Overview: OneStop “job packs” allow employers to pre-purchase Multi-School job postings at a discount to standard job posting pricing. To learn more about the job pack rates, visit: https://onestop.symplicity.com/pricing. Job Pack credits cover the cost of the job posting, not any ancillary charges that result from job add-on features (e.g., “job refresh”, “enhanced display”, “15 day job extension”). This cheat sheet outlines some basic features of job packs and how a contact applies a previously purchased job pack credit during checkout.

**Where can I see my Job Pack Balance?**

In order to use a job pack credit, you must have purchased the packs in advance, and have credits available. To ensure you have available credits, go to the sub-navigation “job packs” under “my account.” You will see your pack(s) listed. The “size” indicates the number of schools that can be targeted in the posting and paid for with the credit. The “#/ # used credits” provides data about the number of used out of the total number of credits available in the job pack. So if the first number is positive, you’ll be able to apply a job credit for a posting to the number of schools allowed for by the credit. The expiration date indicates the date when the credits will expire.

![Job Pack Balance Image](image)

**Will My Receipts show use of Job Pack Credits?**

Yes, you will see designation of “job pack credit” on your payment receipt after a credit has been applied.
Applying a Job Pack Credit

- When you are posting the job, there is no difference in the job posting process. The credit is applied after you “create the job posting”, and it is applied when you are paying for the job.
- So to get started, simply login and click the “post a job” button on the job list or on your dashboard.
- Complete the presented job posting steps:
  - Step 1 – Enter job details
  - Step 2 - Select your target schools
  - Step 3 – Optionally add the “enhanced display” feature. If purchased, as the job is displayed to job seekers, they will see an added “why this company” tab on the posting. You can add imagery, social media links, a specific “pitch” and a youtube video to the job posting. This feature can be added to jobs paid for with job credits, but the job pack credit does not cover the cost to add the feature.
  - Step 4 – Optionally add “job refresh” or “job extensions” to your job. As was the case with step 3’s “enhanced display”, these features can be added to jobs paid for with job credits, but credits do not cover the costs to add these add-on features.
- At the end of Step 4, click “add to cart”.

Job Posting for sample job for demo job pack

Step 4: Review Order

By adding this job to my cart, I hereby affirm that my organization agrees to each of the Job Posting Policies posted within each of the selected schools’ profiles. View the selected schools’ Job Posting Policies.

RECOMMENDED FOR YOU

Order Summary

- Posting to 1 schools: $55.00
- Enhanced Profile: $50.00
- Extend Posting for 15 days: $25.00

Total: $130.00
Buy 4 more schools and get 5 more target schools for free. See Details.
You will then get confirmation that you have added the job to your cart.
On the next screen, if you have available credits, you will be prompted to apply the credit to the job. See the red squared alert in the image below.
To apply the credit, select the “+” action to “apply credit”.
  - If you have multiple jobs in your cart, you can apply the credit on each job (assumes the job pack credit covers the number of schools targeted with the job, and you have credits available).

![Image of job pack credit application](image-url)
Once a credit is applied, the total will “reduce” to reflect application of the job pack credit. Note, job add-on fees are still “charged” as they are not covered by the job pack credit.

After a credit is applied, you can use the “-“ action to remove the credit from the job posting.

If desired, job packs can be used to set up a recurring posting.
  - If added, the job is reposted upon expiration, and job pack credits are deducted automatically to cover the charge to repost. Emails will be sent to you advising of forthcoming recurrence, and giving you the option to cancel recurrence.

To finalize your purchase, click “check out”.
  - Even if you are not purchasing any add-on features, you will still need to click “check out” to finalize your posting.
On the “check out” screen you will need to enter a form of payment to complete the purchase if you have add-on charges.

- Note, you will see the credit being applied in the cart.
- Click “place your order” to finalize your purchase.

Sample where a credit card is needed because there is a balance due to complete the purchase.

Sample where a credit card is NOT needed. $0 Total – no job add-on charges applied.

- After you click “place your order”, you will then see confirmation of successful payment. The credit has been applied to the posting, and the job has been posted.