

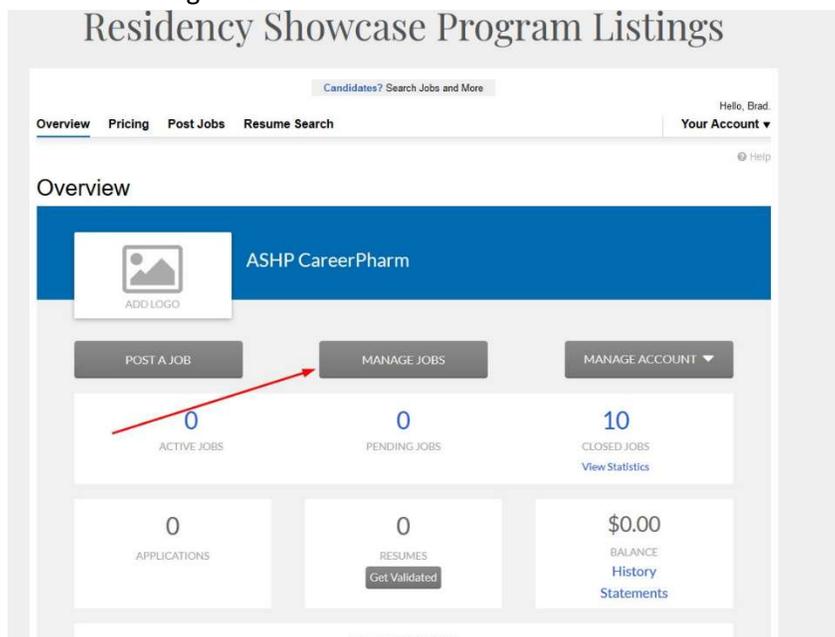
Re-post a listing from last year

Important notes before you start

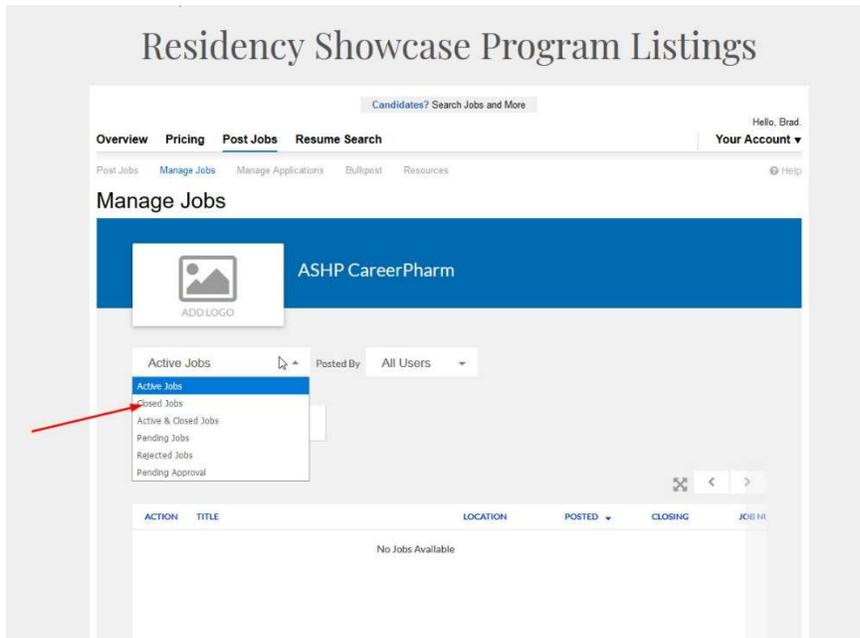
- As we are using a job board technology for the program listing, there are certain instances where your listing will be referred to as a “job,” not a residency.
- Although it will ask you to “checkout” and “purchase,” the package you are purchasing is free. You will not be charged for anything unless you choose to upgrade your listing to a featured listing.
- After you submit a listing, it must be approved to ensure only Residency Showcase participants are using the portal. Your new listing and changes will take time to appear.

Instructions

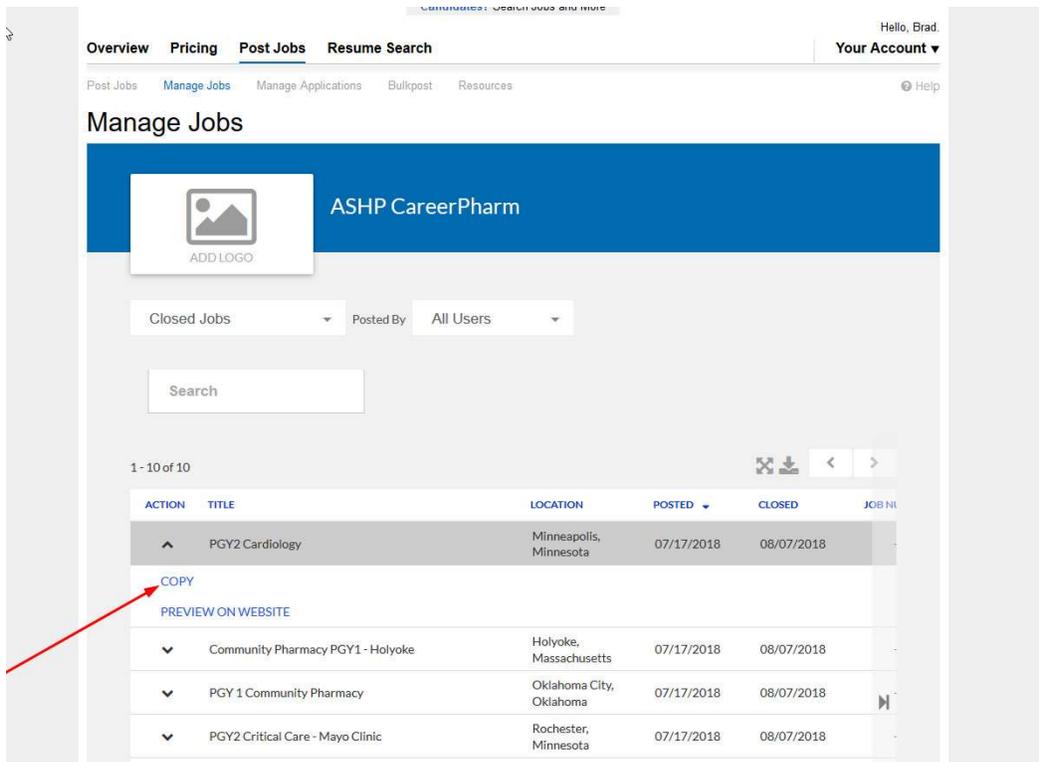
1. Sign in to your account on the [Programs Listing Home Page](#) with last year’s password. If you do not remember your password, please use the “Forgot Your Password” link. If you are a new user, please create a new account and use the Post a New Listing Instructions.
2. Click on “Manage Jobs”



- Use the drop down to select "Closed Jobs" to show the ones you have posted in the past.



- Click on the carrot (^) to the left of the listing you'd like to re-post and click on "Copy"



5. Check pre-filled out fields for accuracy. **IMPORTANT! You MUST update the booth number and/or session if they have changed.** Other fields can be left alone or edited as you choose. All mandatory fields (the ones with a * next to the field name) must be filled in.
 - a. Title – Title of the residency as you’d like it to appear to candidates.
 - b. Description – Description of the residency as you’d like it to appear.
 - c. Requirements (optional) – Any specific requirements for a candidate to be eligible.
 - d. Education (optional) – Is there any previous education required?
 - e. Booth number – Your booth number at Residency Showcase.
 - f. Session – The day and time your booth will be active.
 - g. PGY1, PGY2, and PGY1/PGY2 – Select option(s) from only one of these 3 categories that will describe the type and specialty of your residency program. If you are listing a PGY1 program, only select a specialty from PGY1 and skip PGY2 and PGY1/PGY2, etc.
 - h. Display program as (optional) – if you would like the program’s name to be displayed differently than the company name shown in your account, you can do so for this individual listing.
 - i. Keywords – When a candidate is browsing the portal, they can search by keywords. If a word or phrase is in the description or title of the listing, it will show in these results. If you would like your listing to show up under any keyword searches that are not in the description or title of the listing, please add them here.
 - j. Notes (optional) – Will not appear publically, only for your reference.
6. Check “I agree” with the government compliance and “Preview Job” at the bottom of the page

The screenshot shows a web form for creating a job posting. On the left side, there are labels for 'Send Applicants to', 'Keywords', 'Government Compliance', and 'Notes'. On the right side, there is a 'Disabled' radio button, a text input field for keywords, a legal disclaimer box, a checked 'I agree' checkbox, another text input field for notes, and a 'Preview Job >' button. Two red arrows point from the left towards the 'I agree' checkbox and the 'Preview Job >' button.

Send Applicants to
(Make sure the Apply instructions are incorporated into the job description field.)

Disabled
Disallow all electronic applications. Make sure the Apply instructions are incorporated into the job description field.

Keywords
(matches the Keyword on the residency seeker career center)

Enter a list of keywords that describe this position so residency seekers can search for your posting. Separate each entry with a comma.

I understand that the following types of postings are forbidden by law:
Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.
Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin.

I agree

Notes:

Max Length: 300 | 300 characters remaining
This field is for your reference only. It will not appear on the job.

[Preview Job >](#)

- Review your listing as it will appear to candidates. If the listing looks good to move forward, click on “Proceed to Checkout.” If not, click on “edit job” and repeat steps 3 and 4.

ⓘ Your job is not active yet.
First, please review your pending job below for typos, formatting issues, and accuracy of content.

[Edit Job](#) [Proceed To Checkout](#)

PGY2 Residency - Ambulatory Care

American Society of Health-System Pharmacy

The purpose of the PGY2 Ambulatory Care Residency Program is to help the resident develop an expert-level evidence-based knowledge base in the area of chronic disease management, implement and manage new areas of pharmacy practice in the outpatient environment, conduct research in practical areas of ambulatory care pharmacy practice, become an expert in the education of various levels of learners in pharmacy and other professions, and to become a consummate personal and professional leader in the field of ambulatory care pharmacy.

[Apply Now](#)

To apply, follow the employer instructions.

Details

Posted:
TBD

Location:
Bethesda, Maryland

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- Click on “Continue” to select the free posting package.

Create Job > Select Posting Package > Checkout

Residency Showcase Program Listings

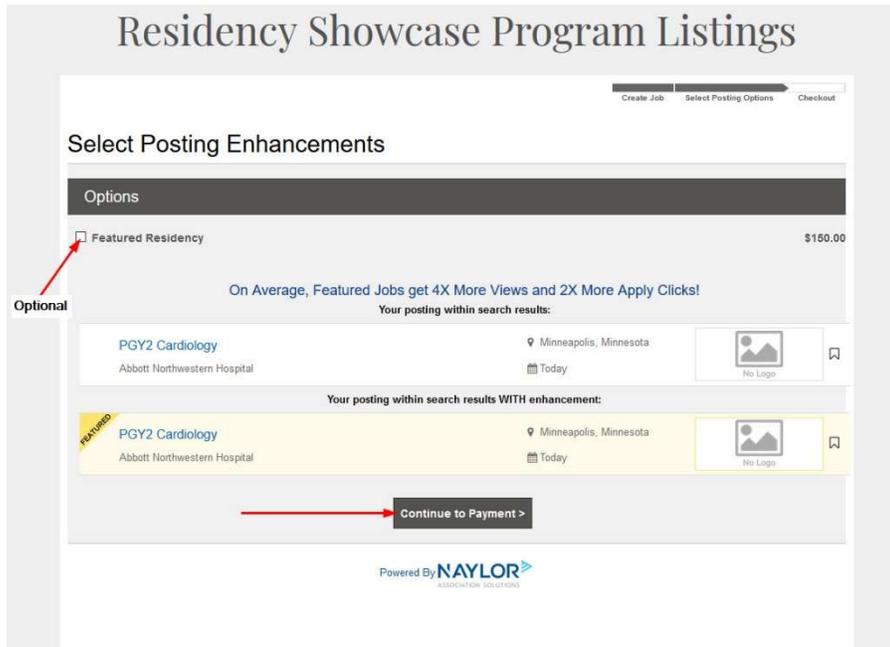
Package Selection

Residency Showcase Listing	\$0.00
Listing on the Residency Showcase Portal	

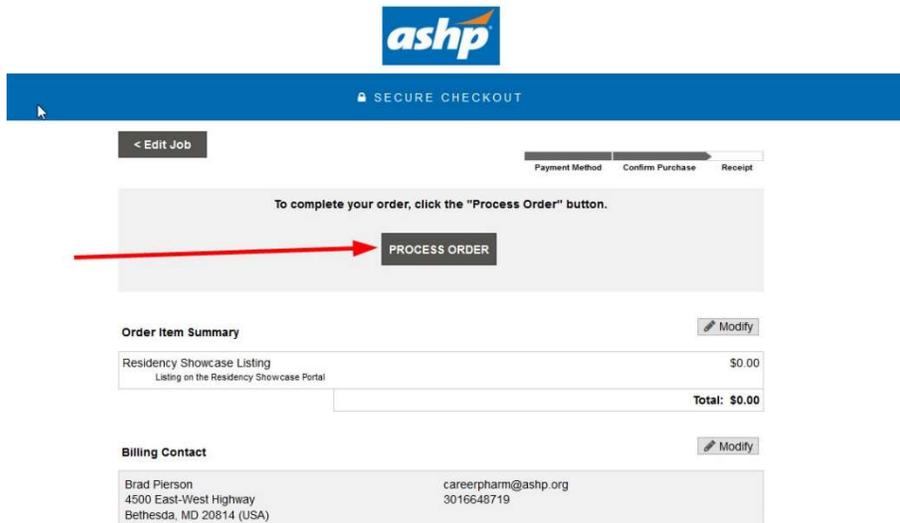
[Continue >](#)

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9. New in 2019. If you want to enhance your listing for a fee, you can do so for a \$150 fee. It includes highlights on your listings and placement on candidate's home pages if they choose to register. If you wish to enhance your listing, select the "Featured Residency" box at the top right and click on "continue to payment." If not, simply click on "Continue to payment" with the box unchecked.



10. If you selected a featured listing, you will submit payment information and click on "Process Order." If not, you can just click on "Process Order" and the transaction will cost \$0.



11. Your listing is now submitted for approval. You can select where to navigate at the bottom of the page.

Please print this confirmation page for your records using the print button above.

A copy of this receipt/confirmation has been sent to careerpharm@ashp.org

Invoice #: 3235116
Job Package Used: Residency Showcase Listing
Job ID: 11256003
Postings Remaining: 0 of 1

Invoice Detail (3235116)

ASHP CareerPharm Brad Pierson 4500 East-West Highway Bethesda, MD 20814 USA 3016648719 careerpharm@ashp.org	Thursday, July 12, 2018 Invoice #: 3235116 Aged #: PAID Total: \$0.00 Balance: \$0.00 PO Number: -
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Type	Date	Amount	Description
Invoice	Jul 12, 2018	\$0.00	Residency Showcase Listing

Any credit card charges appear on your statement as "Boxwood Technology, Inc."

-  [Back to Account Overview](#)
-  [Post Another Job](#)
-  [View Posting](#)