AN INTRODUCTION TO MONSTER
March 21, 2017
• The top questions asked by Employers
• How to log into Monster for Employers
• Layout of your Monster Account
• What do the tabs mean?
• Where you can get help
• Q&A
How do I reset my Account Password?

How do I post or edit my Job Ad on Monster?

Can I create a new user or edit a current user?
If you need to change a Password for whatever reason, you may do so right on the Employer Log in area.
HOW CAN I EDIT MY JOB AD ON MONSTER?

Edit your Job Ad in the Manage Jobs section of the homepage of your Monster Account.
HOW CAN I CREATE A NEW USER OR EDIT?

Administrators can add/edit users via the Your Account Tab / Users section.

4 Levels of Users

- Administrator
- Super User
- Standard User
- Hiring Manager
WHAT YOU WILL NEED TO GET STARTED WITH MONSTER

Your Welcome Letter

Username & Password

Hiring.Monster.com
Go to Hiring.Monster.com and click on the Employers button.

Then, enter your Username and Password.
Tabs set across the top of the page show what information you may find in the section.

These tabs will always be available.

You can use the Home Tab to get you back to where you started.

Let’s take a quick peak in each of these tabs!
Access your Job Posting Inventory

Access your Resume Search License

Manage Job Postings

Access Candidate Folders

Special Offers (online purchases)

Important News
Post A Job using available Job Inventory

Manage Jobs (Active/Expired/Archived/Pending and Incomplete Job Ads)

Mobile Recruiting
CANDIDATES TAB

Search Resumes using an active Resume License

Manage Candidates within your Monster Folders

Access Saved Searches

Add-Ons in this tab: TalentBin by Monster and Talent CRM
YOUR ACCOUNT TAB

Account Settings
Company Settings
Users
Hiring Library
Reports
Inventory Detail
YOUR ACCOUNT SETTINGS: PROFILE

Account Profile will help you edit your Account

Profile info (address, email & phone)

Reset a Password

Job Posting Contact Info

Additional Company Info

Billing Contact
Account Preferences: set search standards as well as Job standards

- Apply Method
- Standard Apply Response Preferences
- Page Display
- Resume Search Defaults
- Security Clearance
- Resume Search Results
- Search Agent Format
- Job Posting Notification
- Recommended Resume Email Notification
Account Subscriptions: Manage your subscriptions online
Company Profile: Manage your online billing
YOUR COMPANY SETTINGS: PREFERENCES

Company Preferences:
Manage Company-Wide Settings
RESOURCE CENTER TAB

- Recruiting and Hiring Advice
- Workforce Management
- Market Intelligence
- Monster Training
- HR Events
- Small Business
Why Monster
Value Plans
Standard Job Ad
Skilled and Hourly Job Ads
Power Resume Search
Featured Products
All Products
SOLUTIONS TAB

Small and Medium Businesses
Enterprise
Proven Staffing Solutions
Healthcare
Government
Military Veterans
Emerging Workforce
Find out how our Customers were able to Find Better Candidates and Solutions by using Monster.

Access stories about these Customer experiences

Our Customers Found Better... With Monster
CONTACT US

Call Customer Service at 1-800-MONSTER

Live Text Chat

Email
THANK YOU!