

Helpside can assist you with posting jobs to various job posting sites to help increase your applicant pool. We utilize two different processes for submitting these postings.

Prism Applicant Tracking System

Clients who use the Prism Applicant Tracking System will:

- Post jobs including job descriptions
- Receive applications from various sites filtered to this system
- Review resumes
- Schedule phone interviews with the applicants
- Schedule in person interviews with the applicants
- Send “thanks, but we’re going in a different direction” emails



If you elect to manage and utilize this system on your own, there is a standard cost of **\$30 per post per month + additional fees** depending on which sites you choose to post to. Pricing for each site is located in the software’s system.

Helpside Assisted À La Carte Options

If you elect to have Helpside manage your job posting for you, we will need you to send us a copy of the position you want posted. All resumes will be directed back to the client. Please check the corresponding box on the left with which sites you want to regularly use. Pricing for each location is also listed in the chart below.

RECOMMENDED POSTING SITES	AVERAGE PRICE
Indeed	\$7 per post per day Additional \$1 per email sent via Indeed
KSL	\$100 per post for a 60-day ad
Utah Department of Workforce Services (DWS)	Free

ADDITIONAL POSTING SITES	AVERAGE PRICE
Zip Recruiter	\$249 per month
Monster	\$310 per post per month
LDS Employment Services	Free
Southern Utah Help Wanted	\$199 per post per month
BYU Job Postings	Quote available upon request
UVU Job Postings	Quote available upon request
Several other sites available upon request	

DESIGNATION:

- I elect to manage my own job posting via the Helpside Prism Applicant Tracking System
- I elect to have Helpside manage my job postings for me via the Helpside Assisted Program

ACKNOWLEDGMENT:

Client Company: _____

Principal/Owner Name: _____

Principal/Owner Signature: _____

Date: _____

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