts, United States	02/14/2026	03/13/2026	Active	
☐	Research Analyst Show Details	Miami, Florida, United States	02/14/2026	03/13/2026	Active	

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

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

RESUME BANK

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Home Search Filter POST A JOB

[Career Center Home](#) / Resume Bank

Resume Bankⁱ

Search the resume bank for potential candidates. Please note you must pre-purchase a resume subscription to begin your candidate search.

OFCCP data collection: [Add New](#)

Resume Search

Keyword or Candidate ID

This Site's Results

610 Results Sort ▾ 1 - 20 of 610 << < 1 2 3 > >>

Updated: 29 days ago Sabbatical Fort Lauderdale (United States) ID: #12175599 Current / Recent History / Qualifications Company: Personal Project Relocate: No Recent / Desired Pay: 100 Per Hour / Not specified Security Clearance: None View Candidate Bookmark	Updated: 30 days ago Study Project Lead Walpole (United States) ID: #11078898 Current / Recent History / Qualifications Company: 4G Clinical Relocate: No Security Clearance: None View Candidate Bookmark
Updated: 1 month, 25 days ago Licensed Insurance Agent Assistant Orlando (United States) ID: #12134356	Updated: 2 months, 24 days ago Customer Service Representative Lehigh Acres, FL (US) ID: #12084701

Search through
our resume
database for
your next great
hire.

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

TEMPLATES

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Home Search List 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.

There are no screening filter templates

Create Filter Template

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

Choose How You Want to Receive Applications

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

Contact Information

Enter the contact information for candidates to apply to your position below.
Please note that your contact name and email address will not be displayed publicly.

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**

☐ User Name	First Name:
user.name@email.com	Last Name:
	Email:

Option 1: Receive Applications Inside the Career Center

All candidates apply through the career center. 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

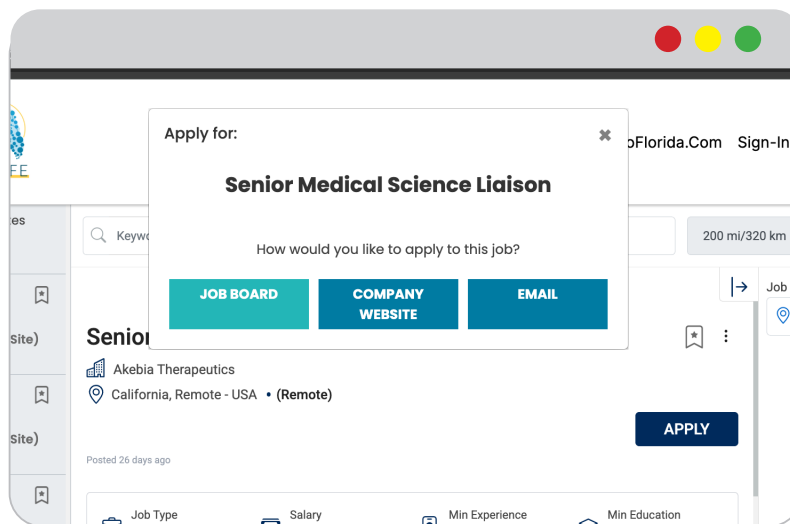
After you choose how to receive applications, job seekers will see the matching apply option when they click “Apply Now.”

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.

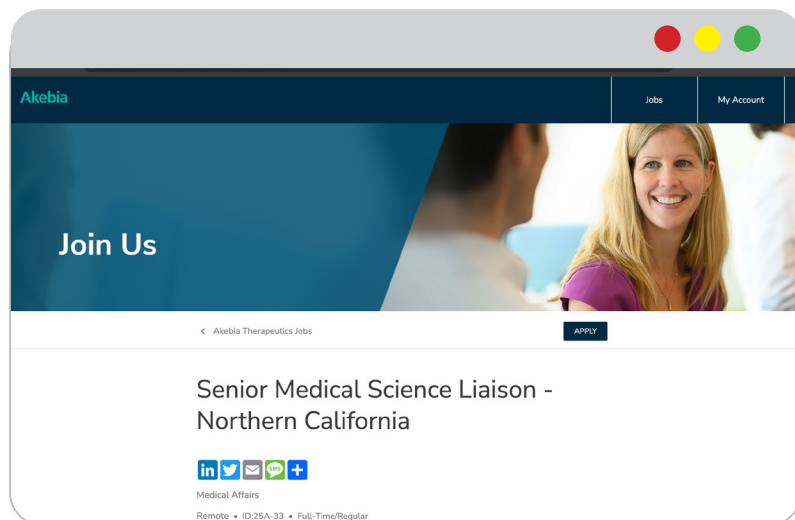
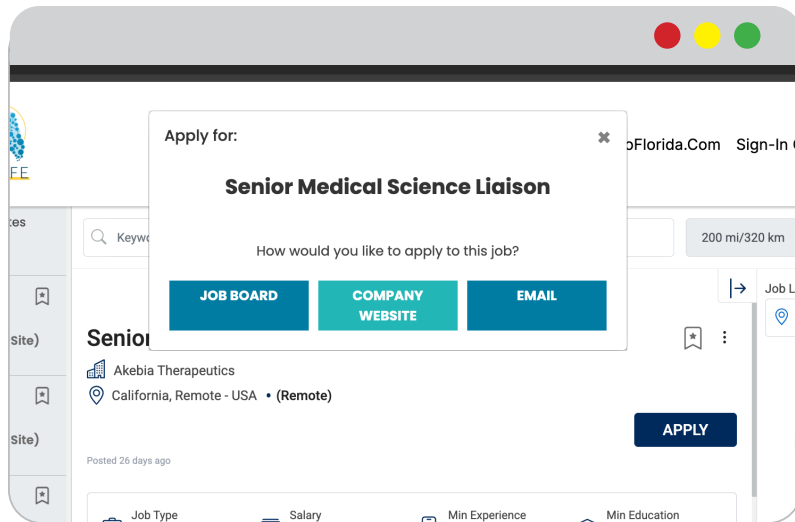
A screenshot of the "Apply for Job" form for the "Senior Medical Science Liaison" position. The form is titled "Apply for Job" and "Position: Senior Medical Science Liaison". It has two tabs: "1. Documents" (active) and "2. Finish". Under the "1. Documents" tab, there is a section titled "Add a cover letter and resume". Below this, there is a "Cover letter" section with two radio buttons: "None" (selected) and "Create new cover". Below the radio buttons is a text input field labeled "Place cover letter text here". The form is part of the BioFlorida career center interface, with navigation links for "Career Center Home", "Senior Medical Science Liaison", and "Apply".

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.

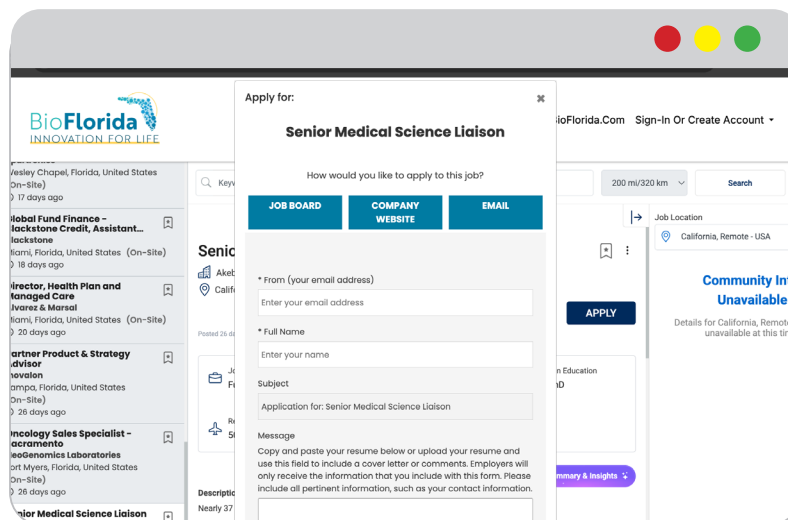
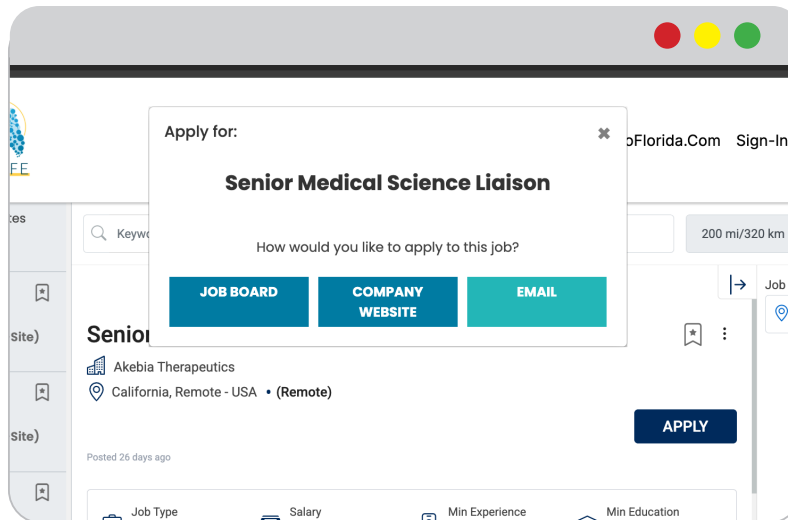


Candidates are redirected to your company's application page.

Email Applications

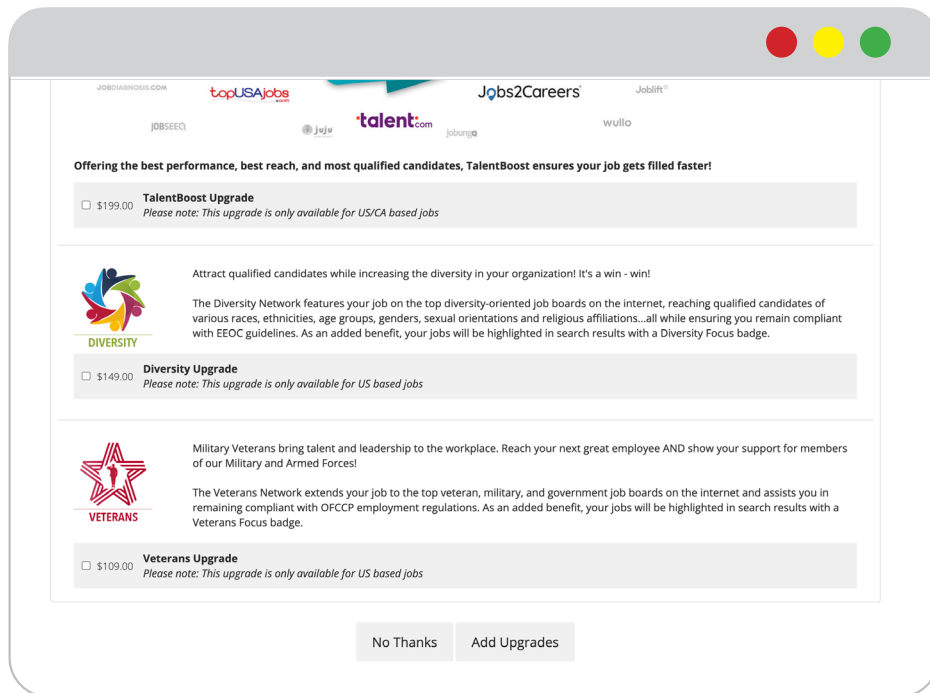
If You Chose Email Application

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



Applications are delivered to your email.

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 BioFlorida Career Center Job Board. It will also be emailed directly to life sciences professionals through our Job Flash™ email.

Preferred Upgrade

Preferred jobs are shown at the top of the job listings. To give you maximum exposure.

TalentBoost Upgrade

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

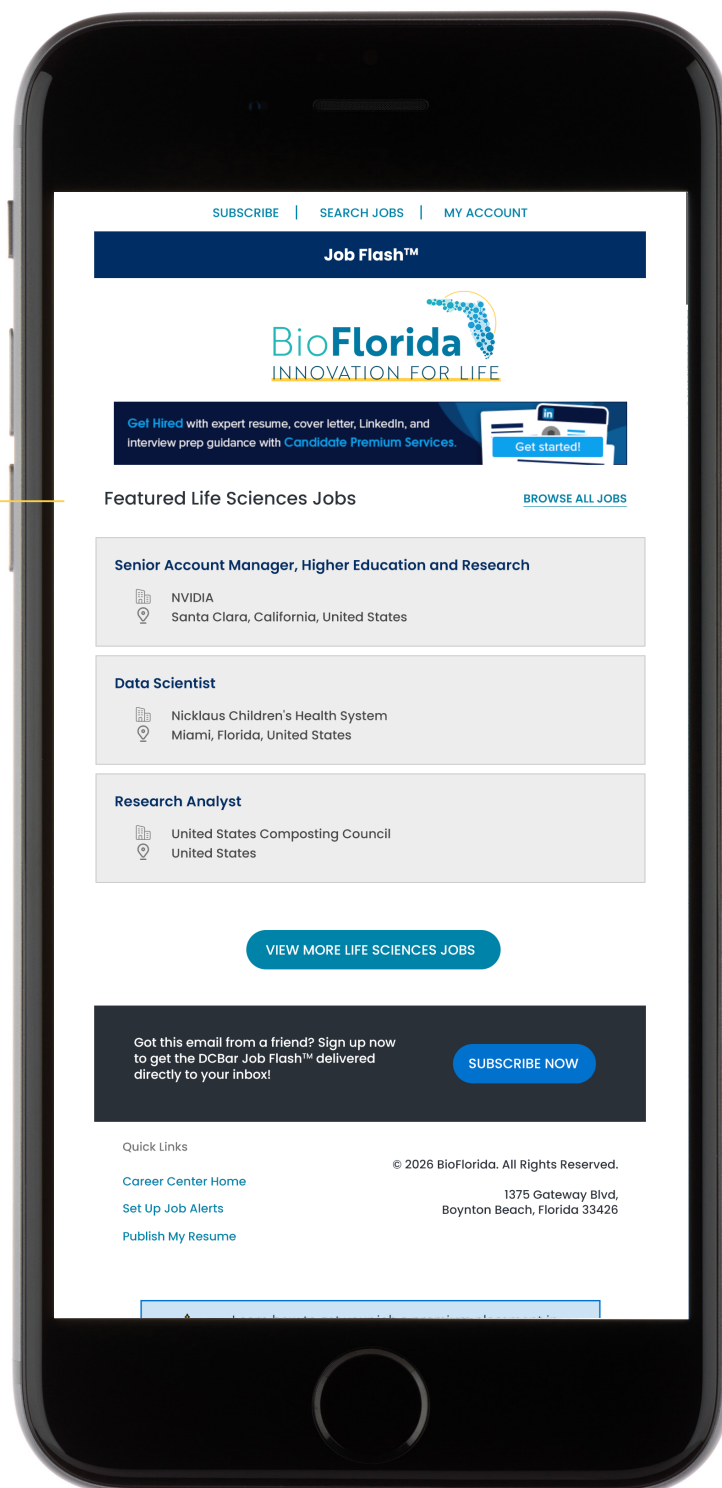
Diversity/Veterans

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

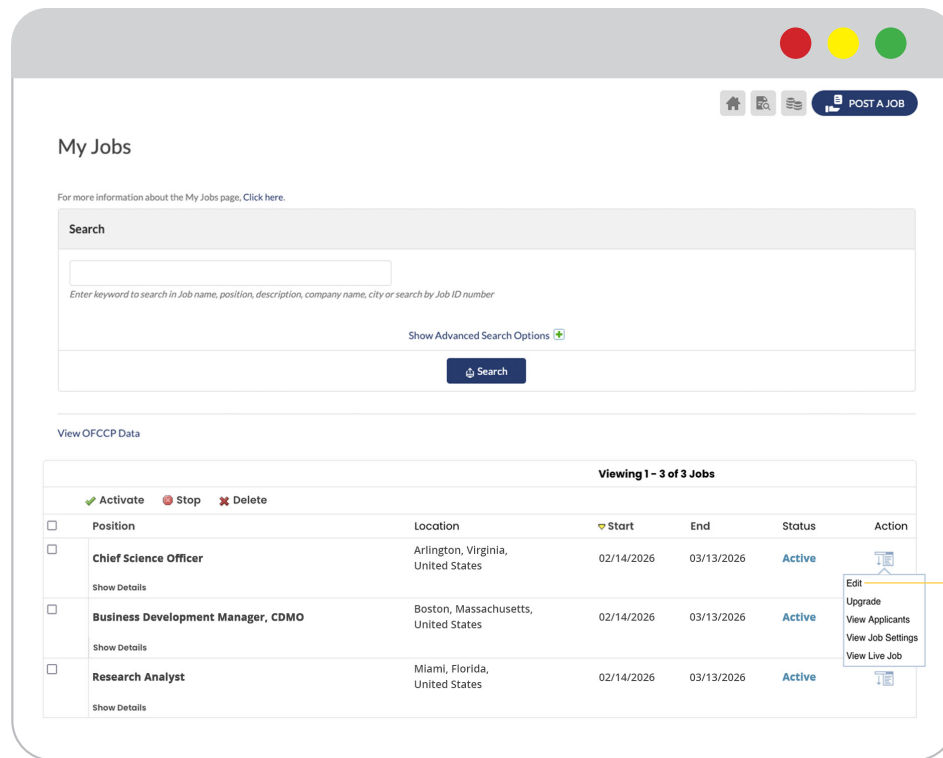
JOB FLASH™ EMAIL

Features

- Branded email featuring top jobs on the BioFlorida Career Center.
- To give your free posting an added boost, select the Featured Upgrade during checkout. This ensures your job is included in targeted job alert emails sent to qualified professionals actively seeking new opportunities.



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

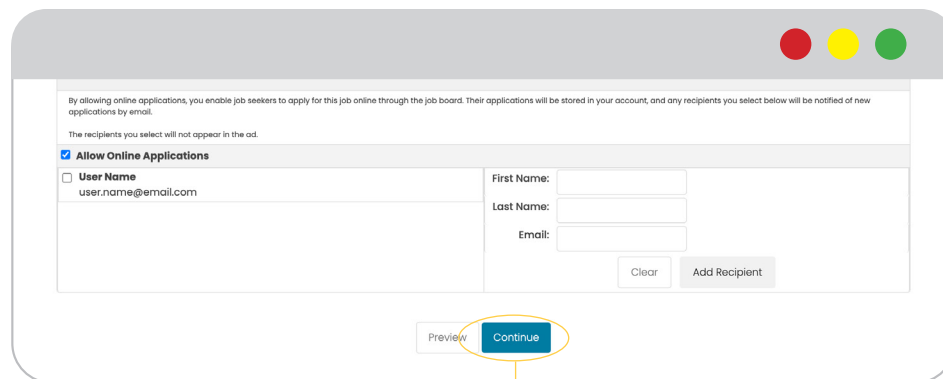
Show Advanced Search Options

Search

View OFCCP Data

Viewing 1 - 3 of 3 Jobs

☐	Position	Location	Start	End	Status	Action
☐	Chief Science Officer Show Details	Arlington, Virginia, United States	02/14/2026	03/13/2026	Active	
☐	Business Development Manager, CDMO Show Details	Boston, Massachusetts, United States	02/14/2026	03/13/2026	Active	
☐	Research Analyst Show Details	Miami, Florida, United States	02/14/2026	03/13/2026	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**

☐ **User Name**
user.name@email.com

First Name:

Last Name:

Email:

Clear Add Recipient

Preview Continue

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.

CONTACT US

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