PCI SSC Community Job Board

User Guide
Version 2.0

June 2023
## Document Changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2023</td>
<td>1.0</td>
<td>User guide for the PCI SSC Community Job Board</td>
</tr>
<tr>
<td>June 2023</td>
<td>2.0</td>
<td>User guide for the PCI SSC Community Job Board Public Launch</td>
</tr>
</tbody>
</table>
# Table of Contents

1 User Guide .............................................................................................................................. 4

1.1 How to Register a Company Account .................................................................................. 4
1.1.1 User Account Role Descriptions .................................................................................... 5
1.1.2 User Account Participation Level Description ................................................................ 6
1.1.3 User Account Confirmation ............................................................................................. 7
1.2 How to Complete a Job Listing ............................................................................................. 8
1.3 How to Edit a Job Listing ..................................................................................................... 15
1.4 How to Duplicate a Job Listing ........................................................................................... 17
1.5 How to Mark a filled Job Listing ......................................................................................... 18
1.6 How to Delete a Job Listing ................................................................................................. 19
1.7 How to View Orders ............................................................................................................. 21
1 User Guide

1.1 How to Register a Company Account

1. Navigate to the PCI SSC Community Job Board:

2. CLICK on LOGIN/REGISTER to create your Company Account to be able to post job listings.
3. **REGISTER** an account by entering all the necessary details. 
   Note – Usernames are unique per user. You will receive an error message if another user already has the same username in place and will be required to choose a new username.

1.1.1 **User Account Role Descriptions**

Below is a summary description of the options included in the drop-down menu of “Your role” as part of the registration account process.

- **Human Resources**: an individual that works within the human resource department or supports the activities conducted by their respective company’s human resource department.
- **Recruitment Specialist**: an individual that supports their company in filling staff vacancies and supports overall hiring and recruitment efforts.
- **Project Manager**: an individual responsible for the planning and implementation process of a project(s) at their respective company.

- **Primary Contact**: As a PCI SSC Participating Organization, serves as the primary point of contact for business needs and matters.

- **Secondary Contact**: As a PCI SSC Participating Organization, serves as the secondary point of contact for business needs and matters.

### 1.1.2 User Account Participation Level Description

Below is a description of each of the Participation Level options included in the drop-down menu of “Participation Level” as part of the registration account process.

- **General Public or Non – Participating Organization**: an organization that does not participate in the PCI SSC Organization as a listed Principal Participating Organization, Associate Participating Organization or Assessor.

- **PCI SSC Principal Participating Organization**: an organization that is a registered and actively listed as a Principal Participating Organization with PCI SSC.

- **PCI SSC Associate Participating Organization**: an organization that is a registered and actively listed as an Associate Participating Organization with PCI SSC.

- **PCI SSC Assessor**: is defined as companies with the following listings: ASV, CPSA, QPA, QSA, 3DS & P2PE, PFI, Secure Software/Secure SLC Assessors, PCI Recognized Lab.

Please note that all registration account information is validated against the PCI SSC Portal. As part of the user account approval process, a user’s participation level can be updated. If a user’s participation level is updated from their original submission, the user will be notified of the change.
1.1.3 User Account Confirmation

At this point, your account will be submitted to the PCI SSC Community Job Board Moderator for approval to purchase and post job listings. You will receive an email confirmation once your account has been approved.
1.2 How to Complete a Job Listing

1. Once your Company Account is approved, you will be able to login to the PCI SSC Community Job Board. Once logged in, you will arrive at your Account Dashboard. From here, you can view recent orders, manage billing information, and view and edit account details.

2. From the Account Dashboard, **CLICK on JOB DASHBOARD.**
1. From the Job Dashboard, to begin a job listing CLICK on ADD JOB.

![Job Dashboard Image]

2. Next, you will complete the Job Listing with your job details.

*Please note that the following fields are required: Job Title, Job Type, Job Category, Description of Job, Application Email/URL, Company Name, and accepting the Terms and Conditions. The maximum dimensions of logo upload is 140x60px.

![Post a Job Image]
3. If you have started a job listing but would like to return later to complete the posting, you can **CLICK SAVE DRAFT** and your job posting will be saved to your account.

*Please note that accepting the Terms and Conditions must be done each time you go into the draft in order to save.

4. If you have completed the details for your job listing and are ready to submit the Job Listing for approval to be listed on the PCI SSC Community Job Board, **CLICK PREVIEW**.
5. Here, you can see the Preview of the Job Listing as it would appear on the PCI SSC Community Job Board and to potential applicants.

6. If edits are needed to be made, click **EDIT LISTING**, and you will return the previous screen to make your desired updates.
If you are satisfied with the Job Listing as displayed in the Preview, **CLICK POST YOUR JOB** to purchase your listing package.

7. On the purchase page, **CHOOSE** the desire Purchase Package and **CLICK SUBMIT**.
8. Enter the billing information.

When your details are complete, **CLICK PLACE ORDER.**
9. You will receive a confirmation that the order has been received and a copy of the full details will be sent via email to the email address on file used to register the account.

**Community Job Board Confirmation Screen**

![Community Job Board Confirmation Screen]

**Email Confirmation**

![Email Confirmation]

At this point, your Job Listing is under the review of the PCI SSC Job Board Moderator for approval to be listed on the PCI SSC Community Job Board. You will receive an email notification when your job listing has been approved and is active on the PCI SSC Community Job Board.

For questions, please contact the Job Board Moderator at communityjobboard@pcisecuritystandards.org
1.3 How to Edit a Job Listing

If needed, job listing edits are simple to make once the listing is active on the PCI SSC Community Job Board. To begin the edit to the listing, visit your Job Dashboard.

From the Job Dashboard, you will see all active, draft, and historical job listings that you have created. Find the job listing that needs to be updated and SELECT the EDIT option under the job listing.
From here, you will be directed to the job listing page where you can make the appropriate updates and resubmit the job listing to be re-approved by the Job Board Moderator and listed with the updates.

Note – the previous version of your job listing will remain active on the website until the updates are approved by the Job Board Moderator. You will receive notification when the job listing has been approved and is active on the PCI SSC Community Job Board.
1.4 How to Duplicate a Job Listing

If you have created a job listing and would like to duplicate the listing, you are able to do in a few steps. From your Account Dashboard, CLICK on JOB DASHBOARD.

From the Job Dashboard, you will see all active, draft, and historical job listings that you have created. Find the job listing that needs to be duplicate and SELECT the DUPLICATE option under the job listing.

From here, you will be directed to the job listing page where you can make the make any necessary updates and then submit the listing for approval to be active on the PCI SSC Community Job Board.
1.5 How to Mark a filled Job Listing

Congratulations, you have filled your job listing! To ensure that the PCI SSC Community Job Board remains accurate for prospective applicants and talent, we kindly ask that you mark filled positions if the listing has not yet expired. This will ensure that applicants see only available positions and also ensure that you do not receive additional inquiries for positions that you have already filled.

To mark a position as filled, navigate to the Job Dashboard from your Account Dashboard.

![Job Dashboard Image]

From the Job Dashboard, you will see all active, draft, and historical job listings that you have created. Find the job listing that needs to be duplicate and SELECT the MARK FILLED option under the job listing.

![Job Dashboard Image with Mark Filled Option]
1.6 How to Delete a Job Listing

If you have created a job listing and would like to delete the listing, you are able to do in a few steps. From your Account Dashboard, CLICK on JOB DASHBOARD.

From the Job Dashboard, you will see all active, draft, and historical job listings that you have created. Find the job listing that you would like to delete and SELECT the DELETE option under the job listing.
From here, you will be prompted to confirm the action of deleting the listing. If accurate, **SELECT OK**.

You will receive a confirmation that the job listing has been deleted and will receive the below confirmation message that the listing has been deleted.
1.7 How to View Orders

If you want to view your job orders,

From your Account Dashboard, **CLICK on ORDERS.**

Here, you will be able to view the details of your order and how many listings you have under each order.