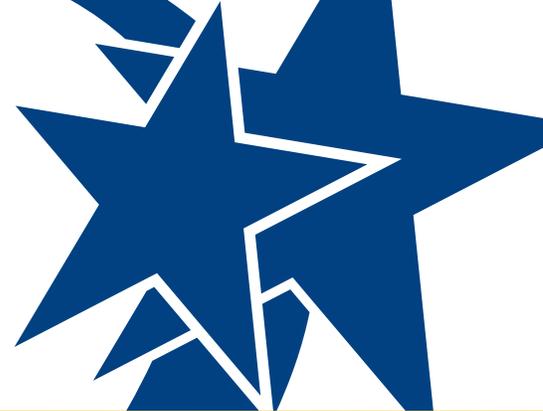




New Partner Set-Up Guide



MSEPJOBS.MILITARYONESOURCE.MIL



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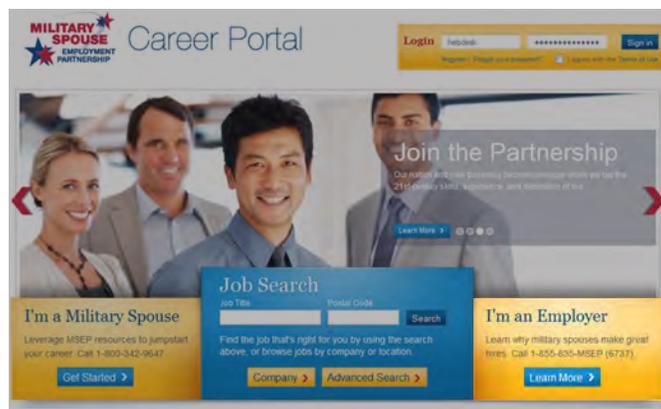


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» Step 1. Partner Application

1. From the MSEP homepage (<https://msepjobs.militaryonesource.mil/>), click the “Learn More” button in the yellow “I am an Employer” box.



2. You will be taken to the Become A Partner Application Form which will require you to fill in the following fields:
 - **Company Name**
 - **Business Type:** Select from the following partnership classifications:
 - **Military Support Organization (MSO) Partner:** Non-profit or private organizations that provide the opportunity to support military spouses through advocacy, awareness, and education both geared toward spouses and the greater community.
 - **Industry Professional Association Partner:** Associations that promote a particular industry or profession and support Military Spouses through professional advocacy, education and employment.
 - **Global Employment Partner:** For-profit organizations that operate on a national or global level.
 - **Regional Employment Partner:** Small or local businesses that wish to hire Military Spouses at the installation or regional level.
 - **Network Partner:** MSEP Network Partners provide employment opportunities for Military Spouses through independent contracting opportunities such as childcare and temporary work.
 - **Federal Agency:** Applies to any administrative unit of government.

» Step 1. Partner Application

- **Business Sector:** Finance, Healthcare, Retail, Staffing, or Other.
- **Corporate Officers:** Include full names and titles, separate with commas.
- **Dunn & Bradstreet Number:** Licenses information on businesses and corporations for use in credit decisions, business-to-business marketing and supply chain management.
- **Corporate Headquarters Address**
- **Point of Contact:** Individual responsible for communicating with the MSEP Program Staff through the application process.
- **VP Level Representative:** Individual who will act as a high level point of contact for the MSEP program process (provide name, title, email and telephone number).
- **National Point of Contact:** Individual responsible for communicating with the MSEP Program Staff through the application process.
- **Region:** National or International.
- **Number/Location of Branches**
- **Office Address:** Physical address of business office.
- **Number of Employees**
- **Company Description:** A brief summary of your company and products/services offered. This is an opportunity for you to showcase yourself to potential employees and will appear on the MSEP Partner landing page.
- **Employment Offered:** Full-Time, Part-Time, Internship, Temp, Flextime, Seasonal, Telework, or Other.
- **Corporate Diversity Efforts:** Describe existing company diversity policies and initiatives.
- **Proposed Method of Outreach:** Aside from posting jobs on the portal, how will your company reach out to and engage Military Spouses (through career fairs, mentoring, social media, etc.).

» Step 1. Partner Application

- **Why Partner with Us:** Please describe why you believe the MSEP partnership would be of value to your organization's goals.
 - **Email Address**
 - **Telephone**
3. Ensure that a VP level company representative reads through the entire form and agrees to all MSEP criteria and click the blue "Submit" button when complete. Form submission is considered a digital signature.
 4. After successfully completing the Become A Partner Application, a Thank You page will appear and the MSEP Team will be notified of your application.
 5. A member of the MSEP Team will contact you by email within 72 hours of form submission to discuss next steps.

» Step 2. 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 '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?', 'Logout', and 'Sign in'. The main content area is titled 'User Account' and contains a 'New User Registration' form. The form fields include:

- Username ***: A text input field with a note: 'Spaces are allowed, punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.'
- E-mail address ***: A text input field with a note: '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.'
- Password ***: A text input field with a 'Password strength:' indicator.
- Confirm password ***: A text input field.

2. Complete the New User Registration form and submit. You will receive an email confirming your application has been submitted.
3. Once your New User Registration 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 your username and password. 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 2. 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.**

» Step 3. 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 sections as the profile will not process until all fields are completed. If you are having trouble understanding or accessing certain information, contact your MSEP Account Manager for assistance.

The screenshot shows the 'Edit Partner' form in the Military Spouse Employment Partnership Career Portal. The form is titled 'Edit Partner final_test_partner' and is divided into several sections on the left and a main content area on the right. The sections on the left include: General Information, Description, Headquarters Address, Office Addresses, Executive VP Level Representative, MSEP Spouse Program Contact, Technical VP Level Representative, Social Media, Administration, Reporting, and Revision Information. The main content area contains fields for Title (final_test_partner), Partner Category (Finance), Business Type (with checkboxes for Military Support Organization (MSO) Partner, Industry Professional Association Partner, Global Employment Partner, Regional Employment Partner, Network Partner, and Federal Agency), Partner Logo (Choose File), and Website.

Tabs include:

- **General Information:**
 - **Company Name**
 - **Partner Category:** Finance, Healthcare, Retail, Staffing, Technology, or Other.
 - **Business Type:** Military Support Organization (MSO) Partner, Industry Professional Association Partner, Global Employment Partner, Regional Employment Partner, Network Partner, Federal Agency.
 - **Partner Logo**
 - **Website URL:** Please provide the URL for your website’s Career page.
 - **Job Application Email Address:** Email destination for MSEP job applications.
 - **Company Size:** 0-100, 100-500, or 500+.
 - **Corporate Benefits:** Briefly describe your company’s benefits to qualified employees.
- **Company Description:** Briefly describe your company and the products and/or services offered. This information will appear on the MSEP Company landing page.

» Step 3. Profile Creation

- **Headquarters:** Provide complete physical address and contact information.
- **Office Address:** Provide complete physical address.
- **Executive VP Level Representative:** Individual who will act as a high level point of contact for the MSEP Program process (provide name, title, email and telephone number).
- **MSEP Spouse Program Contact:** Primary individual responsible for the communicating with MSEP Program Staff (provide name, title, email and telephone number).
- **VP Point of Contact:** Individual who will act as a high level point of contact for the MSEP program process (provide name, title, email and telephone number).
- **IT/Technical 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 telephone number). If your company uses a 3rd party vendor to host your job postings, that contact information needs to be input here (Ex: Taleo, Kenexa, ADP Virtual Edge, etc).
- **Social Media URLs:** Facebook, Twitter, & LinkedIn (if applicable).
- **Job Posting Settings:** Companies may choose from one of the following options:
 - **XML Feed:** An XML feed is a form of Paid Inclusion or Search Engine Submission in which an XML document is used to provide a search engine with information about multiple web pages. An XML feed is particularly useful for multimedia sites or database sites that draw a variety of relevant search queries (See “Posting Jobs via XML Feed”).
 - **Manual Posting:** Manual entry entails inputting specific data for each job posting (See “Posting Jobs Manually”).
 - **3rd Party:** The 3rd party posting option applies if a company uses an outside vendor to host job postings (Ex: Taleo, Kenexa, ADP Virtual Edge, etc.).
- **Application Method:** Partners can opt to have resumes automatically emailed via the MSEP portal or redirect applicants to an external site (Ex: Company Career page).

2. Once your profile is complete you will be able to post jobs on the portal.

» Step 4. Job Posting

MSEP Partners have two job posting options:

Option A – Posting Jobs via XML Feed: Your company may use dedicated software in house or a 3rd Party Private Vendor to host your job postings. If your company already has an XML Feed you will need to have your IT POC email Blue Water Media (BWM) the URL for the feed. The IT POC will also need to contact BWM to discuss how jobs are currently posting to your career website. If you would like to create an XML Feed your IT POC should send a request to BWM via email for the MSEP Partner Sample XML Feed and Definition Guide.

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 posting feeds.

Option B – Posting 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 numeric value.
 - » **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**

» Step 4. Job Posting

- 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 5. Applicant Reporting

1. From the MSEP Partner Dashboard, navigate to My Company, select “Edit” to choose view Partner Profile then click “Reporting.” Or navigate to Partner Tools and click the Reporting tab.

The screenshot displays the Military Spouse Employment Partnership Career Portal Partner Dashboard. The user is logged in as Mr. Jason G. Murry. The dashboard includes a navigation menu with options like About Us, Job Search, Career Links, My Dashboard, Partners, and News & Media. The main content area is divided into several sections:

- Partner Tools:** Includes "My Company's Jobs" and a "Post a Job" button.
- Random FAQs:** A section with a question about partner account access.
- Events:** A list of upcoming events, including "November 2, 2012 Joint Base Anacostia-Bolling, DC" and "November 3, 2012 Hiring Fair - Kona, HI".
- Partner Dashboard:** The main dashboard area, which is currently showing the "Reporting" tab. It displays "You have jobs in 0 province(s) & 0 countries" and two metrics: "Number of Posted Jobs" (0) and "Number of Jobs Saved" (0).
- Expiring Jobs (partner specific):** A section with filters for time frames (4-5 Days, 4-14 Days, 15-30 Days, 31-40 Days) and a message stating "There are no jobs expiring within this time frame."

» Step 5. Applicant Reporting

2. MSEP Partners are required to report Military Spouse (Active Duty, National Guard and Reserve spouse) hiring data on a monthly basis to include the following metrics:

Spouse Data

- Spouses Currently Employed
 - » Army
 - » Navy
 - » Air Force
 - » Marines
 - » Coast Guard
- Total Spouses Hired Since Previous Month
 - » Army
 - » Navy
 - » Air Force
 - » Marines
 - » Coast Guard
- 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

>> FAQs

Category: Account/Profile

1. I am an employer who would like to post jobs on your website. What is my first step?

In order to post a job on the MSEP Career Portal, you must be an MSEP Partner. To be considered, fill out the Become a Partner application form and a MSEP Representative will contact you shortly to review next steps.

2. What commitments does DoD ask MSEP Partners to make?

- Co-sign Statements of Support with the Armed Forces.
- Identify and promote career employment opportunities for Military Spouses.
- Post job openings and a corporate HR employment page on the Military Spouse Employment Partnership web portal.
- Offer transferable, portable career opportunities to and be open to relocating Military Spouse employees.
- Mentor new Military Spouse Employment Partnership corporate partners.
- Document and provide employment data on Military Spouses hired.
- Refrain from engaging in any activity that would discredit the MSEP Program.

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 a step by step guide to creating your Partner Profile, please view "Section 3. 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 Partners in the MSEP Program. For more information about joining the Partnership, please visit the Partner Resource page at <https://mseppostings.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 and set up your MSEP Partner 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 4. Job Posting" of this guide.

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

Certain job fields are required in order to provide all necessary information to prospective applicants as well as optimize the site's overall search process.

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

Partners can elect to either have resumes emailed to them directly from the MSEP portal or redirect applicants to an external (non-MSEP) site.

6. What information is my company required to provide on the Company Profile page?

Companies must fill in all fields in the General Information and Administration sections in order to have a fully functioning Company Profile page and to begin posting jobs.

7. 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://msepjobs.militaryonesource.mil/>