

JOB BOARD

The job board is available to those who visit the EITX web page. It is updated every two weeks, with the updates done in the first and third weeks of the month.

The EITX Support person searches for the latest Director-level to C-Level jobs posted.

Each week, try to get at least 6 new jobs on the board. Try to get a good mix of CEO, COO, CFO, CMO, CTO, and senior level finance, operations, information technology and marketing jobs.

Sources for Jobs

Here are examples of sources that can be used to populate the job board.

Lew's List: Subscribe to Lew's List from his website at [\[URL\]](#). He often has the level of jobs wanted on the EITX Job Board.

When posting a job from Lew's List, add the tag line:

Thanks to Lew's List for alerting us to this opportunity. Please mention Lew's List when applying.

Indeed.com: This is a clearinghouse for job on the Internet. Check the job listing to make sure that it's posting date is current, usually within a week of publishing it to the job board.

If it's a job with a long lead time, such as a government job that will remain open for 30 or 60 days by law, use your judgement posting it on EITX. It's disappointing for visitors to click on a job and find out it's been closed or the requisition pulled.

LinkedIn: LinkedIn has become another clearinghouse for management and executive-level jobs.

Built in Colorado: This site specializes in jobs in the startup and tech sector here in Colorado.

Adding a New Job to the Job Board

Find a job posting that meets the criteria. Open the posting, displaying the post URL in the address bar.

Tip: if possible, find the original job posting or description. You'll be directing visitors to the actual job description page. If you can't link to the page, this is probably not a good candidate for the Job Board.

Enter the job into the Jobs Web App.

Accessing the Jobs Web App

1. Sign-in to the EITX database within the Catalyst software.
2. In the left menu, click on Web Apps, then Jobs. The Jobs screen appears.
3. Click the Add Item button. The Add Item screen appears. Complete the following fields:
 - Item Name: Type the name of the position such as Chief Executive Officer
 - Template: Jobs
 - Ensure that Enabled is checked if you want this item to appear on the webpage.
 - Short Description: Review the job posting. Copy a few sentences that summarize the job and paste that text in this field.
 - Date Posted: The date the page is published.
 - Download URL: Cut and paste the URL from the address field at the top of the web page hosting the job ad. See the example below.
 - Company: Type the name of the company offering the position.

Secure | <https://recruiting2.ultipro.com/BIL1005BILLB/JobBoard/d102fdb3-0f24-4b75-9284-fac0ae69f34f/OpportunityDetail?opportunityId=344f76bd-94d7-4818-9e0c-cd514a3da108>

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Chief Operating Officer

HPR CHIEF01031 Apply now

Posted: April 6, 2018

Full-Time

Denver
1099 18th Street
Suite 2300
Denver, CO 80202, USA

Job Details

Description

Responsibilities:

The Chief Operating Officer will be responsible for the following:

Full and direct responsibility for all aspects of operations, including drilling, completions, reservoir engineering, production, exploitation, and HSE. This includes developing, implementing and managing value-creating processes, assessing risk and properly allocating capital.

- Enhancing the Company's future direction by formulating, recommending and implementing short- and long-term plans and corresponding strategies that focus on value creation.
- Reviewing existing operations and activities and, where necessary, make appropriate changes that achieve operational and cost improvements.
- Developing and communicating clear performance metrics. Regularly and systematically appraising and evaluating results against metrics and company objectives in order to deliver optimal operating performance.
- Enhancing the day-to-day operations of the Company. Performing pre-drill reserve estimates and economic analyses as well as post-mortem analyses and integrating operational strategies with financial and land

Click to open More Options

- Expiry Date: Set this date to 30 days forward in time. If the job will post on April 6, set this to May 6.

- Item Description field. In this field, cut and paste the job description from the original to this field.
- After you've copied the job description, scroll down to the bottom. In some job descriptions, there are instructions on how to apply for the job. To make it easy for the applicant, type Apply Here at the bottom of the description.
- Hyperlink the words Apply Here with the URL from the job description page.
 - To create a hyperlink, highlight the words Apply Here. Click on the link button. The Insert Link selection appears.



- Click on Insert Link. The Insert Link dialog box appears. Click on External Link. Copy the URL from the job post into the Link field

Insert Link

Web Pages
Documents
News
FAQs
Media Downloads
Catalogs
Forums
Blogs
Events
RSS Channels
Web Apps
External Link

Please fill in the link below.

Link:

Title:

Open in new tab

Update Cancel

6.3. Click update. The dialog box disappears and returns you the Add Item screen.

7. Click Save and Add new item.

Creating the Job Board Email.

Once you've added the new jobs to the web app, the next step is to create the email.

1. Sign-in to the EITX database within the Catalyst software.
2. In the left menu, click on Email Marketing, then Email Campaigns.
3. On the E-mail Campaigns page, scroll down to find the more recent Job Opportunities email sent. Open the last email sent.
4. At the bottom of the page, click on the Copy this Campaign button. The New Campaign screen appears. Complete the following fields:
 - o Campaign Name: Update the name. Use the following syntax: MM-DD-YY Job Opportunities. For example: 04-05-18 Job Opportunities.
 - o Delivery Date: The first or third Wednesday of the month. This date matches the date in the title.
 - o Estimated Delivery Time: 9:00 a.m.
5. Click Next
6. Ensure that All Recipients is selected in the Send To: field. Click next
7. Click next on the Template screen. The Content screen appears.
8. Complete the following fields:
 - o Email Subject: "Welcome to EITX!" using the appropriate date.

The content field contains the coding to display the correct job board listings. At the top of the email, there may be promotions for events in the future. See below for an example:

The screenshot shows an email template editor. At the top, there's a blue header bar. Below it, the email content is displayed in a preview window. The content starts with a title "LATEST JOB OPPORTUNITIES + AFTER HOURS!". Below the title is a personalized greeting: "{tag_recipientfirstname}, It's time for [redacted] After Hours!". The main body of the email describes an event: "Come join business owners and entrepreneurs for the April 11 After Hours event. Get to meet and know local executives and enjoy appetizers and cocktails." It includes details for "Who" (Business owners, executives, and managers), "Where" ([redacted]), and "When" (April 11 - doors open at 4:30 p.m.). It ends with "See you there! Click the **RSVP** button to register." Below the preview window, there's a yellow "RSVP" button. Underneath the preview, there's a code block for displaying job opportunities: "{module_webapps id="29770" filter="all" resultsPerPage="20" template="/Layouts/WebApps/Jobs/email-list.tpl"}". To the right of the preview window, a green callout box says "This can be changed." with a line pointing to the event details. To the right of the code block, an orange callout box says "DO NOT CHANGE" with a line pointing to the code.

Don't change the coding or the email will not display the correct jobs. You can update the top of the email to promote an event.

9. Click Save Draft to save your work.

10. Click Send Email. The Send Email dialog box appears.
11. Type your email address and click Send. You'll receive an email with the job listings in your inbox.
12. Test the links in the email to ensure they connect to the job listing.
13. Once in the job listing, click the Apply Here link to test that the link opens the correct page.
14. Once you've tested several of the links, and are confident that the email is ready, forward the test email to Patrice for approval.