



New Partner Set-Up Guide



MSEPJOBS.MILITARYONESOURCE.MIL



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» Step 1. Partner Registration

1. If your company is selected to become a MSEP Partner you will receive two emails with additional information needed to register for the site: one email with a registration URL and another with a unique partner authorization code.

Access the portal using the registration URL found in the first email.

The screenshot shows the 'MILITARY SPOUSE EMPLOYMENT PARTNERSHIP Career Portal' website. The navigation bar includes links for 'About Us', 'Job Search', 'Career Links', 'Partners', and 'News & Media'. A 'Login' section is visible with fields for 'Username or e-mail' and 'Password', and buttons for 'Register', 'Forgot your password?', and 'Sign in'. The main content area is titled '» User Account' and contains a 'Register' form with the following fields: 'Username *', 'E-mail address *', 'Password *', and 'Confirm password *'. A 'Password strength' indicator is also present. A note below the email field states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'

2. Complete the New User Registration form and submit. You will receive an email confirming your registration form has been submitted.
3. Once your New User Registration form has been reviewed and authenticated you will receive a confirmation email that your account has been activated.

PLEASE NOTE: You will not be able to access your account until it has been authenticated by the MSEP Program Team.

4. Go to <https://msepjobs.militaryonesource.mil> and login using the username and password you created during the registration process. After logging in you will automatically be taken to your Partner Dashboard.
5. Select "View" or "Edit" under My Company to either review or make changes to your partner information including updating your profile and posting manual jobs if necessary.

» Step 1. Partner Registration

6. If other members of your team will also be working with the program, feel free to share the two original emails you received and request they complete the registration process as stated above. Each partner POC who registers on the portal will be reviewed and authenticated before they are able to log into your partner account. **Also, please note that there is a maximum of five POC's that may be registered in the portal for each partner. Your partner authorization code, which is needed to register and provided in the second email you received, can also be found on your Partner Dashboard.**

» Step 2. Profile Creation

1. Once you are successfully logged into the portal update each tab on the left side of the profile and mark “Save” after each section’s data is entered. You must complete all required sections as the profile will not save until all required fields are completed.

The screenshot shows the 'Edit Partner Test Partner Page' form in the Military Spouse Employment Partnership Career Portal. The form is divided into several sections, each with a tab on the left side. The 'General Information' section is currently active. The form includes the following fields and options:

- Title:** Test Partner Page
- Business Type:**
 - Military Support Organization (MSO) Partner
 - Industry Professional Association Partner
 - Global Employment Partner
 - Regional Employment Partner
 - Network Partner
 - Federal Agency
 - Small Business Partners
- Partner Logo:** Test-Partner-Page-LLC-Logo-Small.gif (9.54 KB) [Remove]
- Alternate text:** Test Partner Page LLC Logo
- Website:** www.testpartnerpage.com
- Primary Point of Contact Email Address:** help@testpartnerpage.com
- Company Size:** 0-100 Employees
- Corporate Benefits:** Test Partner Page provides the very excellent benefits, outstanding energetic office environment, and the potential for upward mobility within the company.
- Primary Industry:** Professional, Scientific, and Technical Services
- Secondary Industries:** (empty field)

Tabs include:

- **General Information:**

- **Company Name**
- **Business Type:** National/Global Employment Partners, Military Support Organization (MSO) Partners, Small Business Partners, Network Partners, Industry/Professional Association Partners, Federal Agency Partners
- **Partner Logo:** Acceptable files (.png, .gif, .jpg and .jpeg) must be less than 2MB
- **Website URL:** URL for your company's career website
- **Primary Point of Contact Email Address:** Email for primary POC responsible for communicating with the MSEP Program Staff
- **Company Size:** 0-100, 100-500, or 500+
- **Corporate Benefits:** Brief description of your company's employee benefits
- **Primary Industry:**
 - Accommodation and Food Services
 - Administrative and Support and Waste Management and Remediation Services
 - Agriculture, Forestry, Fishing and Hunting
 - Arts, Entertainment, and Recreation
 - Construction
 - Educational Services
 - Finance and Insurance
 - Health Care and Social Assistance
 - Information
 - Management of Companies and Enterprises
 - Manufacturing
 - Mining, Quarrying, and Oil and Gas Extraction
 - Other Services (except Public Administration)
 - Professional, Scientific, and Technical Services
 - Public Administration
 - Real Estate and rental and Leasing
 - Retail Trade
 - Transportation and Warehousing
 - Utilities
 - Wholesale Trade
- **Secondary Industries:** Refer to Primary Industry Sector options
- **Occupational Groups:**
 - Architecture and Engineering
 - Arts, Design, Entertainment, Sports & Media
 - Building and Grounds Cleaning & Maintenance
 - Business & Financial Operations
 - Community & Social Service
 - Computer & Mathematical
 - Construction & Extraction
 - Education, Training & Library
 - Farming, Fishing & Forestry
 - Food Preparation & Serving Related
 - Health Practitioners & Technical
 - Healthcare Support
 - Installation, Maintenance & Repair
 - Legal
 - Life, Physical & Social Science
 - Management
 - Office & Administrative Support
 - Personal Care & Service
 - Production
 - Protective Service
 - Sales & Related
 - Transportation & Material Moving

- **Geographic Reach:** Employer with Facilities Across the United States, Employer with International Facilities, Employer with Regional Facilities, Local Community Employer, Telework or Virtual Opportunities
 - **Company Description:** Brief description of your company and the products and/or services offered. This information will appear on your MSEP Partner page.
 - **Corporate Headquarters Address:** Provide complete physical address and contact information.
 - **VP Point of Contact:** Provide name, title, email and office phone for the individual who will act as a high level point of contact for the MSEP Program.
 - **Primary Point of Contact:** Provide name, title, email and office phone for primary individual responsible for communicating with the MSEP Program Staff.
 - **IT Point of Contact:** Internal staff or third party vendor who will collaborate with the MSEP Team regarding all technical aspects of the partnership. Provide name, title, email and office phone. If your company uses a 3rd party vendor to host your job postings, contact information for this POC should be input here (Ex. Taleo, Kenexa, ADP, Virtual Edge).
 - **Social Media:** Facebook, Twitter, & LinkedIn URLs (if applicable).
2. Once your profile is complete you will be able to post jobs on the portal.

» Step 3. Job Posting

MSEP Partners have two job posting options:

Option A – Post Jobs via XML Feed: Your company may use a 3rd Party Private Vendor or in house dedicated software to host your jobs. If your company already has an XML feed, your IT Point of Contact should send the Job Feed URL via the portal [Contact Us](#) form. Blue Water Media (BWM) will then reach out to your IT POC to discuss how jobs are currently posting to your career website. If you would like to create an XML feed, your IT POC can view the [XML Feed Standards](#) on the [Partner Resources page](#). Additional questions and assistance should be requested via the portal [Contact Us](#).

NOTE: IT POC is defined as the individual who manages your job postings or software for the career page. Usually this would not be your HR Business Rep, but someone who technically manages your job feeds or your 3rd Party Private Vendor. This person will be responsible for delivering job URL's to BWM and working through technical issues concerning the job feed.

Option B – Post Jobs Manually: To post jobs manually, use the following process:

1. Log in to the MSEP Career Portal and navigate to your dashboard
2. Select “Add Content” and then “Job Posting” from the drop down menu
3. Fill out “Create Job Posting” form
 - » **Job Title:** Official name of the position
 - » **Openings:** Must be a numerical value showing the number of positions available
 - » **Industry:** Finance, Healthcare, Retail, Staffing, Technology, or Other
 - » **Location Name:** Where work will be completed (Ex: corporate office, virtual, telework, etc.)
 - » **Street Address**
 - » **Additional**
 - » **City**
 - » **State/Province**
 - » **Postal Code**
 - » **Country**

- Job Type: Full Time, Part Time, Internship, Flex Time, Telework, or Seasonal
 - Career Level: None, Student (High School), Student (Undergraduate/Graduate), Entry Level, Experience (Non-Manager), Manager (Manager, Supervisor of Staff), Executive (Senior VP, VP, Dept. Head etc.), or Senior Executive (President, CFO, etc.)
 - Hourly or salaried
 - Hourly wage (If applicable)
 - Salary (If applicable)
 - Benefits: N/A, 401K, Stock Options, Health Insurance, Dental Insurance, Life Insurance, Tuition Assistance, and/or Financial Assistance
 - Description: Overview of job requirements, duties and responsibilities
 - External Link: Link to individual job posting on the Partner website or Careers Page on the partner website
 - Requirements
 - » **Years of experience:** None-25 Years
 - » **Education:** High School, Associates Degree, Bachelor's Degree, or Advanced Degree
 - » **Minimum Qualifications**
 - » **Additional Preferred Qualifications**
4. Click "Save" to complete the job posting. The job posting can be edited at any time.

» Step 4. Partner Reporting

1. From your Partner Dashboard, select “Partner Reporting” under Partner Tools.

The screenshot shows the Military Spouse Employment Partnership Career Portal Partner Dashboard. The top navigation bar includes links for About Us, Job Search, Career Links, My Dashboard, Partners, News & Media, and FAQ. The main header features the Military Spouse Employment Partnership logo and the text "Career Portal". A search bar for "Candidate Resume Search" is visible, with fields for Keywords, Industry Experience, Country (United States), State/Province, City, and Postal Code. The dashboard is divided into several sections:

- Partner Tools:** Includes links for My Company Profile, Partner Reporting (highlighted with a red box), Candidate Resume Search, Saved Candidate Folders, and Logout.
- Post Jobs:** Section for posting new job openings immediately, with a "Post a Job" button.
- Test Partner Page:** Section for user authorization, including a "User Authorization Code" field and buttons for "View My Company" and "Edit My Company".
- Events:** Section for hiring events, including "Hiring Our Heroes Hiring Fair - Martinsburg, WV" and "Hiring Our Heroes Hiring Fair - Fargo, ND".
- Expiring Jobs (partner specific):** Section for filtering jobs by expiration date, with options for 3 Days, 4-14 Days, 15-30 Days, and 31-45 Days.
- Reporting:** Section for reporting on jobs, showing "You have jobs in 0 province(s) & 0 countries".
- Summary:** Section showing "0 Number of Posted Jobs" and "0 Number of Jobs Saved".

2. MSEP Partners commit to reporting military spouse (Active Duty, National Guard, and Reserve spouse) hiring data on a monthly basis to include the following metrics:
- Spouses Currently Employed: Total number of military spouses employed with your company for the current reporting period. This includes the total number of spouses hired since the previous month. This data should be broken out by Service (Army, Navy, Air Force, Marine Corps, Coast Guard). If you do not track the spouses currently employed by Service please post your total in the “Unknown” field.
 - Total Spouses Hired Since Previous Month: Total number of military spouses hired during the current reporting period. This data should be broken out by Service (Army, Navy, Air Force, Marine Corps, Coast Guard). If you do not currently track spouses hired by Service please post your total in the “Unknown” field.
 - Total Spouses Promoted
 - Spouses Maintained Through Geographical Move
 - Spouses Working Virtually
 - Spouses Working Full-Time
 - Spouses Working Part-Time
 - Spouse Referrals to other MSEP Partners

Example

Reporting Period: March 1-31, 2014	(Open on the MSEP Career Portal April 1-15, 2014)
Spouses Currently Employed	Total number of military spouses employed with my company as of March 2014 (including spouses hired)
Total Spouses Hired Since Previous Month	Total number of military spouses hired in March 2014
Total Spouses Promoted	Total number of military spouses promoted in March 2014
Spouses Maintained Through Geographical Move	Total number of military spouses maintained through a geographical move in March 2014
Spouses Working Virtually	Total number of military spouses working virtually as of March 2014
Spouses Working Full-Time	Total number of military spouses working full-time as of March 2014
Spouses Working Part-Time	Total number of military spouses working part-time as of March 2014
Spouse Referrals to other MSEP Partners	Total number of military spouses referred to other MSEP Partners in March 2014

If you are not currently tracking a particular field of data, leave the field as ‘Unknown’. If you are tracking a specific field, but have no spouses to report for that area, enter “0” into the appropriate field.

HOME | CONTACT US | SERVICE PROVIDERS

About Us | Job Search | Career Links | My Dashboard | Partners | News & Media | FAQ

MILITARY SPOUSE EMPLOYMENT PARTNERSHIP Career Portal

Welcome Jennie R. Mixon
Sign Out | My Account

Home » Partner Reporting » Report Form

Company Website | **Reporting Form** | Historical Reports

Partner Tools
My Company's Jobs | Partner Reporting

Events [View All](#)

April 22, 2014
Hiring Our Heroes Hiring Fair - Celina, OH
For more information regarding this event, please click here.
[Learn More](#)

April 23, 2014
Hiring Our Heroes Hiring Fair - Dearborn, MI
For more information regarding this event, please click here.
[Learn More](#)

April 24, 2014
Hiring Our Heroes Hiring Fair - Evansville, IN
For more information regarding this event, please click here.
[Learn More](#)

» Spouse Data
Active Duty, National Guard and Reserve only * - Required field. If data point is not known enter "unknown".

Spouses Currently Employed	March	February
Army *	<input type="text" value="2"/>	2
Navy *	<input type="text" value="0"/>	0
Air Force *	<input type="text" value="0"/>	0
Marine Corps *	<input type="text" value="0"/>	0
Coast Guard *	<input type="text" value="0"/>	0
Unknown *	<input type="text" value="0"/>	0
Total	<input type="text" value="2"/>	2

Total Spouses Hired Since Previous Month	March	February
Army *	<input type="text" value="0"/>	0
Navy *	<input type="text" value="0"/>	0
Air Force *	<input type="text" value="0"/>	0
Marine Corps *	<input type="text" value="0"/>	0
Coast Guard *	<input type="text" value="0"/>	0
Unknown *	<input type="text" value="0"/>	0
Total	<input type="text" value="0"/>	0

Total Spouses Promoted *	<input type="text" value="0"/>	0
Spouses Maintained Through Geographical Move *	<input type="text" value="0"/>	0
Spouses Working Virtually *	<input type="text" value="0"/>	0
Spouses Working Full-Time *	<input type="text" value="2"/>	2
Spouses Working Part-Time *	<input type="text" value="0"/>	0
Spouse Referrals to other MSEP partners *	<input type="text" value="0"/>	0

[Save](#)

» FAQs

Category: Account/Profile

1. I am an employer who would like to post jobs on the MSEP Career Portal. What is my first step?

We currently post positions for those companies who are MSEP Partners. For more information about joining MSEP, please visit the Partner Resources page at <https://mseppjobs.militaryonesource.mil/page/partner-resources> or call MSEP at 855-835-MSEP (6737) for additional information.

2. What are the criteria to become an MSEP Partner?

- Demonstrate a minimum of 5 years of sound business experience, with a good track record, broad diversity efforts and financial stability
- Organizations may not engage in any activity that would bring discredit upon the MSEP Program
- Satisfactory ranking with D&B
- Types of jobs offered are compatible with spouse career interests
- Jobs and careers offered are portable
- Jobs are located at or near military installations
- Flexible work options (virtual work, flexible hours/location, part-time) are available
- Career progression (e.g. entry level to senior management positions) is available
- Benefits, training opportunities, and assistance with credentialing are available
- Have facilities located in more than one state or region
- Must not charge military spouses any fees or costs associated with employment opportunities offered

3. How much does it cost to become an MSEP partner?

There's no charge to become an MSEP Partner.

4. How do I create a partner profile page?

For steps on creating your partner profile, please view "Section 2. Profile Creation" of this guide.

» FAQs

Category: Job Posting

1. Can I post jobs on the Portal if I'm not a MSEP Partner?

We currently post positions for those companies who are MSEP Partners. For more information about joining MSEP, please visit the Partner Resources page at <https://msejobs.militaryonesource.mil/page/partner-resources> or call MSEP at 855-835-MSEP (6737) for additional information.

2. How quickly can I start posting jobs after becoming an MSEP Partner?

Once you have been approved as a partner and set up your portal profile, you may begin posting jobs immediately.

3. How can I post jobs?

MSEP Partners may post jobs using one of the two following options:

- » Deliver job postings via a hosted XML Feed
- » Manually enter job postings through the MSEP Portal

For more information, please view "Section 3. Job Posting" of this guide.

4. Why are certain fields required when posting a job?

Certain fields are required to provide sufficient information to prospective applicants as well as to optimize the site's overall search process.

5. How will potential applicants apply to my listed job?

Jobs posted on the MSEP Career Portal should include a URL that directs military spouse applicants to the partner external job page where they can apply.

6. How do I add a hyperlink to my company's description?

To add a hyperlink to your company's job description, first highlight the word or phrase you would like to hyperlink. A small grey box will appear and allow you to select the URL type and paste in the URL. Press OK when complete.



<https://msejobs.militaryonesource.mil/>