

Military Spouse Employment Partnership Partner Portal

Setup Guide













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Registering a New User Account

New User Accounts can be created for an organization's existing partner account. Begin this process through an Invitation Email sent by a current Partner AdminUser.

Registering from Invitation Email

From the contents of the opened Invitation Email:

- **1.** Click the URL provided in the email.
- **2.** Review the Notice and Consent Statement and click **I Agree**.



3. Select the correct Organization and confirm the Invitation Code.

| our account must be approved first before you are able to activate it. If you need to register to become a new partner, click |
|--|
| |
| Organization * |
| Partner Invitation Code * 99120209E |
| |

4. Fill out the required User Account information and click **Submit**.

| 'our password must meet the following security standards: A nonmon of 15 characters | Password * | Confirm Password • | |
|--|---|-----------------------------|--|
| t Include all land one uppersone alphabetic character 1 Include all land one lowercase alphabetic character 1 Include all land, one non-alphanumeric (papical) phanother | Please establish answers to your Challenge Questions NOTE: When resetting your password, Challenge Quest | | |
| x Include at and one number ✓ Cannot contain common dictionary words | Challenge Question * Challenge Question Answer * | | |
| | Challenge Question * | Challenge Question Assess * | |
| | Challenge Question * | Challenge Constan Answer * | |
| | Caver Submit | • | |

 The MSEP program team will review the New User Registration and notify approved portal users via an Activation Email.

Managing Users

Users with the PartnerAdmin role will have the ability to view a list of their organization's MSEP users. PartnerAdmin users will also have the ability to edit a user's role between Partner and PartnerAdmin.

Viewing Your Users

From the Partner Dashboard:

1. Click the Partner drop-down and select User Management.



2. View your organization's list of users.

| ers | | | |
|---|--|---|-----------------------------------|
| e > Partner Dashboard > Users | | | |
| Below you may invite new u should have. | sers, view your organization's existing users, and manage user roles. To n | nanage a user role, click on the user's email a | ddress and select the role the us |
| Invite Users | | | |
| Email | Roles | Created | Las: Accessed |
| cormac@fakemail.com | Parisser | Jun, 20, 2019 | Jun20, 2019, 9:56:29 AM |
| testman@fakemail.com | Partner | Jun, 5, 2019 | Jun 5, 2019, 1:06:38 PM |
| fakemsep@email.com | Partner | Jun, 5, 2019 | Jun 5, 2019, 12:50:48 PM |

Edit a User Role

From the Users page:

1. Click the user's email address.

| sers | | | | | | |
|----------------------------------|---------|---------------|---------------|--|--|--|
| Home > Partner Dashboard > Users | | | | | | |
| Invite Users | | | | | | |
| Email | Roles | Created | Last Accessed | | | |
| jmeyer@companyemail.com | Partner | Jan, 31, 2019 | | | | |
| samanthaann@companyemail.com | Partner | Jul, 10, 2018 | | | | |
| acc@companyemail.com | Partner | Jul, 6, 2018 | | | | |
| user@companyemail.com | Partner | Jun, 6, 2018 | | | | |

2. Select Partner or PartnerAdmin and click **Save**.



Note: The PartnerAdmin role gives the user additional permissions within the MSEP Partner Portal, to include the ability to edit the Partner Profile and manage other users.

Inviting New Users

PartnerAdmin users can invite new users to join their organization's partner account. This invitation process is initiated through the User Management page.

Inviting New Users

From the Dashboard:

1. Click the Partner drop-down and select User Management.



2. Click Invite User.

| ers | | | |
|--|---|---|--------------------------------------|
| Partner Dashboard > Users | | | |
| Below you may invite new us should have. | sers, view your organization's existing users, and manage user roles. T | o manage a user role, click on the user's email a | iddress and select the role the user |
| Email | Roles | Created | Last Accessed |
| cormac@fakemail.com | Fatter | Jun, 20, 2019 | Jun 20, 2019, 9:56:29 AM |
| testman@fakemail.com | Fatter | Jun, 5, 2019 | Jun 5, 2019, 1:06:38 PM |
| | Patter | Jun. 5. 2019 | Jun 5, 2019, 12:50:48 PM |

3. Input the email addresses for individuals you wish to invite. Use a semi-colon to separate multiple email addresses.

4. Click Send.

| Separate multiple | email addresses with a semi-colon. |
|-------------------|------------------------------------|
| То: | |
| | |
| | |
| | |

Managing Your Partner Profile

When an organization is approved to join MSEP, information on that organization will display in the form of a Partner Profile. Partners have the ability to manage the details of their organization as it is shown in their Partner Profile on the portal and to military spouses in the MSEP Job Search.

Viewing Your Partner Profile

From the MSEP homepage:

1. On the top menu, select **The Partnership** and then **Our Partners**.



- 2. Search for your organization.
- **3.** Select your organization by clicking the logo/tile.

| | comprehensive list of all compani- | es and organizations participa | Our Partners ting is the MSEP program. A more det | tailed profile of each partner can b | accessed by clicking on their cor | npany logo. |
|----------------------------|------------------------------------|--------------------------------|--|--------------------------------------|-----------------------------------|---|
| | | | | | | |
| | | | | | | |
| ers Telewook Opportunities | | | Select indexity Sector | | | |
| | | | | | | Read |
| | | | | | | |
| 450 | | | 🚸 git | | | |
| //// | | | V 8 | 00 | 🙋 🐨 📩 | |
| | | JIC | | | | JIL |
| AAA - Computer and | | | Bill and Tedds testilule of Depletory Education, | | Dummy Architecture and | EX Partier - architecture and |
| Mathematical | Apple Deput - Arts and Design | Agelig | Library and Taihing | Carjee | Engneering | ESE Partiel - architecture and Engineering |
| Participation and an and | Participant (199 | Party State Math | Anton Stran 2018 2002 Preved John | Free Day 201 | Parties Date 2019 | Factor Disc 2010 2010 Factor Julio |

4. View your organization's profile data.

| e > Partner Dashboard > Partner Profile | | |
|---|---------------------------|---|
| | AAA | Edit Profile |
| M | | y providing cutting edge web and mobile solutions to our cilents for over 10 years. Or lapt, innovate, and implement new technology in reality of tight budgets and unique marcial space. |
| /// | Statistics | Industry Information |
| | Number of Employees | Primary Industry Computer and Mathematical |
| Content Telework Opportunities | | |
| Main Phone | Countries with Facilities | Secondary Industry (*) Education, Library and Training |
| 5555555555 | United States | control (contry one maning |
| Headquarters | | Geographic Reach |
| 1122 Test Ave | | Employer with Facilities Across the United States |
| Woodbridge, IA, 22202 | | Employer with international Facilities |
| Company Web Links | | |
| www.aaa.com | | |
| | | |
| 4 w In | | |

From the logged-in dashboard

1. Click the Partner drop-down and select Partner Profile.



2. View your organization's profile data.

| Partner Profile for AAA | | |
|--|---|---|
| M | | Edd models y providing uniting edge web and mobile solutions to our citerats for over 10 years. On dargt, invanite, and implement new technology in reality of tight budgets and unique imercial space. |
| | Statistics | Industry Information |
| Content Tolework Opportunities Main Theme Docosonol Handparters Trizz Tes Aire Wondonfulge, M. 2, 2222 Company milds Links Worker and company f w in | Number of Employees 99 Countrides with Facilities science United Balans | Primary Industry @ Computer with distinguishing Secondary Modulary @ Enclosifies, Lineary and Theming Cocyputer with industrial Access the Lobel States Employee with industrial Access the Lobel States |

Managing Your Partner Profile

Updating Your Partner Profile

From the logged-in dashboard:

1. Click the **Partner** drop-down and select **Partner Profile**.



- 2. View your organization's profile data.
- 3. Click Edit Profile.



4. Update the desired fields and click **Save**.

| | Organization Description * | | | | | |
|--------|--|-----------------|--|---|--|--|
| 0 | th rt Formats - B / E Ξ | | | | | |
| | We are an exciting software development of | | oblie solutions to our clients for ov ges in the government, non-profit | er 10 years. Our business embraces change, We help our clients ada , and commercial space. | | |
| | Powered by linymce | | | | | |
| nber (| Social Media | | | | | |
| | Facebook | Twitter | | LinkedIn | | |
| United | www.facebook.com | www.twitter.com | | www.linkedin.com | | |
| | Headquarters Address | | | | | |
| | Address * | | Address 2 | | | |
| | 1122 Test Ave | | Apartment, studio, o | or floor | | |
| | City * Woodbridge | State * | Zip Code * | Country | | |
| | | | Cancel Save | Save | | |

Creating a Job Posting

Partner users can manually create job postings that are displayed to military spouses via the MSEP Job Search on MySECO. When creating a job posting through the Partner Portal, there are several fields that need to be provided. This is to ensure that the job data is robust in order to provide an optimal searching experience for military spouses.

Creating a Job Posting

From the logged-in dashboard:

1. Click the **Partner** drop-down and select **My Jobs**.

| * | PARTNER THE PART | NERSHIP - | MEDIA | FAQS | CONTACT US |
|------------|---------------------|-----------|-----------|------|------------|
| | Dashboard | | | | |
| Partr | Partner Profile | | | | |
| Home > P | User Management | | | | |
| | My Jobs | | | | |
| 0 T | Spouses Who Clicked | | is now Op | en. | |
| | Search Candidates | | | | |
| | Saved Candidates | - 1 | | | |
| | Monthly Reports | - 1 | | | |
| | Historical Reports | | | | |
| | Partner Directory | | | | |

2. Click Add Job.



3. Input the job information. All required fields need to be populated before the job posting can be created.

| Position Summary | |
|-------------------------------------|------------------------|
| Fille * | |
| Title | |
| ndustry * | Job Identifier |
| | Job Identifier |
| s this a Hot Job? * | Number of Job Openings |
| 9 Yes @ No | Job Openings |
| s telework provided? * | Telework Percentage |
| 9 Yes © No | |
| Compensation Type | Compensation Amount |
| | |
| Description * | |
| + ← Formats - B / E Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ | |
| h ☆ Formats- B / 新業運動 田田田道 ♂ | |
| | |
| | |
| | |
| | |
| Powered by tinymce | |

| vi • | | Contact Email (*) | |
|------------------------|--|---------------------------------------|----------------------|
| www.mycomp | pany.com | jobs@mycompany.com | |
| | | | |
| (Hereitan | Canada | Address | |
| | A Designation of the second se | Number and street | |
| | | Address 2 | |
| | | Apartment, studio, or floor | |
| | | City | State |
| | A Control Solars and A Control of Solars | a City | 51308 |
| | · · · · · · · · · · · · · · · · · · · | | lane man |
| | man interes + | Zip Code * | Country |
| | and the party of | Zip Code | |
| Google | Restance Continent fees Not also National Continent (100) Terms of Lin | Add | to Map |
| | | | |
| Job Types * | Education Level | Career Level | Position Benefits |
| Full time | High School | Student (High School) | 0 401K |
| Part time | Associate Degree | Student (Undergraduate/Graduate) | Tuition Assistance |
| Internship | Bachelors Degree | Entry Level | Financial Assistance |
| Temp | Advanced Degree | Experienced (Non-manager) | Stock Options |
| E Flextime Seasonal | Job Tags | Manager (Manager/Supervisor of Staff) | 11 Life Insurance |
| Other | | | |
| | Selected Tags: () | Add Tag: (9) | |
| | Search Tage | ~ | Add |
| | Job Qualifications | | |
| | Years of Exercises | | |
| | | | |
| | Minimum Qualifications | | |
| | | | |
| | | | |
| | Powerd by Styrice | | |
| | Preferred Qualifications | | |
| | IN A TRANSF & J K R R R R R R R R R R | | |
| | Powerd by Styrica | | |
| | | | |
| | | Save Preview Cancel | |

- **4.** Once the job information is entered, you have several options:
 - a. Click **Save** to save the job posting to be managed later.
 - b. Click **Preview** to view what the job posting will look like to the spouse.
 - c. Click **Cancel** to close out the job creation process.



Creating a Job Posting

5. If **Preview** is selected, then the user will have two options:

- a. Click **Back to Edit** to continue editing the job posting.
- b. Click **Publish** to publish the posting to be viewed.

| Web Developer | | | |
|--|---|---------------------------------|---|
| 2000 Main St Alexandria, VA 22202, (View Map) | | | <i>M</i> |
| Job Type | Salary | | |
| Full time | \$80,001-\$100,000 | | We are an exciting software development company providing cutting- edge web and mobile solutions to our clients for over 10 years. Our |
| Industry | Education Level | | business embraces change. We help our clients adapt, innovate, and |
| Health Practitioners and Technical | Bachelors Degree | | implement new technology in reality of tight budgets and unique challenges in the government, non-profit, and commercial space. |
| Years of Experience | | | URL: www.aaa.com |
| 4-7 | | | Contact Email : johndoe@fakemail.com |
| eget consectetur sed, convallis at tellus. Vivamus mag | Im, Quaque vella nisi, protum ut lacinia in, elementum in na justo, lacinia eget consectetur sed, convaliis at tellus. onec velit neque, auctor sit amet aliquam vel, ulfameorp | Vestibulum ante ipsum primis in | nia |
| | | | |
| Publish Start Date | | Publish End Date | |

Note: Once you select Publish, the created job posting will be displayed to military spouses via the MSEP Job Search on MySECO. The Publish Start Date and Publish End Date will determine the timeframe that your posting will be displayed.

Searching and Editing Job Postings

Partner users can search and edit their company job postings to keep their list of available job postings up-to-date.

Searching/Viewing a Job Posting

From the logged-in dashboard:

1. Click the **Partner** drop-down and select **My Jobs**.



2. Input your search criteria into the appropriate fields, click **Search**.

| y Jobs | | | |
|----------------------------------|--------|-----------|----------------|
| se > Partner Dashboard > My Jobs | | | |
| Q. Search Jobs v + Add Job | | | |
| Title | Job ID | Het Job? | Publish Status |
| Tok | | | |
| City | Date | Zipcode | Country |
| | | · Zo Code | |

3. Select the job from grid by clicking on the title.

| e > Partner Dashboard | > My Jobs | | | | | | | |
|----------------------------|--------------------------|-------------------------------------|--------------------------------|---------------------------|--------------|----------|-------------------|-----------|
| Q. Search Jobs 🗸 | + Add Job | | | | | | | |
| Title | | Job ID | | | Hot Job? | | Publish Status | |
| Title | | | | | | | | |
| City | | State | | | Zipcode | | Country | |
| City | | | | | Zip Code | | | |
| Search Clear | | | | | | | | |
| Search Clear | Location | Job ID | Publish Start | Publish En | d Published? | Hot Job7 | is imported? | Actions |
| | Location Mountainside | Job ID 82560067 - (REQ042553) | Publish Start Jan, 12, 2019 | Publish En Jan, 30, 20 | | Hot Job? | is imported? V | Actions • |
| Tide Project Engineer - | | 82560067 - | | | 19 | Hot Job? | | |

4. View job data on the Edit Job page.

| dit Job | | |
|---|------------------------|--|
| me > Partner Dashboard > My Jobs > Edit Job | | |
| Position Summary | | |
| Title * | | |
| Project Engineer - Data Centers | | |
| Industry * | Job Identifier | |
| Computer and Mathematical | 82560067 - (RE0062553) | |
| is this a Hot Job? * | Number of Job Openings | |
| ○ Yes # No | Job Openings | |
| Is telework provided? * | Telework Percentage | |
| o Yes * No | | |
| Compensation Type | Compensation Amount | |
| | | |

Editing a Job Posting

From the Edit Job page:

1. View job data on the Edit Job page.

| Tide * | wi • | Contact Email () |
|--|---|--|
| Project Engineer - Data CA | https://ars2.equest.com/?response_jd=fa02c95d85992249f4522f588588f5434 | jobs@mycompany.com |
| industry * | | |
| Computer and Mathemati | | |
| Is this a Hot Job? * | The second se | Address |
| O Yes # No | | Number and street |
| Is telework provided? * | Job Tags | |
| o Yes e No | | |
| Compensation Type | Selected Tape: (1) | Add Tag (t) |
| | C4 x Source x Publisher x | V |
| Description * | Job Qualifications | |
| to of Fernate - B | | |
| the make what matters will power. That's why Easter it | | |
| we can deliver on this profitouphest challenges on the | Google | |
| | Minimum Qualifications | |
| | Job Type * " forma- B / E E B E II II B B d' | is aget troduct rith pulvinar a Pellemaspa in gourn id ord porta daphus. Present sapen masas, convalta a pellemaspa nas, agetas non nas. Sulla y |
| | Full tin excenses tricdure. Part tin | |
| Powered by Inymos | C Interno | |
| · · · · · · · · · · · · · · · · · · · | Temp | |
| | U Seasor | |
| | Other Present by Styrice | |
| | Preferred Qualifications | |
| | ち / Turnes B / 新田田田田田田田 | |
| | Visionus mapra juns, latina eget consecteur sed, convolta et tellus. Maura blendit alquet et eccument troduct) | it, agut triciluit ribh pulimar a. Pallartangun is geum id ord porta daploca. Pranaert sagner massa, consalta a pallartangun nec, agustas non mai. Bulla |
| | | |
| | | |
| | | |

- 2. Update the appropriate fields. All required fields will need to be populated before the job posting can be updated.
- **3.** Once the job information is entered, you have several options:
 - a. Click **Save** to save the job posting to be managed later.
 - b. Click **Preview** to view what the job posting will look like to the spouse.
 - c. Click **Cancel** to close out of the job update process.



Searching and Editing Job Postings

- **4.** If **Preview** is selected, you will have two options:
 - a. Click **Back to Editing** to continue editing the job posting.
 - b. Click **Publish** to publish the posting to be viewed.

Note: Once you select Publish, the updated job posting will be displayed to military spouses via the <u>MSEP Job Search</u>.

Publishing/Unpublishing a Job Posting

From the My Jobs page:

- **1.** Review grid of your organization's created jobs.
- **2.** Hover over the Actions button to view options.
 - a. If job isn't published, then **Publish** options will display.
 - b. If job is already published, then option for **Unpublish** will display.

| Title | Location | Job ID | Publish Start | Publish End | Published? | Hot Job? | Is Imported? | Actions |
|--|--------------|-------------------------------------|-------------------|---------------------------------|------------|----------|-----------------|----------------------|
| Project Engineer - | Mountainside | 82560067 - (REQ062553) | Jan, 12, 2019 | Jan, 30, 2019 | | | ~ | Actions - |
| Data Centers | | | | | | | 🔁 Publish | |
| ventera | | | | | | | | and Publish |
| Material Handler - | Waukesha | 82563555 - (REQ063145) | Jan, 10, 2019 | Jan, 30, 2019 | ~ | | Ø Delete | <u> </u> |
| 2nd Shift | | | | | | | | |
| | Location | Job ID | Publish Start | Publish End | Published? | Hot Job? | ls Imported? | Actions |
| Title Project | Location | Job ID 82560067 - (REQ062553) | | Publish End Jan, 31, 2019 | Published? | Hot Job? | | Actions Actions ~ |
| Title Project Engineer - Data | | 82560067 - | Start Jan, 11, | Jan, 31, | | Hot Job? | Imported? | Actions - |
| Title Project Engineer - | | 82560067 - | Start Jan, 11, | Jan, 31, | | Hot Job? | Imported? | Actions - |
| Title Project Engineer - Data | | 82560067 - | Start Jan, 11, | Jan, 31, | | Hot Job? | Imported? | Actions - |

Deleting a Job Posting

From the My Jobs page:

- 1. Review grid of your organization's created jobs.
- 2. Hover over the Actions button to view options. Click Delete.

| Title | Location | Job ID | Publish Start | Publish End | Published? | Hot Job? | Is Imported? | Actions |
|------------------------------------|--------------|---------------------------|------------------|------------------|------------|----------|-----------------|---------------------|
| Project Engineer - | Mountainside | 82560067 - (REQ062553) | Jan, 11, 2019 | Jan, 31, 2019 | * | | × . | Actions - |
| Data Centers | | | | | | | 📛 Unpubl | ish Publish Date |
| Material Handler - 2nd Shift | Waukesha | 82563555 - (REQ063145) | Jan, 10, 2019 | Jan, 30, 2019 | * | | Ø Delete | |

3. Click **Delete** when the pop-up appears.



Note: The default length that a job remains published is 21 days. However, you can extend the publish date of a currently published job. Confirmation messages are displayed when actions are completed.

Job Feeds

Partners can utilize job feed data that can mass create and update the partner's list of available job postings. A more in-depth, technical list of instructions can be found on the <u>Job Feed Guidance</u> page.

View the Job Feed Guidance

From the top Toolbar:

1. Click The Partnership drop-down and then select Partner Resources.



2. Select Guidance for Posting Jobs via Job Feed



Submit a New Job Feed

From the top Toolbar:

1. Click Contact Us.



2. Input your information into the name and contact fields.

| e the form below to send us y | our comments or report | any technical difficulties you experience with ou | r webs |
|----------------------------------|-------------------------|---|--------|
| | | | |
| | | | |
| First Name * | | Last Name * | |
| Firstname | | Last name | |
| Email Address * | | Phone Number * | |
| Email | | Phone Number | |
| Have you registered for an accou | nt on the MSEP Portal?* | Area of Assistance * | |
| | | -Select- | |
| Question or Comments * | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

3. Click the Have you registered for an account on the MSEP Portal? drop-down and then select yor answer.



Job Feeds

4. Select Job posting/Job feeds from the Area of Assistance drop-down.

| First Name * | Last Name * |
|--|---|
| First name | Last name |
| Email Address * | Phone Number * |
| Email | Phone Number |
| Have you registered for an account on the MSEP Portal? * | Area of Assistance * |
| Yes | Job posting / Job feeds |
| Question or Comments * | Select- Job positing / Job feeds Other Partner reporting Technical assistance |

- **5.** Input the URL and any other details of your Job Feed into the 'Question or Comments' section.
- 6. Click Submit.

| | Contact Us | |
|--|---|------|
| Use the form below to send us your comm | nents or report any technical difficulties you experience with our webs | ite. |
| | | |
| | | |
| | | |
| First Name * | Last Name * | |
| First name | Last name | |
| Email Address * | Phone Number * | |
| Email | Phone Number | |
| Have you registered for an account on the MSEP Portal? * | Area of Assistance * | |
| | Select- | |
| Question or Comments * | | |
| | | |
| | | |
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| | | |
| | | |
| | | |
| | | |
| | | ĥ |
| | I'm nor a robot | ĥ |

Managing Spouse Hiring Data

Partners are responsible for submitting military spouse hiring data through the MSEP Partner Portal. The previous month's spouse hire data should be submitted between the 1st and 15th of the current month. Partners also have access to their historical reported spouse hiring data.

| | ng Spouse Hiring Data logged-in dashboard: | |
|--------------|--|--|
| | that reporting is "open" for the from the banner message. | 3. Enter the mili the monthly r |
| Partner | r Dashboard | Spouse Hiring Data |
| Home > Partn | ner Dashboard | Click here for MSEP Partner Reportin |
| | | For unknown values, leave input fields blank. Spouses Currently Employed |
| () The F | Reporting Period for March 2019 is now Open. | Army |
| | | Navy Air Force |
| | | Marines |
| | e Partner drop-down and | Coast Guard |
| | | Officiowit |
| select | Monthly Reports. | Total: |
| | Monthly Reports. | Total Total oner |
| | PARTNER - THE PARTNERSHIP - MEDIA FAQS CONTACT I | Total Total Oner Anny Train Speaker Humsted New Speaker Hondy Unable |
| * | PARTNER - THE PARTNERSHIP - MEDIA FAQS CONTACT O Dashboard | Total Color |
| | PARTNER - THE PARTNERSHIP - MEDIA FAQS CONTACT I | Total Com Total Com Total Com Trant Spoces Partnel Spoces Relation United Spoces Relation U |
| * Partr | PARTNER THE PARTNERSHIP MEDIA FAQS CONTACT Of Dashboard Partner Profile | Total Other Acrey Train Sponses Promoted Narry Sponses Multisagenet Through Geographical Man Sponses Working Virially Arry Sponses Working Virially Mart Sponses Working Parts Trave |
| Home > P | PARTNER THE PARTNERSHIP MEDIA FAQS CONTACT O Dashboard Partner Profile User Management My Jobs Spouses Who Clicked "Apply" | Total Other Acrey Train Sponses Promoted Narry Sponses Multisagenet Through Geographical Man Sponses Working Virially Arry Sponses Working Virially Mart Sponses Working Parts Trave |
| * Partr | PARTNER THE PARTNERSHIP MEDIA FAQS CONTACT Of Dashboard Partner Profile User Management My Jobs | Total Other Army Trade Boouses Fournamed Namy Stocases Multitage Through Geographical Mon Army Stocases Working Units May Army Stocases Working Units May Mart Stocases Working Pain Trave |
| Home > P | PARTNER THE PARTNERSHIP MEDIA FAQS CONTACT Of Dashboard Partner Profile User Management My Jobs Spouses Who Clicked "Apply" 9 is now Open. | Tetal Tetal Tetal Army Tetal of Booms Fronced Norgy Ar FF Marr Social Working Arb Train Social Working Arb Train Social Referait to other MSBP Parment |
| Home > P | PARTNER - THE PARTNERSHIP - MEDIA FAQS CONTACT I Dashboard Partner Profile User Management Image: Contact I Image: Contact II My Jobs Spouses Who Clicked "Apply" 9 is now Open. Search Candidates Image: Contact II | US |
| Home > P | PARTNER - THE PARTNERSHIP - MEDIA FAQS CONTACT I Dashboard Partner Profile | US |
| Home > P | PARTNER - THE PARTNERSHIP - MEDIA FAQS CONTACT II Dashboard Partner Profile User Management IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | US |
| Home > P | PARTNER - THE PARTNERSHIP - MEDIA FAQS CONTACT II Dashboard Partner Profile | Total Total Total Anny Total I forces Promoted Narry Struct Metalined Through Comparability Mon Total I forces Promoted Struct Working Part Train Struct Metalined Through Comparability Mon Struct Working Part Train Struct Metalined Through Comparability Partners |

3. Enter the military spouse hiring data into the monthly report and click **Save**.

| đ | Click here for MSEP Partner Reporting Guidance | | |
|--------|--|------|--|
| | anknown values, leave input fields blank. | | |
| Spour | ses Currently Employed | Mar | |
| Army | | 5 | |
| Navy | | 4 | |
| Air Fo | rce | 8 | |
| Marin | es | 4 | |
| Coast | : Guard | 2 | |
| Unkno | nwn | 1 | |
| Total: | | 24 | |
| Total | Other | Dec | |
| Army | Total Spouses Promoted | 66 | |
| Navy | Spouse Maintained Through Geographical Move | 66 | |
| Air Fo | Spouses Working Virtually | 66 | |
| All P | Spouse Working Full-Time | 66 | |
| Marif | Spouses Working Pert-Time | 66 | |
| | Spouse Referrals to other MSEP Partners | 66 | |
| | | Save | |

 Detailed guidance on what to report is linked at the top of the page.

Note: Spouse hiring data can only be submitted between the 1st and 15th of the month. During this window, spouse hiring data can be updated and saved until the window is closed.

Managing Spouse Hiring Data

Viewing Historical Reports

From the logged-in dashboard:

1. Click the **Partner** drop-down and select **Historical Reports**.



2. Choose a quarter and a year from the drop-down menus and click **Get Report**.

| istorical Reports me > Partner Dashboard > Historical Reports | | |
|--|-------------|--|
| Q Search Historical Reports V Select Quarter | Select Year | |
| Get Report | | |

3. View the results of your search.

| Select Quarter | Select Y | sar | | |
|--|----------|-----|---------|---------|
| Q1 | • 2018 | | | • |
| Get Report | | | | |
| Spouses Currently Employed | | Jan | Feb | Mar |
| Army | | 44 | Unknown | Unknown |
| Navy | | 44 | Unknown | Unknown |
| Air Force | | 44 | Unknown | Unknown |
| Marines | | 44 | Unknown | Unknown |
| Coast Guard | | 44 | Unknown | Unknown |
| Unknown | | 44 | Unknown | Unknown |
| Total: | | 264 | 0 | 0 |
| Total Spouses Hired Since Previous Month | | Jan | Feb | Mar |
| Army | | 55 | Unknown | Unknown |
| Navy | | 55 | Unknown | Unknown |
| Air Force | | 55 | Unknown | Unknown |
| Marines | | 55 | Unknown | Unknown |
| Coast Guard | | 55 | Unknown | Unknown |
| Unknown | | 55 | Unknown | Unknown |
| Total: | | 330 | 0 | 0 |

Note: If your search results in zero records found, the following message will display:

Zero records were found matching the search criteria.

Searching Spouse Candidate Data

The MSEP candidate search gives partners access to a database with the resume and professional information for talented military spouses. This database contains "opted-in" military spouses who have chosen to allow their data to be searched. Partners can utilize search filters to find the appropriate spouse candidates for their company's open job opportunities.

Searching Spouse Candidates

From the logged-in dashboard:

1. Click the Partner drop-down and select Search Candidates.



2. Input the desired search criteria from the available filters and click **Search**.

| e > Partner Dashboard > Search Cand | dates | | | |
|-------------------------------------|-------|------------------------|---------------------------------|-------------------------|
| Q. Search Candidates 🗸 | | | | |
| Keyword | | | Location | |
| | | | | |
| Industries | | Caroer Level | Highest Level of Edu. Completed | Security Clearances |
| industries | ~ | | • | Security Clearances 🗸 🗸 |
| Skills () | | Fields of Study (5) | Cartifications (1) | Job Types |
| Search Skills | ~ | Search Piekla of Shudy | Search Certifications | 300 Types |

3. View search results in grid.



Note: If no results are found, the system will notify the user that "Zero records were found matching the search criteria."

Zero records were found matching the search criteria.

4. Review summary of results. Click spouse name in results to view additional candidate information.

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|--|--|
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| a 24 | 32233, Atlantic Beach, Florida 32233 - 555555555 - bwillis29gbamtech.net |
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Saving/Managing Spouse Candidates

Enduring Partners have the option of "saving" spouse candidates for future reference. The saved candidates can also be assigned tags, alpha-numeric keywords, which allow partners to organize the candidates based on their preference. Tags are manually input so that partners can categorize candidates for quicker reference.

Saving Candidates

From the Candidate Search page:

- 1. Input the desired search criteria from the available filters and click **Search**.
- **2.** View search results in grid.
- **3.** Select **Save Candidate** for the desired spouse candidate.
- 4. Select **Save** on the pop-up.

| | | Save Candidate |
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Note: When a Spouse Candidate is saved, the results will update to show a checkmark next to the spouse name.



From the candidate profile:

- Select a spouse name from the grid to view the spouse candidate profile.
- 2. Click Save.

| Home > Partner Dashboard > Search Candidates > Candidate Details | |
|--|--|
| News CARLON LANSINGL. Wei Link State | Henry: And the system of them is dependent thread. Only a left only and stages deform parts, dependent and is uptime of them as dependent at left only and the system of the parts in the first only and the system of the internal segment and the system of the system of the system of the system of the internal segment and the system of the system of the system of the system of the internal segment and the system of the system of the system of the system of the internal segment and the system of the system of the system of the system is and in the system of the system of the system of the system of the internal segment and the system of the system of the system of the system is and internal segment and the system of the system of the system of the system of the system of the system of the system of the system of the system is and it is any of the system of the system of the system of the system is and it is any of the system of the system of the system of the system of the system is and the system of the system is and the system of the system of the system of the system of the system of the system of the system of the system of the system of |
| skills: • Physical Security • Skilled in handling customers with professionalism and sensitivity • Information Security | Certifications and Licenses: • Addition Certified Medical Assistant Print Save |

Note: Partners will also be given the option to print out the spouse candidate profile. If the candidate has already been saved then the "Save" option won't be available.

Adding/Selecting Tags

When saving spouse candidates:

- 1. Select **Save** from candidates search results grid or from the candidate profile.
- 2. Select a tag from the existing list or input new tag and click Add.



Note: If no tags have been created, one will need to be added, in order to be applied to the saved spouse candidate. As new tags are added the list of selectable tags will grow.

Saving/Managing Spouse Candidates

Viewing Saved Candidates

From the logged-in dashboard:

1. Click the Partner drop-down and select Saved Candidates.



2. View list of Saved Candidates.

| Q. Search Saved Cand | idates v | | | | | |
|----------------------|--------------------------|--------------|------------------------|-------------|--------|-----------|
| Select Tag(s) | | | | | | ~ |
| Search Clear | | | | | | |
| Name | Location | Phone | Email | Saved By | Tags | Actions |
| Tyler Fararr | Arlington, Virginia, | 555-456-7890 | tfarrar@fakemail.com | Judah Helms | ONA FT | Actions - |
| Cullen Jenkins | Abbeville, Alabama, | 123-456-7890 | jcullen@fakemail.com | Judah Helms | LPN PT | Actions - |
| CAROLE MARSHALL | Atlantic Beach, Florida, | 555-999-6655 | amarshall@fakemail.com | Judah Helms | RN | Actions • |

Editing Tags

From the Saved Candidates page:

1. Click Actions and select Edit Tags.

| Name | Location | Phone | Email | Saved By | Tags | Actions |
|-----------------|--------------------------|--------------|------------------------|-------------|--------|--------------|
| Tyler Fararr | Arlington, Virginia, | 555-456-7890 | tfarrar@fakemail.com | Judah Heims | ONA 17 | Actions * |
| Cullen Jenkins | Abbeville, Alabama, | 123-456-7890 | jcullen@fakemail.com | Judah Helms | UR 17 | CF Edit Tags |
| CAROLE MARSHALL | Atlantic Beach, Florida, | 555-999-6655 | amarshall@fakemail.com | Judah Helms | | Actions * |

2. Add new tags or remove existing tags by clicking the **x** in the tag. Click **Save**.

| Select a tag or add a | new one: | | | |
|-----------------------|----------|---------------|-----|--|
| Select Tag(s) | ~ | Enter new tag | Add | |
| | | | | |

Note: When a tag is added, it will be shown in the saved candidates grid under the Tags column.

| Name | Location | Phone | Email | Saved By | Tags | Actions |
|-----------------|--------------------------|--------------|------------------------|-------------|--------|-----------|
| Tyler Fararr | Arlington, Virginia, | 555-456-7890 | tfarrar@fakemail.com | Judah Helms | ONA FT | Actions - |
| Cullen Jenkins | Abbeville, Alabama, | 123-456-7890 | jcullen@fakemail.com | Judah Helms | LPN PT | Actions - |
| CAROLE MARSHALL | Atlantic Beach, Florida, | 555-999-6655 | amarshall@fakemail.com | Judah Helms | 191 | Actions * |

Deleting Saved Candidates

From the Saved Candidate page:

1. Click Actions and select Delete Candidate.

| Name | Location | Phone | Email | Saved By | Tags | Actions |
|-----------------|--------------------------|--------------|------------------------|-------------|--------|--------------|
| Tyler Fararr | Arlington, Virginia, | 555-456-7890 | tfarrar@fakemail.com | Judah Helms | ONA PT | Actions * |
| Cullen Jenkins | Abbeville, Alabama, | 123-456-7890 | jcullen@fakemail.com | Judah Helms | | CP Edit Tags |
| CAROLE MARSHALL | Atlantic Beach, Florida, | 555-999-6655 | amarshall@fakemail.com | Judah Helms | | Actions * |

2. Click **Delete** when the pop-up appears.

| Delete Candidate | |
|---|--------------|
| Are you sure you want to delete this Candidate? | |
| | Cancel Delet |

Note: Partners will be able to sort all columns of the list. Partners will also be able to search the list by tags.





DEPARTMENT OF DEFENSE

For more information about the Military Spouse Employment Partnership, visit https://msepjobs.militaryonesource.mil.

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