



# ASE

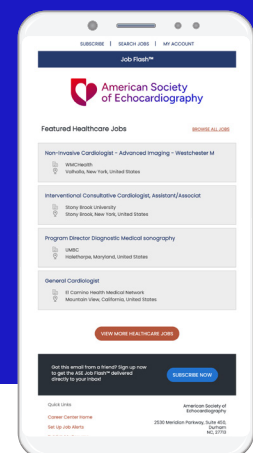
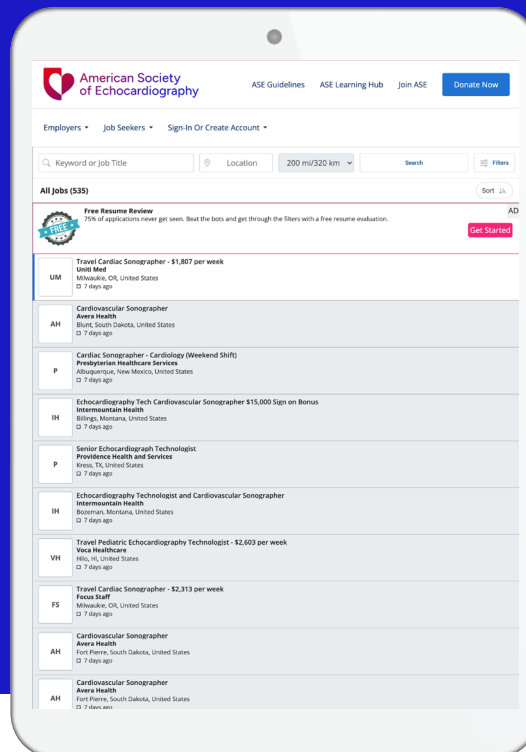
# CAREER CENTER

## EMPLOYER MANUAL



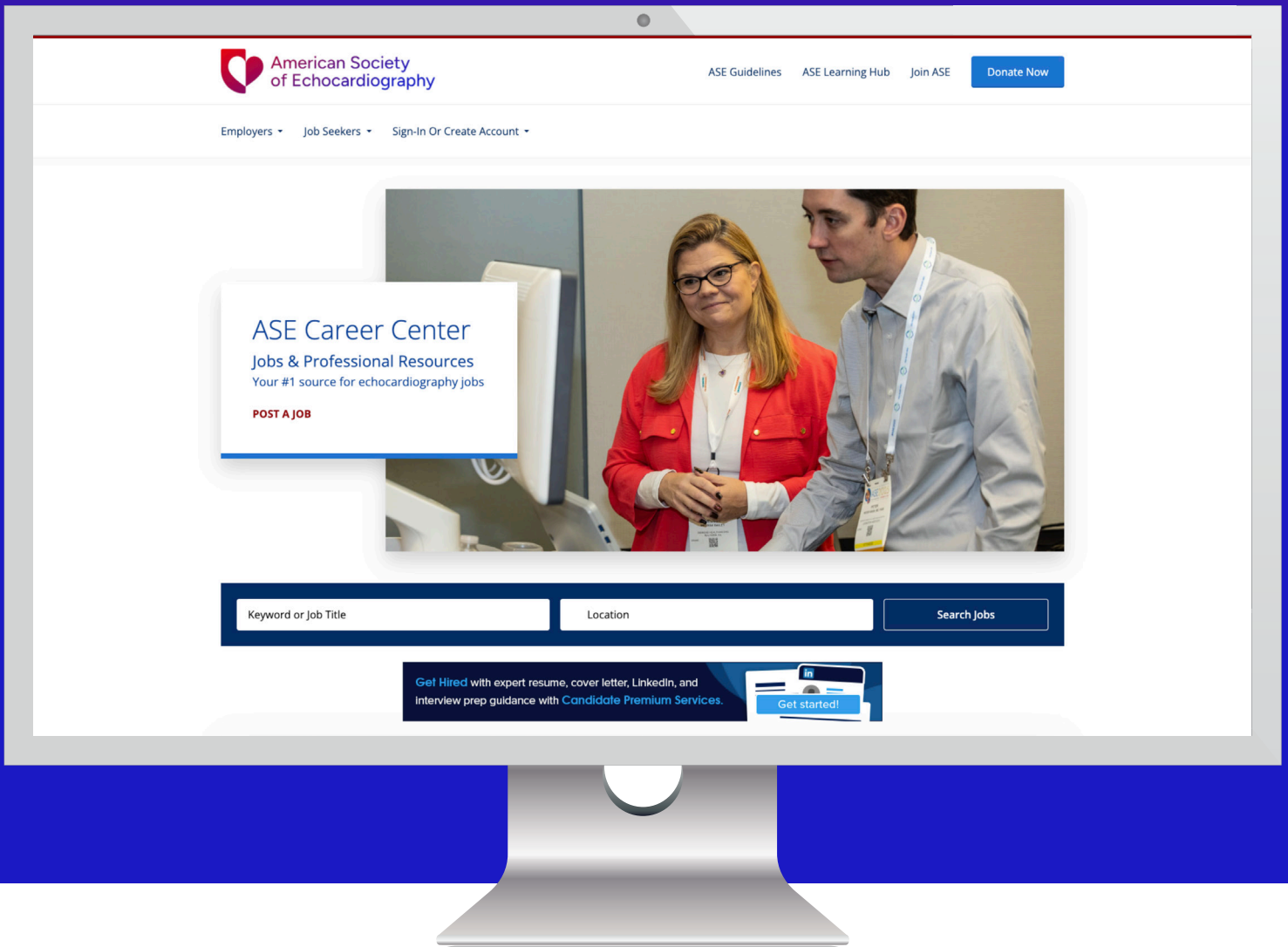
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# Welcome to the ASE Career Center

The ASE Career Center is the leading online destination for echocardiography and cardiovascular ultrasound professionals to grow their careers. It connects employers with skilled, qualified candidates who are dedicated to advancing excellence, education, and innovation in cardiac imaging.



# EMPLOYER BENEFITS

The ASE Career Center connects employers with qualified cardiovascular ultrasound professionals. Create your free employer account and reach candidates who understand cardiac imaging and are ready to make an impact.

## WHY EMPLOYERS LOVE US

- **Elevate your recruitment strategy.** Post your opportunities in a career center trusted by cardiovascular ultrasound professionals. The ASE Career Center places your job in front of skilled, qualified candidates actively seeking their next opportunity to contribute, grow, and make an impact in cardiac imaging and patient care.
- **Maximize Outreach and Impact.** Use our exclusive Jobs Email service to ensure your opportunities reach the right candidates directly and instantly.
- **Conduct Efficient and Focused Searches.** With our intuitive Resume Bank filters, identify exceptional candidates who align perfectly with your organization's needs.
- **Streamline Your Hiring.** Manage job postings and monitor applicant activity easily on our user-friendly platform, so you can focus on selecting the right fit for your team.
- **Strengthen Your Employer Brand.** Build a compelling company profile that highlights your mission, values, and workplace culture to attract top-tier talent.

For more support, please visit our Support Center for additional resources.

[CLICK HERE](#)

# POST A JOB

1. On the main employer account page, under **"Quick Links,"** click **"Post a Job."**
2. Select **"Type of Job Posting"** and enter job details; click **"Continue."**
3. Select any additional add-ons or upgrades.
4. Submit payment information.

Post / Create A Job

Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 860-437-5700.

\* indicates required field

Type of Job Posting	View complete product list	
Product	Duration	Cost
<input checked="" type="radio"/> (Members) 60 Day Job Posting	60 days	\$249.00
<input type="radio"/> (Non-Members) 60 Day Job Posting	60 days	\$299.00
<input type="radio"/> (Members) Ultimate Recruitment Package	30 days	\$549.00
<ul style="list-style-type: none"><li>• TalentBoost Upgrade Distributes Job to Network of Premier Job Sites and Search Engines</li><li>• Posted for 30 Days</li><li>• Job Emailed to thousands of Medical Professionals</li><li>• Remains High in Search Results</li><li>• Highlighted to Stand Out</li></ul>		
<input type="radio"/> (Non-Members) Ultimate Recruitment Package	30 days	\$599.00

Choose the product that fits your current recruitment needs.

# THE BEST WAY TO REACH JOB SEEKERS

Place your open positions where top cardiovascular ultrasound professionals go to advance their careers. Reach qualified candidates with precision through our multi-channel recruitment solutions:

## Job Posting Upgrades

Highlighted jobs remain at the top of search results, and the job is distributed to thousands of recruitment sites or sites that are marketed specifically to diverse and/or veteran candidates.



TalentBoost



Diversity/Veterans

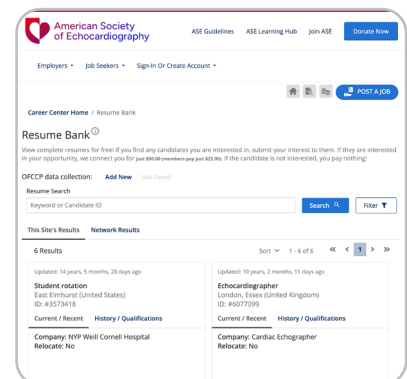
## Jobs Email

Our most effective recruitment channel that emails your job directly to the inboxes of thousands of top professionals.



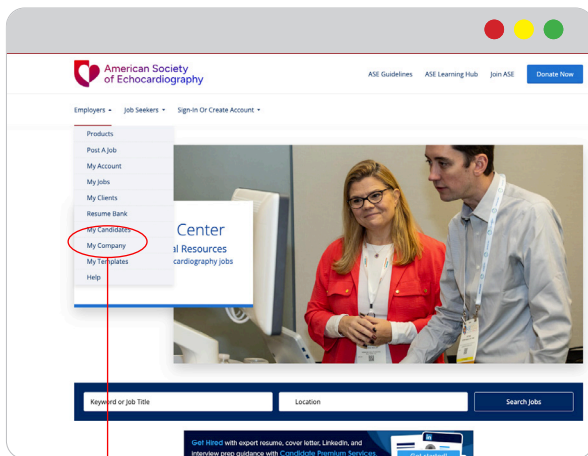
## Resume Bank Access

Search, find, and contact the most qualified and relevant candidate for your open position.

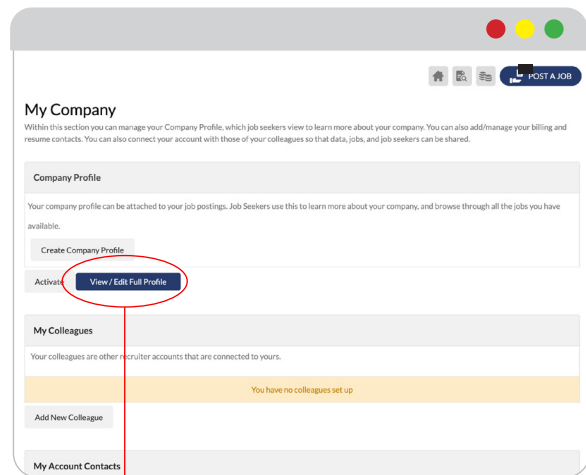


# DETAILED COMPANY PROFILE AND LOGO UPLOAD CAPABILITIES

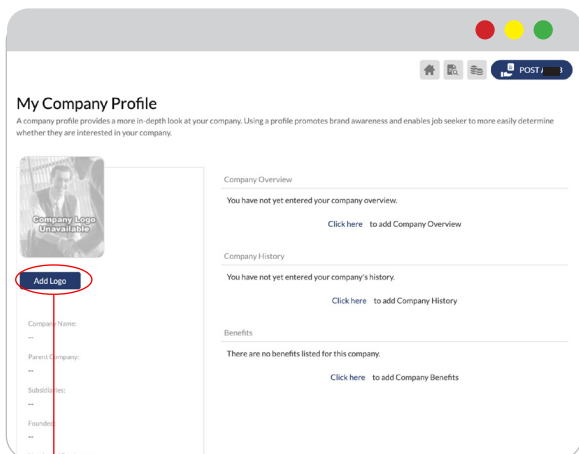
If hiring qualified talent is a top priority for your company, then having a complete and streamlined company profile with a logo can certainly promote your brand. The ASE Career Center offers detailed company profile generation and logo upload capabilities to employers for FREE. With this, job seekers can look for relevant information about your company without leaving the job board.



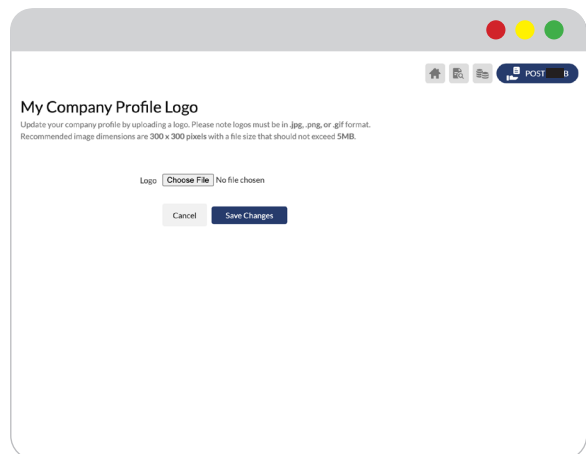
Employers > My Company



View/Edit Company Profile



Add logo



Browse > Save Changes

Logos must be in .jpg, .png, or .gif format.  
Recommended:  
Dimensions - 300 x 300 pixels.  
File size - Should not exceed 5MB

# DASHBOARD

**My Account**  
Your "My Account" area lets you manage your jobs, candidates, and more. It gives you full control over your recruitment all from one area.

**QUICK LINKS**

- Post a Job
- Products / Pricing / Specials
- Search Resumes
- Edit Account Settings
- Deactivate Account
- Terms & Conditions
- Privacy Policy

**Current Account Status**

New Messages:	0 message(s)
Total Applicants: *	0 applicant(s)
Active Jobs:	0 job(s)

Note: Applicants only includes Job Board and Email apply methods.

**My Message Inbox** These are messages you have received from candidates.

Inbox | Sent

Currently no messages

New Message | Templates

**My Resume Contacts**

These are candidates you contacted through the Resume Bank.

Currently no resume contacts

Receive & send messages directly from candidates to your account.

You can track how many applications you received.

# MY JOBS

**American Society of Echocardiography**

ASE Guidelines ASE Learning Hub Join ASE [Donate Now](#)

Home Search [POST A JOB](#)

## My Jobs

For more information about the My Jobs page, [Click here](#).

**Search**

Enter keyword to search in Job name, position, description, company name, city or search by Job ID number

[Show Advanced Search Options](#)

[Search](#)

[View OFCCP Data](#)

**Viewing 1 - 3 of 3 Jobs**

[Activate](#) [Stop](#) [Delete](#)

<input type="checkbox"/>	Position	Location	Start	End	Status	Action
<input type="checkbox"/>	<b>BC/BE Clinical Cardiologist</b> <a href="#">Show Details</a>	Londonderry, New Hampshire, United States	07/14/2021	08/13/2021	Active	<a href="#">Edit</a> <a href="#">Upgrade</a> <a href="#">View Applicants</a> <a href="#">View Job Settings</a> <a href="#">View Live Job</a>
<input type="checkbox"/>	<b>Interventional Cardiologist</b> <a href="#">Show Details</a>	Tampa Bay, Florida, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	<b>Non-Invasive Cardiologist</b> <a href="#">Show Details</a>	Carrollton, Georgia, United States	07/14/2021	08/13/2021	Active	

You can select job postings and activate, stop, or delete them.

You can edit a live posting or repost an expired posting.

# RESUME BANK

The screenshot shows the American Society of Echocardiography (ASE) Resume Bank website. At the top, the ASE logo is on the left, and navigation links for 'ASE Guidelines', 'ASE Learning Hub', 'Join ASE', and a 'Donate Now' button are on the right. Below the header, there are dropdown menus for 'Employers', 'Job Seekers', and 'Sign-In Or Create Account'. A secondary navigation bar includes icons for home, search, and a 'POST A JOB' button. The main content area is titled 'Resume Bank' with an information icon. A descriptive paragraph explains the service: 'View complete resumes for free! If you find any candidates you are interested in, submit your interest to them. If they are interested in your opportunity, we connect you for just \$50.00 (members pay just \$25.00). If the candidate is not interested, you pay nothing!'. Below this, there are links for 'OFCCP data collection: Add New | Use Saved'. A search section is titled 'Resume Search' and features a text input field labeled 'Keyword or Candidate ID', a blue 'Search' button with a magnifying glass icon, and a 'Filter' button with a dropdown arrow. Below the search bar, there are tabs for 'This Site's Results' and 'Network Results'. The results section shows '6 Results' and a pagination control '1 - 6 of 6' with navigation arrows. Two candidate profiles are displayed side-by-side. The first profile is for a 'Student rotation' in East Elmhurst, United States, with ID #3573418, updated 14 years, 5 months, and 20 days ago. The second profile is for an 'Echocardiographer' in London, Essex, United Kingdom, with ID #6077099, updated 10 years, 2 months, and 11 days ago. Both profiles have tabs for 'Current / Recent' and 'History / Qualifications', and show 'Company' and 'Relocate: No' information.

Search through our resume database for your next great hire.

Use our filters to find the candidates that meet your criteria.

# TEMPLATES

**American Society of Echocardiography** ASE Guidelines ASE Learning Hub Join ASE [Donate Now](#)

[Home](#) [Search](#) [Database](#) [POST A JOB](#)

## My Templates

Templates make your recruitment even easier by allowing you to re-use templates for common tasks.

### My Letter Templates

These can be used when drafting emails to candidates, colleagues, and others.

There are no letter templates

[Create Letter Template](#)

### My Job Templates

These are job templates that you can use to easily build your job postings.

There are no job templates

### My Filter Templates

These are pre-screen filter templates that you can use to pre-screen applicants.

There are no screening filter templates

[Create Filter Template](#)

It's likely you will have similar postings, emails, or filters, which you can keep track of here.

## Choose How You Want to Receive Applications

You only need to select ONE option. You do not need to enable all three.

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

### Applications

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

Allow Online Applications

<input type="checkbox"/> Member Member iankreg29@Gmail.com	First Name: <input type="text"/>
	Last Name: <input type="text"/>
	Email: <input type="text"/>

Clear Add Recipient

Preview Continue

### Option 1: Receive Applications Inside the Career Center

All candidates apply through the career center. Applications are saved in your employer dashboard where you can review and manage them.

- Applications stay inside your account
- Easy tracking and messaging
- No external systems required

### Option 2: Send Applicants to Your Company Website

Add your Apply URL to redirect candidates to your company website. Applications are handled outside the career center.

- Works with your existing hiring system
- Keeps your internal workflow unchanged
- Career center drives candidate traffic

### Option 3: Receive Applications by Email

Enter an email address to receive candidate applications directly in your inbox.

- Applications delivered instantly
- Simple and direct
- No dashboard management required

## What Job Seekers See When They Apply

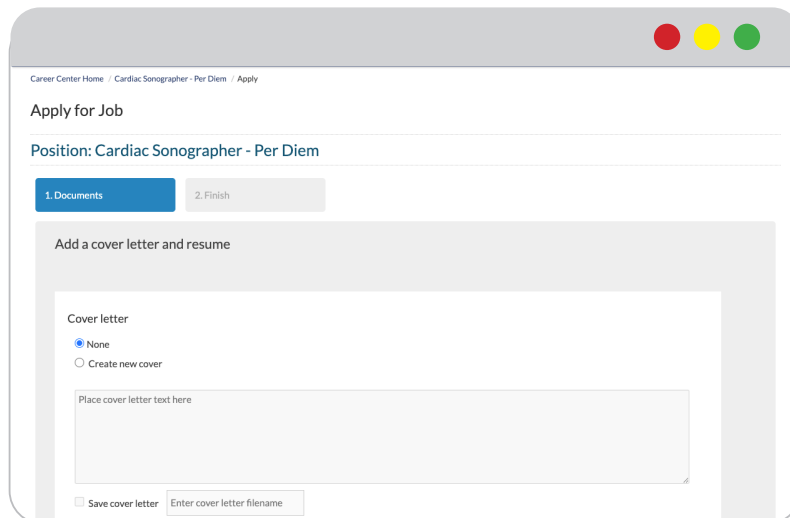
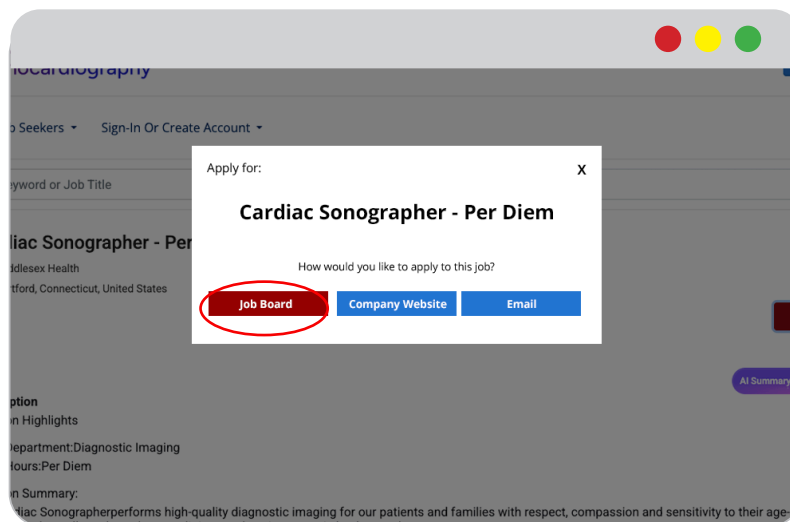
After you choose how to receive applications, job seekers will see the matching apply option when they click "Apply Now."

The system automatically routes candidates based on the option you selected.

## Career Center Applications

### If You Chose Career Center Applications

Candidates apply directly inside the career center. Applications are stored in your employer dashboard where you can review, message, and manage applicants.

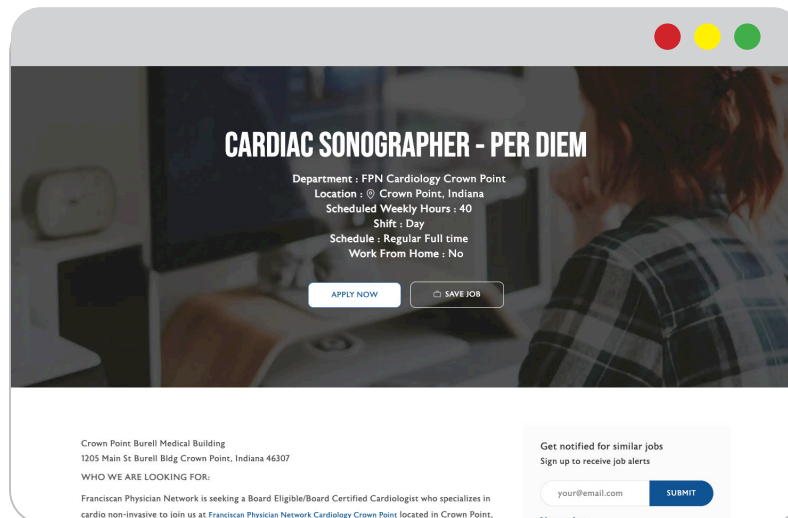
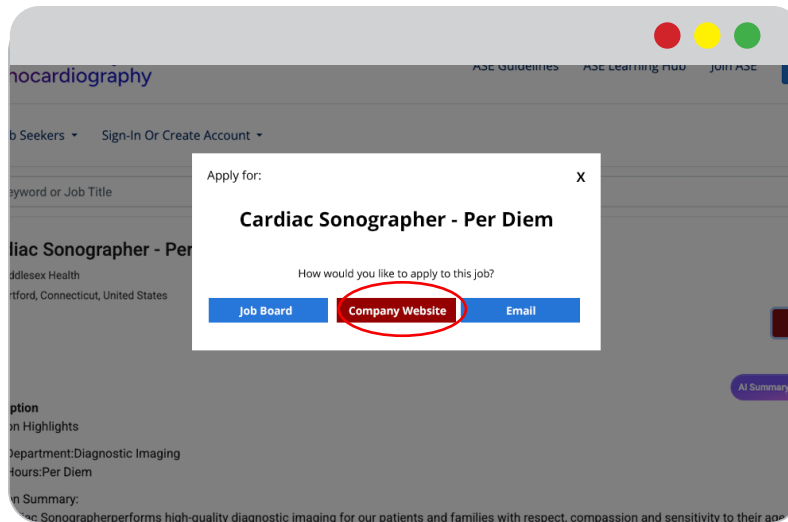


Candidates submit their application inside the career center.

## Company Website Redirect

### If You Chose Company Website Redirect

Candidates are sent to your company website using the Apply URL you entered. Applications are completed outside the career center.

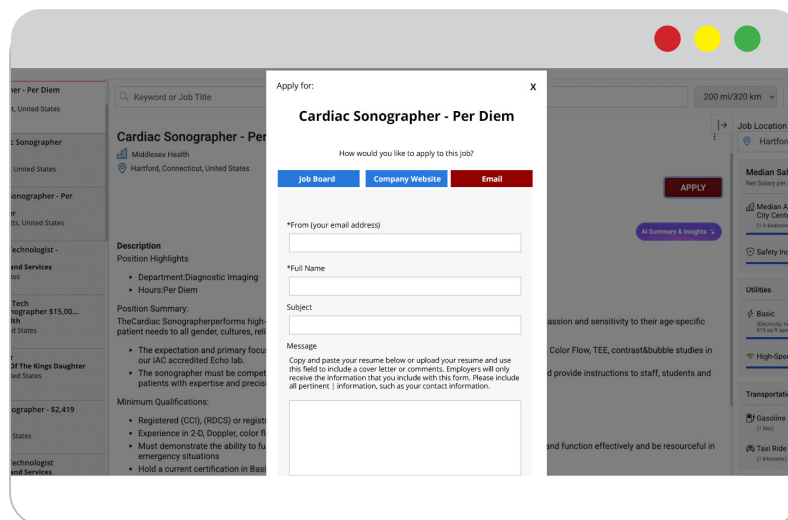
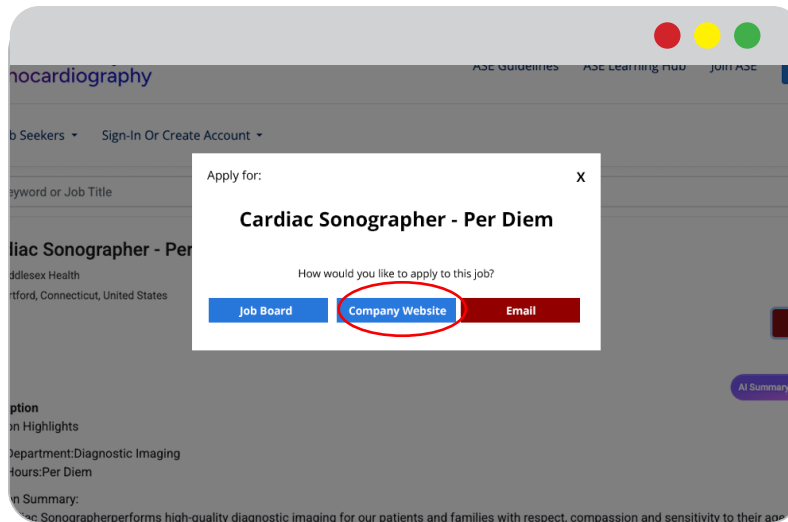


Candidates are redirected to your company's application page.

## Email Applications

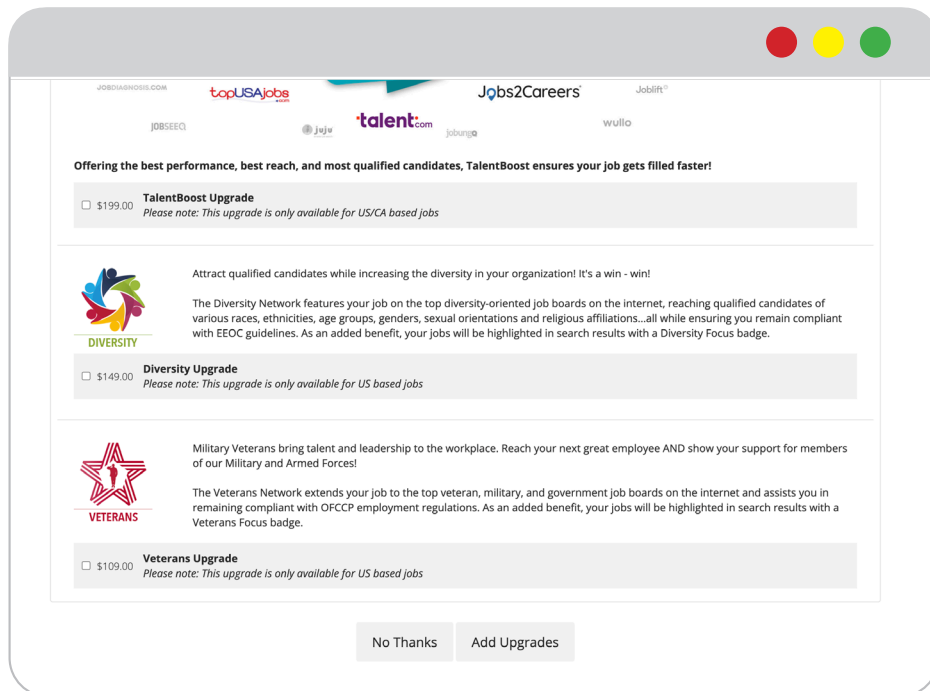
### If You Chose Email Application

Candidates send their application through email to the address you provided. Applications go directly to your inbox.



Applications are delivered to your email.

# UPGRADE YOUR POSTING



## Spotlight Upgrade

Shine a spotlight on your job and get more candidates! Your job will be highlighted in search results to stand out from the crowd.

## Featured Upgrade

When upgrading your job to a Featured Posting, your opportunity is not only highlighted on the ASE Career Center Job Board. It will also be emailed directly to cardiovascular ultrasound professionals through our Job Flash™ email.

## Preferred Upgrade

Preferred jobs are shown at the top of the job listings. To give you maximum exposure.

## TalentBoost Upgrade

Your posting will be distributed through our network of more than 1,000 recruitment sites.

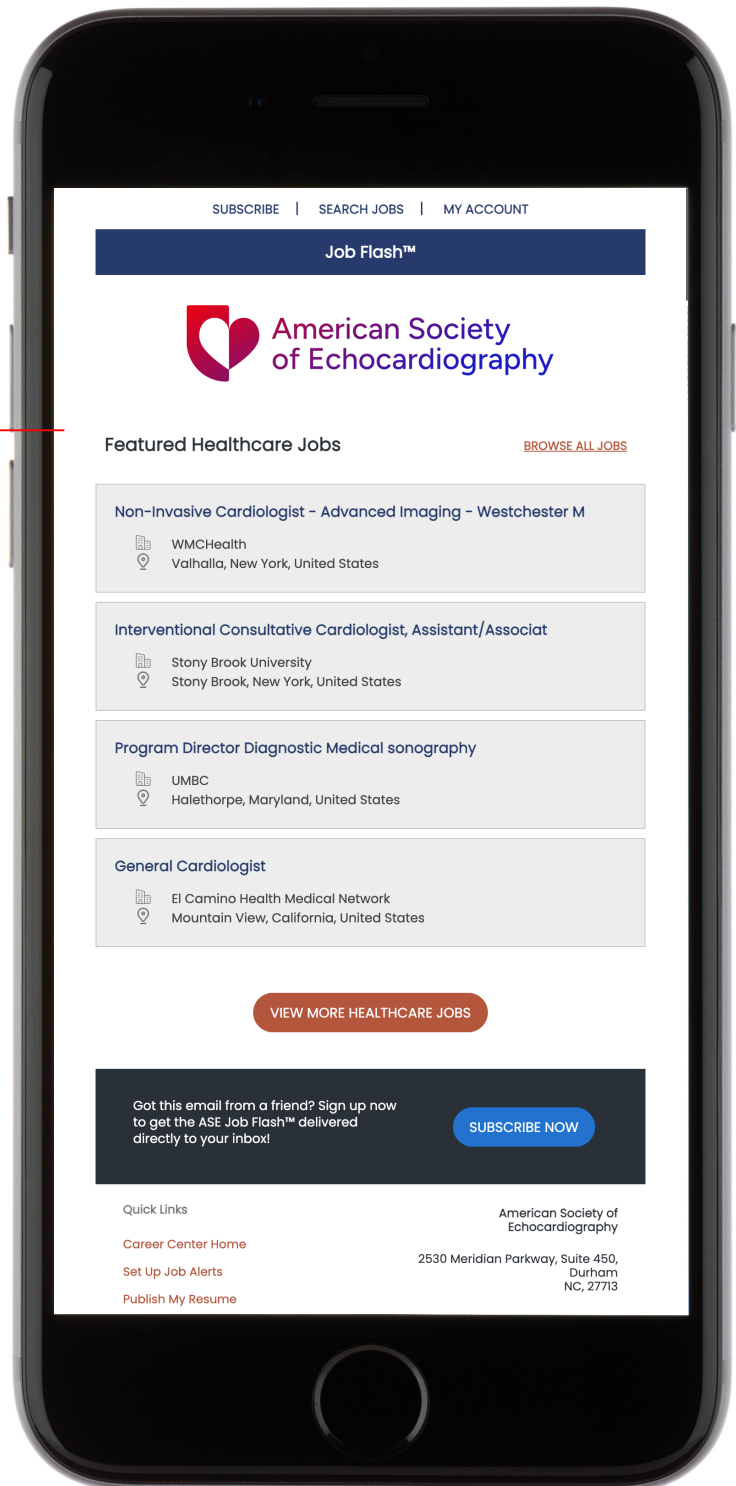
## Diversity/Veterans

Your job will be distributed to a collection of sites that are marketed specifically to attract diverse and/or veteran candidates.

# JOB FLASH™ EMAIL

## Features

- Branded email featuring top jobs on the ASE Career Center.
- To give your free posting an added boost, select the Featured Upgrade during checkout. This ensures your job is included in the Job Flash™ email sent to top echocardiography and cardiovascular ultrasound professionals.



# EDIT JOB POSTINGS

**My Jobs**

For more information about the My Jobs page. [Click here.](#)

**Search**

Enter keyword to search in job name, position, description, company name, city or search by job ID number

[Show Advanced Search Options](#)

**View OFCCP Data**

<input type="checkbox"/>	<b>Head of Accounting &amp; Treasury</b> <a href="#">Show Details</a>	Milford, IL/AL	07/14/2021	08/13/2021	Active	<a href="#">View Applicants</a> <a href="#">View Job Settings</a> <a href="#">View Live Job</a>
<input type="checkbox"/>	<b>Billing Assistant</b> <a href="#">Show Details</a>	Dallas, Texas, United States	07/14/2021	08/13/2021	Active	

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

**Allow Online Applications**

**First Last**  
user.name@email.com

First Name:

Last Name:

Email:

On your "My Jobs" window, find the job you want to edit and hover on the icon under "Action" column, then click "Edit." Fill/edit the info required on the next page and once done, click the "Repost Job" button at the bottom of the page.

# CONTACT US

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919.861.5574

Email: [ase@asecho.org](mailto:ase@asecho.org)

Association: [www.asecho.org](http://www.asecho.org)

Career Center: [asecho-jobs.careerwebsite.com](http://asecho-jobs.careerwebsite.com)

## **Customer and Technical Support:**

Momentive Software Customer Service

(860) 437-5700

[clientserv@momentivesoftware.com](mailto:clientserv@momentivesoftware.com)





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