

MSEP CAREER PORTAL - COMPANY FAQ'S

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.

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://msepjobs.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.