RMS – Agency Website Linking Job Aid

Now that PeopleAdmin 7 is live, you should update any links found on your particular agency website to go directly to your posted jobs in PeopleAdmin 7. Any old links on your agency website that directed candidates to the PeopleAdmin 5.8 hub site **should be updated** – examples of old links:

https://jobs.agencies.virginia.gov/applicants/jsp/shared/Welcome_css.jsp
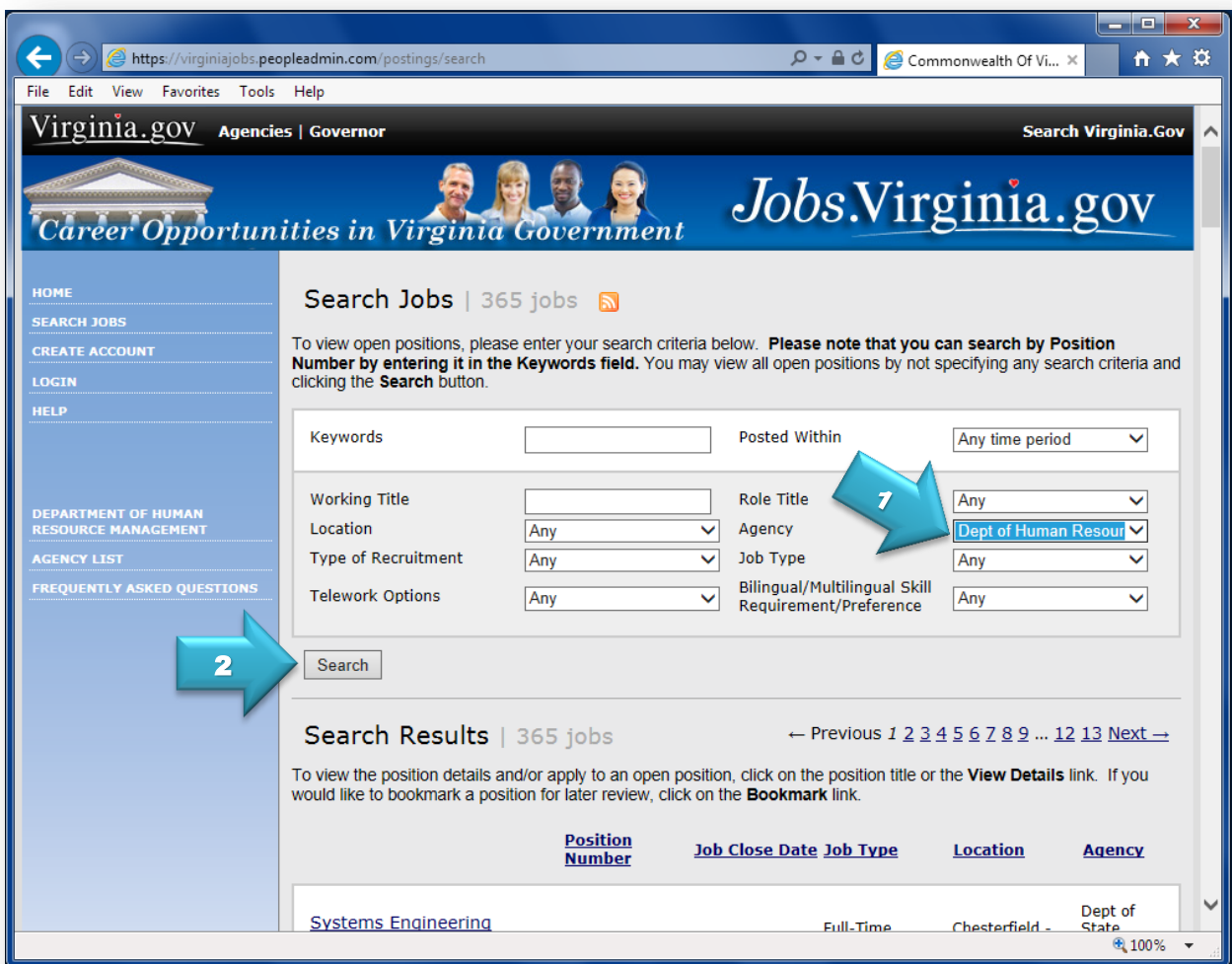http://jobs.virginia.gov

These links will send candidates to the hub site - this will require extra work and clicks from candidates to apply to your agency's posted jobs. The hub site also only refreshes each night and you can direct your candidates to your **most current postings** by sending them to the updated PeopleAdmin 7 site.

How to find the PeopleAdmin 7 Agency Job Search URL

To find the link (URL) to provide to your agency website support staff, go to the applicant search view:

https://virginiajobs.peopleadmin.com/postings/search

1. Select YOUR agency from the "Agency" drop down menu
2. Select the "Search" button and confirm you are seeing your agency's posted jobs in the "Search Results" section below the "Search Jobs" settings.
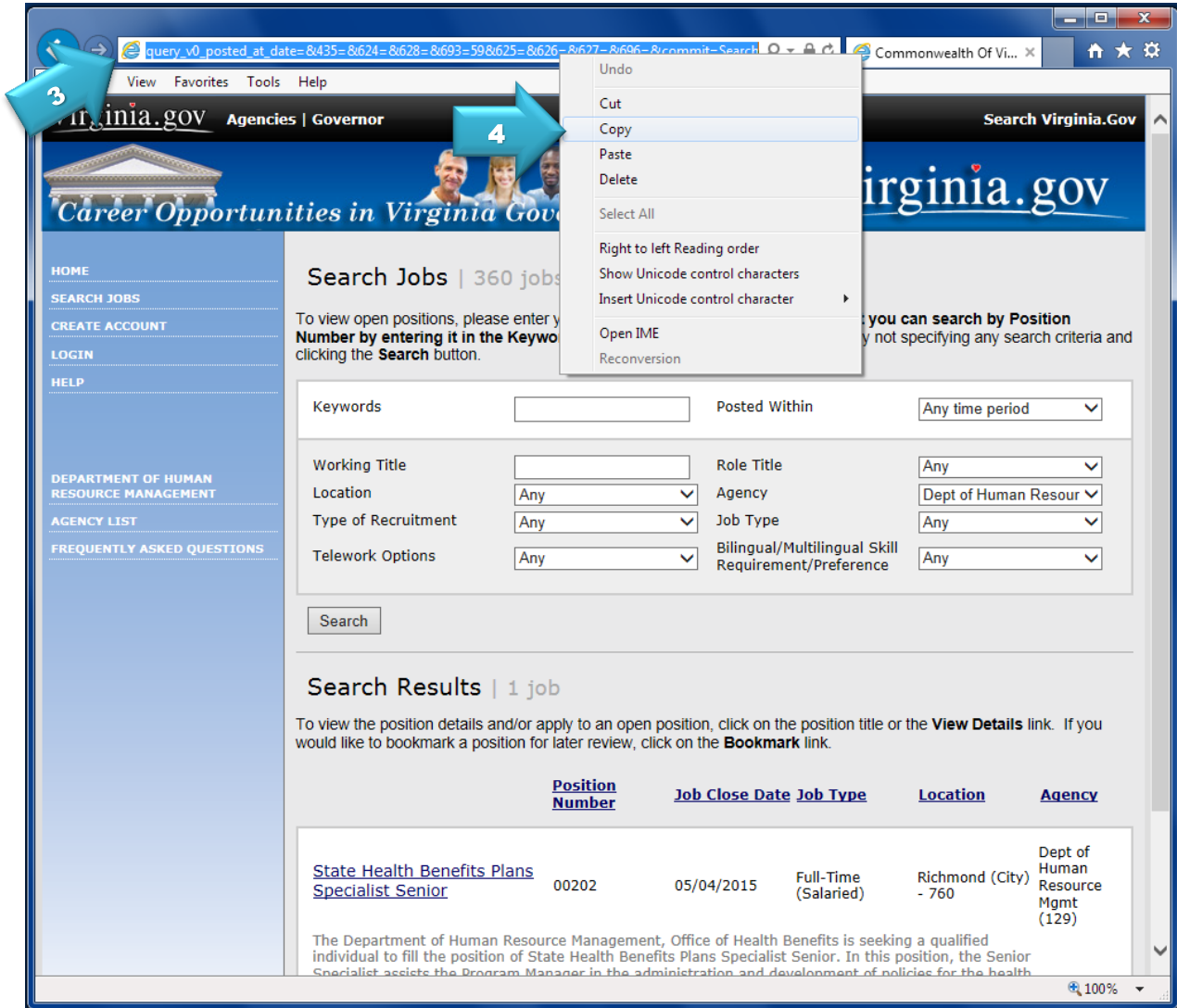
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3. Then select the URL from the browser address bar (make sure to select the ENTIRE URL, they are long).
4. Right click with your mouse (or use the shortcut keys: Ctrl + C) and copy the URL to the clipboard.

Paste the URL into an email and send this to your website support staff. Remember to test the URL and make sure it works. Once your website is updated, candidates who come to your particular agency website will be directed to your most current set of posted jobs!