Virtual Job Scout

Recruiter – Frequently Asked Questions:

Q. How do I upload a photo of me instead of my company photo?

A. Click on *My Profile* then click *Please upload a portrait or other personal avatar*.

Q. How do I update my information, phone, email, and/or location?

A. Click on the *My Profile* tab. There you will be able to upload a picture or company logo, add location, phone number, and email address. Once you have updated your information, click *Save*.

Q. How do I change my password?

A. Click on the *Account Settings Tab*, add your current password, type the new password twice and finally click the *Submit Change Tab*.

Q. Can I have more than one listing?

A. Yes.

Q. How do I create a job listing?

A. Click on the *Create Listings Tab*.

Q. How do I un-publish a job listing?

A. Click on the *My Listing & Messages* tab. In the job listing there will be a *Lock Icon*, once you click the *Lock Icon*, the job listing will no longer be visible to job seekers.