

OTS Job Board

User Guide

<http://www.oligotherapeutics.org>



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For Employers

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Overview

Overview



The OTS Job Board is provided as a free service to anyone in the field of oligonucleotide therapeutics.

The job board consists of an employer and job seeker section. Employers can post and manage job openings and review online profiles/resumes from job seekers.

Home [Job Board - 2](#)

Welcome to the OTS Job Board!

.....

If you are looking for great people in the field of oligonucleotide therapeutics, we encourage you to post your job openings on our job board. It's free to post! Just register as an employer and start posting your openings.

The OTS Job Board allows you to:

- Post/Edit Jobs
- Review/Filter Resumes
- Manage Employer Profiles

[Employers](#)

OTS Job Board Menu

[View Jobs](#)

[Advanced Job Search](#)

Job Alerts

Keyword

E-mail

[Create Email Alert](#)

Featured Jobs

[Senior Research Scientist](#)

Employer Registration

Employer Registration



The screenshot shows the OTS website interface. At the top, there is a dark red navigation bar with the text "Home | Member Directory" on the left and social media icons (Facebook, Twitter, YouTube, LinkedIn) on the right. Below this is a white header area containing the OTS logo on the left and a horizontal menu with the following items: "THE SOCIETY", "CURRENT SCIENCE", "RESOURCES", "ANNUAL MEETING", "MEMBERSHIP", and "JOB BOARD". A large red arrow points to the "JOB BOARD" link. Below the header is a teal banner with the text "Taking oligonucleotide research to its full therapeutic potential" and a background image of people in a meeting. Underneath the banner is a breadcrumb trail: "Home > Job Board - 2". The main content area features a heading "Welcome to the OTS Job Board!" followed by a dotted line. On the right side, there is a sidebar with a teal header "OTS Job Board Menu" containing links for "View Jobs" and "Advanced Job Search", and a section titled "Job Alerts". On the left side of the main content area, there is a partial image of two hands shaking and a paragraph of text: "If you are looking for great people in the field of oligonucleotide therapeutics, we encourage you to post your job openings on our job board. It's free to post! Just register as an employer and start posting your openings."

To get started, click on the Job Board link in the main website menu.

Employer Registration

Welcome to the OTS Job Board!

.....



If you are looking for great people in the field of oligonucleotide therapeutics, we encourage you to post your job openings on our job board. It's free to post! Just register as an employer and start posting your openings.

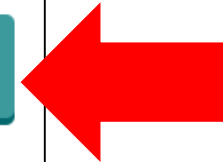
The OTS Job Board allows you to:

- Post/Edit Jobs
- Review/Filter Resumes
- Manage Employer Profiles

Employers

From the **Welcome** page, click on the green **Employers** button.

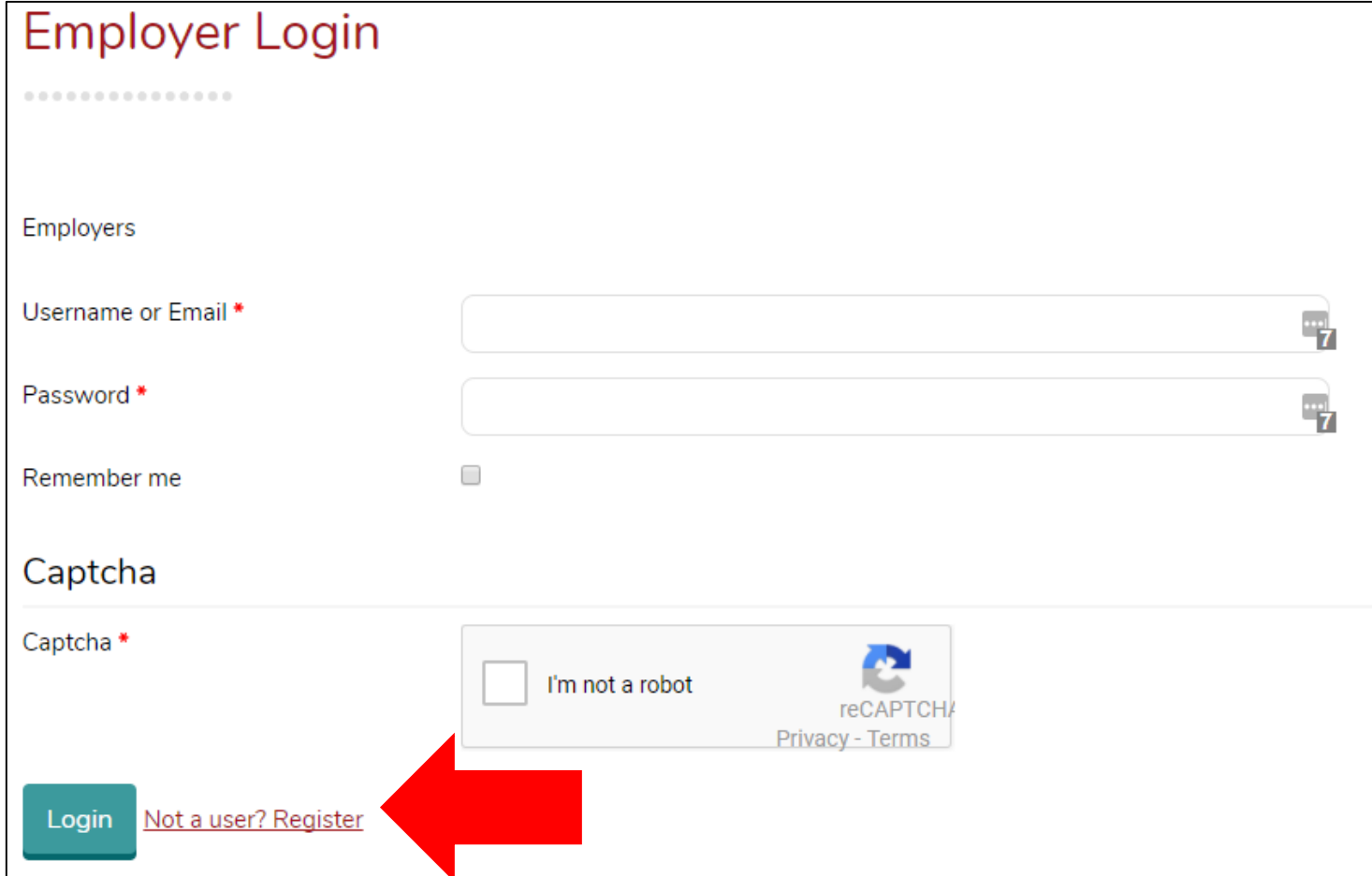
This will take you to the **Employer Login** page.



Employer Registration

From the **Employer Login** page. Currently registered employers can login to their account and new employer users can register.

To register, click on the **Not a user? Register** link next to the **login button**.



The screenshot shows the 'Employer Login' page. At the top, the title 'Employer Login' is displayed in red. Below the title is a horizontal line of dots. The page is divided into two main sections: 'Employers' and 'Captcha'. In the 'Employers' section, there are two input fields: 'Username or Email *' and 'Password *', both with a small '7' icon on the right. Below these fields is a 'Remember me' checkbox. In the 'Captcha' section, there is a 'Captcha *' label and a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA' logo. At the bottom left, there is a teal 'Login' button and a red underlined link 'Not a user? Register'. A large red arrow points from the right towards the 'Not a user? Register' link.

Employer Registration



User Account

Username *

Password *

Password (repeat) *

To create a user account, complete all required fields.

- **Username** – Enter a username
- **Password** – Enter a password

Employer Registration



Company

E-mail *

Company Name *

Complete Company Information

- **Username** – Enter a username
- **Password** – Enter a password

Employer Registration



Company Logo

Drop files here



browse files ...

 e1.gif 434 b

A screenshot of a web form for uploading a company logo. The form has a light gray background and a thin black border. On the left, the text 'Company Logo' is displayed. On the right, there is a large area with the text 'Drop files here' and a cloud icon with an upward arrow. Below this is a button labeled 'browse files ...'. At the bottom of the form, a file named 'e1.gif' with a size of '434 b' is shown, accompanied by a small image icon.

Company Information

- **Upload Company Logo** – Image size should be 64x64

Employer Registration



Company Website	<input type="text" value="http://companye1.com"/>
Company Info	<div style="border: 1px solid #ccc; padding: 5px;"><p>B I ABC ☰ ☰ “ 🔗 🌱 📄</p><p>Join our company.</p></div>

Company Information

- **Company Website** – Enter company URL
- **Company Info** – Enter company description

Employer Registration



Complete Location Information

- **Company Country** – Select Country
- **Company State** – Enter State Name
- **Company Zip-Code** – Enter Postal Code
- **Company Location** – Enter City


Check the Captcha box and click the **Register** button.

Location

Company Country	United States
Company State	California
Company Zip-Code	92129
Company Location	San Diego

Captcha

Captcha *

<input type="checkbox"/>	I'm not a robot	
		reCAPTCHA
		Privacy - Terms

Employer Registration



Complete the Company Information section

5. Company URL

6. Company Info – Enter description

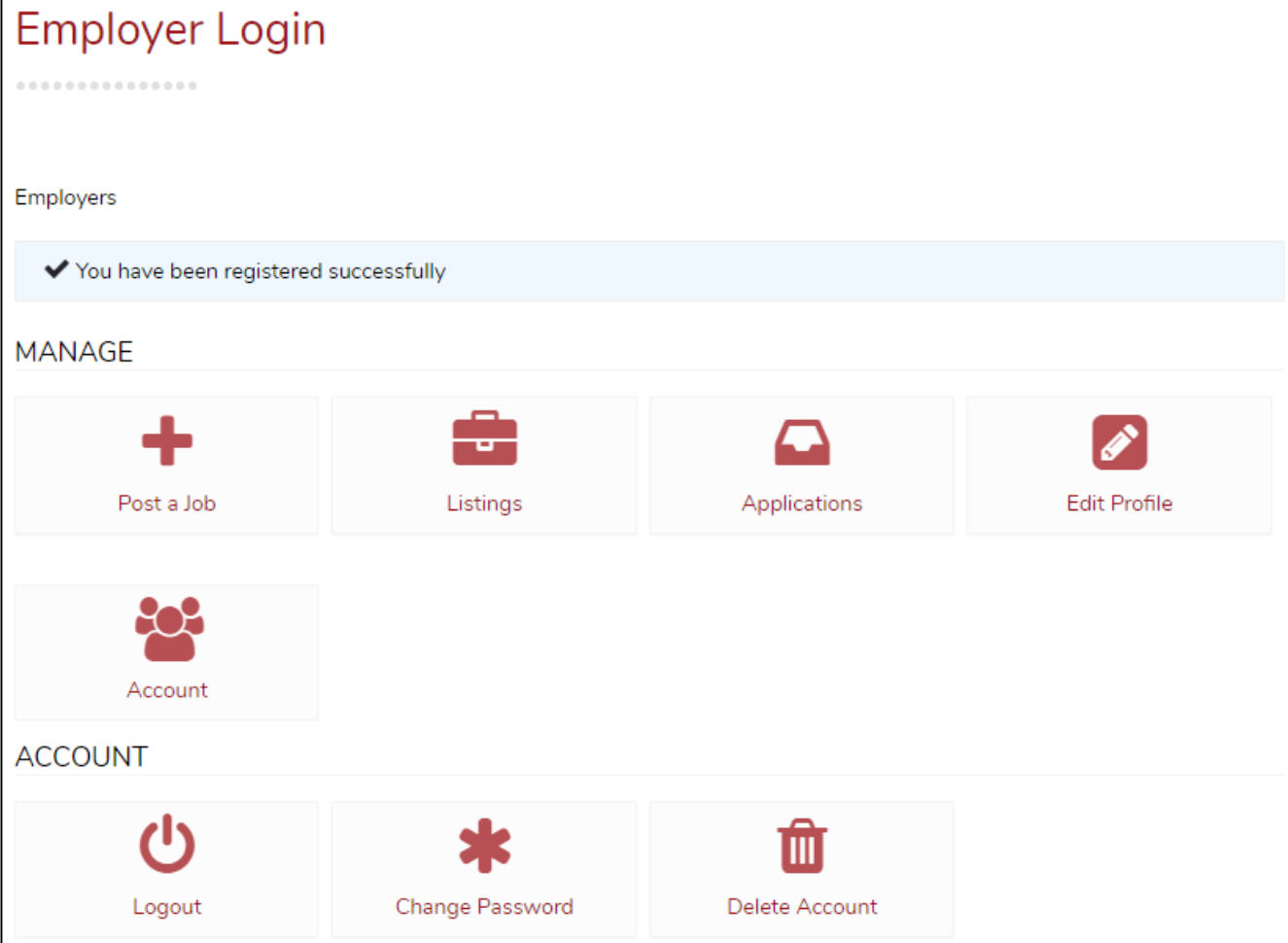
A screenshot of a web form for employer registration. The form is divided into two main sections: 'Company Website' and 'Company Info'. The 'Company Website' section has a single text input field. The 'Company Info' section features a rich text editor with a toolbar containing icons for bold (B), italic (I), text color (ABC), bulleted list, numbered list, quote, link, unlink, and table. The text area below the toolbar is currently empty.

Employer Registration

Once successfully registered, you will be taken to the **Employer Dashboard** where you will be able to create a job posting, view your current listings, see any applications to your jobs, edit your company profile and view your account details.

To return to your Employer Dashboard, bookmark this URL.

<https://www.oligotherapeutics.org/employer-panel/>

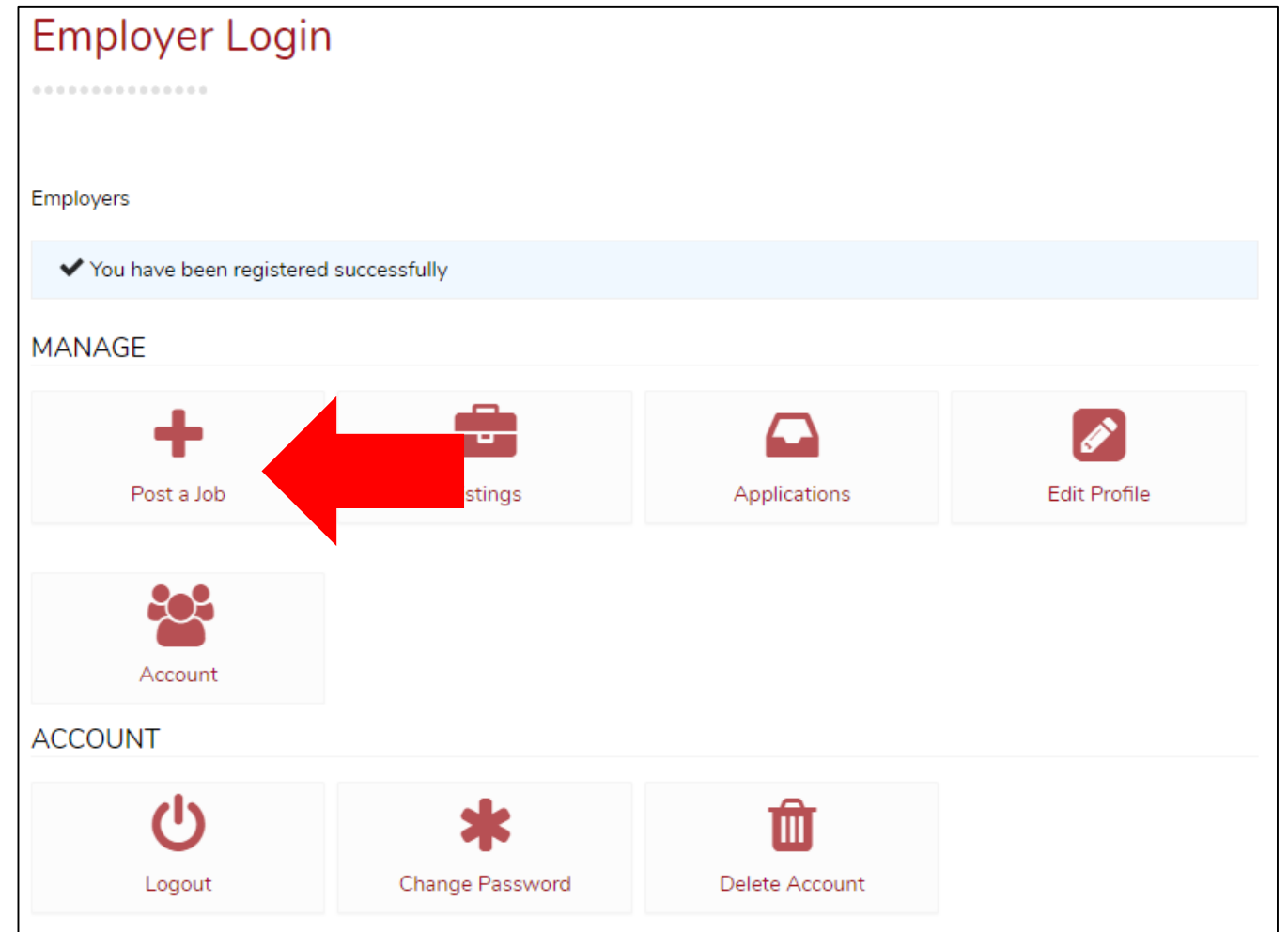


The screenshot shows the 'Employer Login' dashboard. At the top, there is a header 'Employer Login' followed by a series of dots. Below this, the word 'Employers' is displayed. A light blue notification bar contains a checkmark and the text 'You have been registered successfully'. Underneath, the section 'MANAGE' contains four buttons: 'Post a Job' (with a plus icon), 'Listings' (with a briefcase icon), 'Applications' (with a folder icon), and 'Edit Profile' (with a pencil icon). Below these is a button for 'Account' (with a group of people icon). The 'ACCOUNT' section at the bottom contains three buttons: 'Logout' (with a power icon), 'Change Password' (with an asterisk icon), and 'Delete Account' (with a trash can icon).

Post a Job

Post a Job

To post a new job, click on the **Post a Job** button.



The screenshot shows the 'Employer Login' dashboard. At the top, there is a header 'Employer Login' followed by a series of dots. Below this, the word 'Employers' is displayed. A light blue notification bar contains a checkmark and the text 'You have been registered successfully'. Under the heading 'MANAGE', there are four buttons: 'Post a Job' (with a plus sign icon), 'Postings' (with a briefcase icon), 'Applications' (with a folder icon), and 'Edit Profile' (with a pencil icon). A large red arrow points from the 'Postings' button to the 'Post a Job' button. Below the 'MANAGE' section is an 'Account' button with a group of people icon. Under the heading 'ACCOUNT', there are three buttons: 'Logout' (with a power icon), 'Change Password' (with an asterisk icon), and 'Delete Account' (with a trash can icon).

Post a Job



Complete the **Job Information** Section

Title: Enter job title

Description: Enter a complete job description

Job Type: Select Job Type

Category: Select category

Job Information

Title *

Description *

B **I** ABC

Write your job description.

p

Job Type

Category

Post a Job



Complete the **Job Information** Section

Title: Enter job title

Description: Enter a complete job description

Job Type: Select Job Type

Category: Select category

Job Information

Title *

Description *

B **I** ABC

Write your job description.

p

Job Type

Category

Post a Job




Complete the **Company Information** Section.

This section will be pre-populated with your account information.

Logo - Upload logo 64x64 px.

Company Information

Company Name *	<input type="text" value="Employer 1"/>
Contact Email *	<input type="text" value="johnwalker61@icloud.com"/>
Website	<input type="text" value="http://companye1.com"/>
Logo	<div style="text-align: center;">Drop files here  browse files ...</div>

Post a Job



Complete the **Listing** Section.

Listing Type – Select **Free Listing**. Job listing will be visible for 60 days and listed as a Featured Posting for 7 days.

Check the Captcha box and click the **Preview** button to review.

Listing


Listing Type *

Free \$0.00

Visible 60 days | Featured

Captcha

Captcha *

I'm not a robot  reCAPTCHA

[Privacy - Terms](#)

or [Reset form](#)

Post a Job





Preview your listing.


You may edit your listing or publish your listing. Press the **Publish** button to push your job to approval process.


Employers


Add Job [→ Preview Job](#) Done!

Test Job Posting

 Employer 1 
Published: August 22, 2017

Location  [San Diego, California](#) ▼

Job Type  [Full-time](#)

Category  [Life Sciences](#)

DESCRIPTION

Write your job description.

[« Edit Listing](#) [Publish Listing »](#)

Post a Job



Your new job posting will be displayed on the main job board for 60 days.

You will receive a notification 5 days before your job posting expires, If you would like to extend it past 60-days.









View Jobs

.....

Current open positions.

Keyword ... Location ...

Contract Full-time Internship Part-time Postdoctoral

	Test Job Posting Employer 1	 San Diego, California Full-time	Aug, 22 NEW
	Senior Research Scientist MiNA Therapeutics	 London, United Kingdom Full-time	Aug, 15
	Associate Scientist/Scientist Process Development Nitto Denko Avecia	 Cincinnati, OH, Ohio Contract	Jul, 19
	Senior Process Engineer WAVE Life Sciences	 Lexington, MA Full-time	Jun, 30

Manage Job Postings

Manage Job Postings



To manage your job postings return to your Employer Dashboard.

<https://www.oligotherapeutics.org/employer-panel/>

Click the **Listings** button.

The screenshot displays the 'Employer Login' dashboard. At the top, there is a header 'Employer Login' followed by a series of dots. Below this, the word 'Employers' is visible. A light blue notification bar contains a checkmark and the text 'You have been registered successfully'. Underneath, the section 'MANAGE' is titled, followed by four buttons: 'Post a Job' (with a plus icon), 'Listings' (with a briefcase icon), 'Applications' (with a folder icon), and 'Edit Profile' (with a pencil icon). Below these is an 'Account' button with a group of people icon. The 'ACCOUNT' section follows, containing three buttons: 'Logout' (with a power icon), 'Change Password' (with an asterisk icon), and 'Delete Account' (with a trash can icon).

Manage Job Postings









Employer Login
.....



Employers

[Home](#) > [Listings](#)

Active (1) Pending (0) Expired (0)

Test Job Posting  🕒 [October 21, 2017](#)

 0  View  Edit  Delete  More

 Republish  Mark as filled


From the **Listings** sections you can view, edit, delete, republish or mark your listing as filled.



Manage Applications


Manage Applications




When a job seeker applies for your open position, they will do so by clicking on the **Apply Online** button at the bottom of your job posting.

E1 Employer 1 
Published: August 22, 2017


Location  [San Diego, California](#) 




Job Type  [Full-time](#)

Category  [Life Sciences](#)

DESCRIPTION

Write your job description.

[Apply Online](#) 

Manage Applications



From here the applicant will fill out this form, attach appropriate documents, cover letter, resume or CV. This information will be emailed to the main contact for the posting and posted to the applications section of your Employer Dashboard.

Apply Online ▾

Apply


Your name *

Your e-mail address *

Message

Attachments

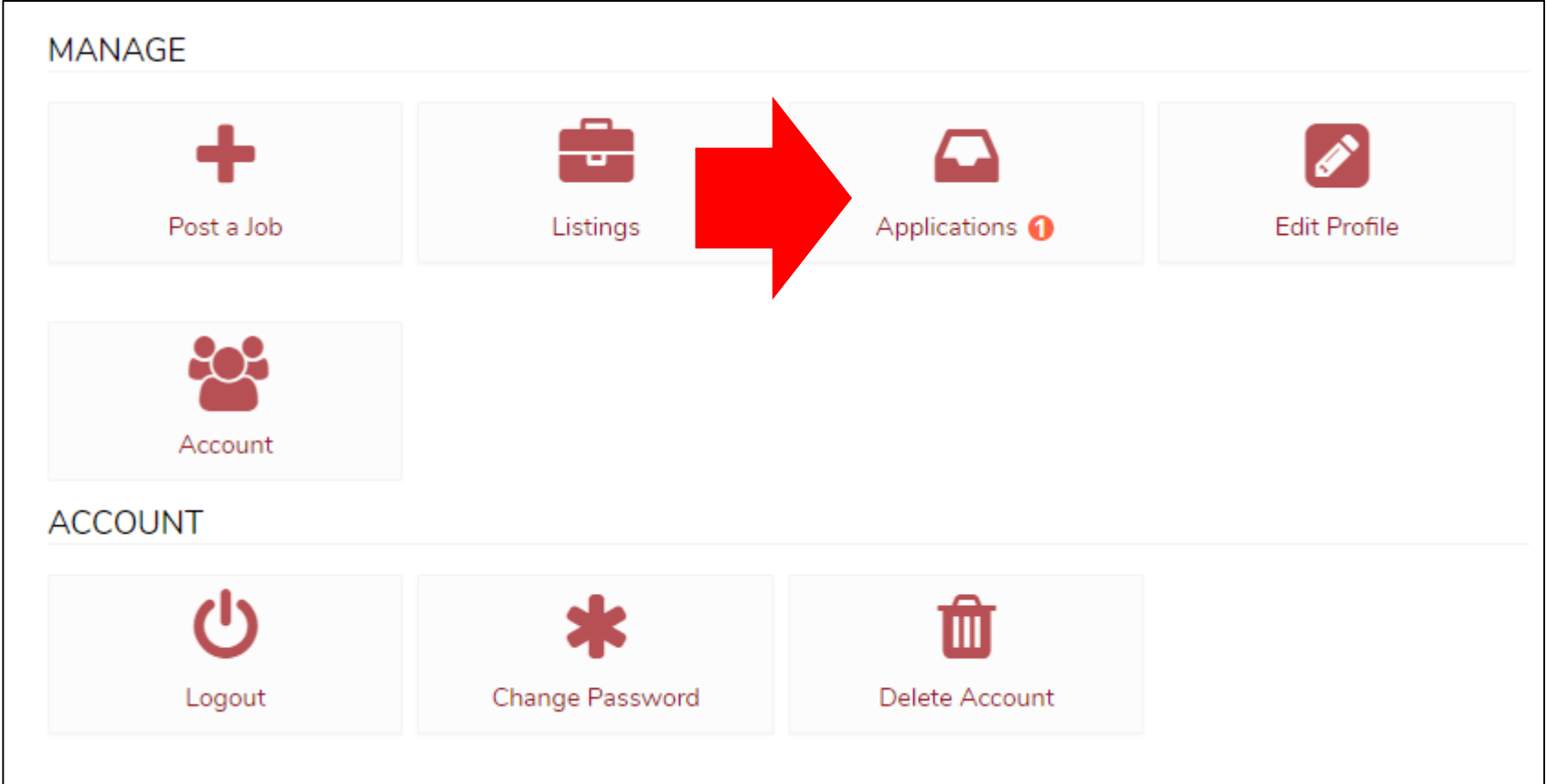
Drop files here



[browse files ...](#)

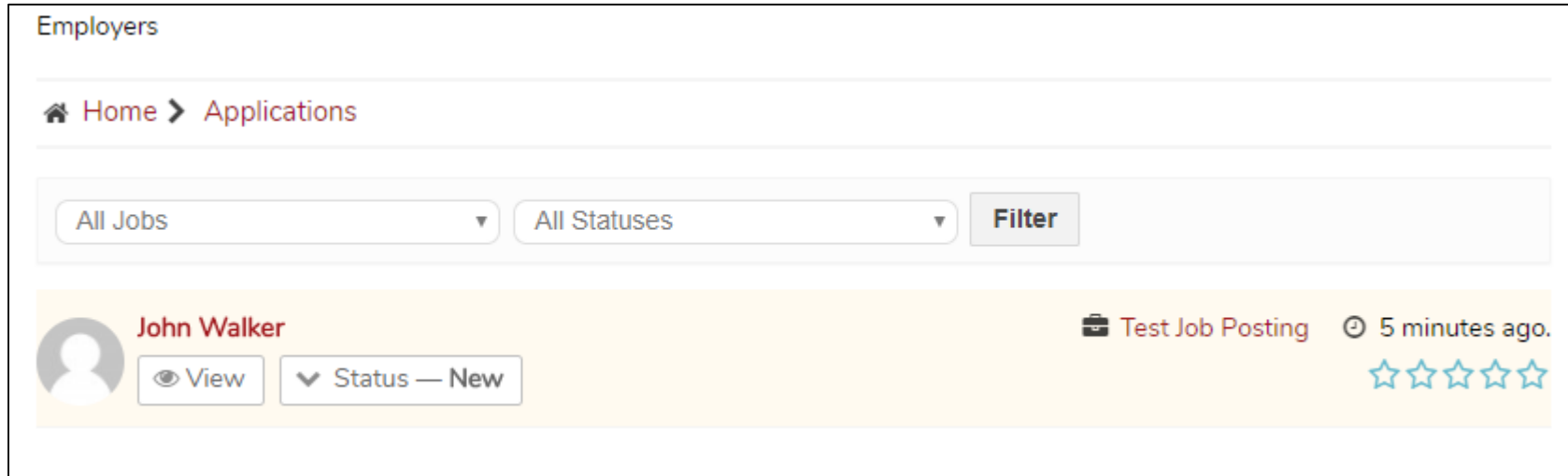
Manage Applications

To access your applications, click on the **Applications** tab on your **Employer Dashboard**.



The screenshot shows the 'MANAGE' section of the Employer Dashboard. It contains five buttons: 'Post a Job' (plus icon), 'Listings' (briefcase icon), 'Applications' (folder icon with a red notification badge '1'), and 'Edit Profile' (pencil icon). A large red arrow points from the 'Listings' button to the 'Applications' button. Below this is the 'ACCOUNT' section with three buttons: 'Logout' (power icon), 'Change Password' (asterisk icon), and 'Delete Account' (trash icon).

Manage Applications



The screenshot shows a web interface for managing applications. At the top, it says "Employers". Below that is a breadcrumb trail: "Home > Applications". There are two dropdown menus: "All Jobs" and "All Statuses", followed by a "Filter" button. The main content area features a yellow background with a profile picture of "John Walker". To the right of the name is a briefcase icon labeled "Test Job Posting" and a clock icon labeled "5 minutes ago". Below the name are two buttons: "View" (with an eye icon) and "Status — New" (with a dropdown arrow). To the right of these buttons are five blue stars for rating.


Here you will be able to view all the applications to your positions. You can change the status and rate the application as to the quality of the applicants qualifications. Click on the **View** button to see the details of the application.




Manage Applications



You will be able to view the applicants online profile, contact information and the date they applied. You will also be about to download any attachments.

Home > Applications > John Walker

 **John Walker** Test Job Posting 8 minutes ago.
Status — New ☆☆☆☆☆

Applicant Resume	 View Resume
Applicant E-mail	 johnwalker61@att.net
Date Sent	 August 26, 2017
Attached Files	Resume.pdf ~ 31.59 kB

MESSAGE

I want to apply for this job

Additional Features

Additional Features

- All jobs are posted to the OTS Facebook page and Twitter account
- Email Job Alerts – Applicants can subscribe and be alerted to new job postings
- New job are posted a standard 60 days
- New postings will be featured for 7 days to increase visibility
- The job board is mobile-friendly and can accessed from any mobile device
- Employers will be alerted 5 days via email before a job posting expires
- All jobs will be posted to popular job board aggregators like Indeed

Questions

For questions about the OTS job board
Contact us via email
info@oligotherapeutics.org

OTS Job Board

<http://www.oligotherapeutics.org/job-board-2>

