

Below are the options processes for submitting job postings.

Prism Applicant Tracking System

Clients who use the Prism Applicant Tracking System will:

- Post jobs utilizing free option onto sites such as LinkedIn, Indeed, etc.
- Receive applications from various sites filtered into one place
- Review resumes
- Schedule phone and in person interviews with the applicants
- Send “thanks, but we’re going in a different direction” emails



Choosing to utilize Prisms Applicant Tracking System (ATS) means managing the system on your own with the standard cost of ***\$35.00 per job posted per month.***

Through the ATS you can easily post on multiple free and paid websites depending on which sites you choose to post on. Pricing found on ATS.

Helpside Assisted One Time Options

If you elect to have Helpside manage your job posting for you, we will need you to send us a copy of the position you want posted. All resumes will be directed back to the client.

Please check the corresponding box on the left with which sites you want to regularly use. Pricing for each location is also listed in the chart below.

RECOMMENDED POSTING SITES	AVERAGE PRICE
Indeed	\$7 per post per day
KSL	\$79 per post for a 30-day ad
Monster	\$285 Per Month
Utah Department of Workforce Services (DWS)	Free

DESIGNATION:

I elect to use the ATS

I elect to use Helpside Assisted One Time option

ACKNOWLEDGMENT:

Client Company: _____

Employee Signature: _____

Employee Printed Name: _____

Date: _____