

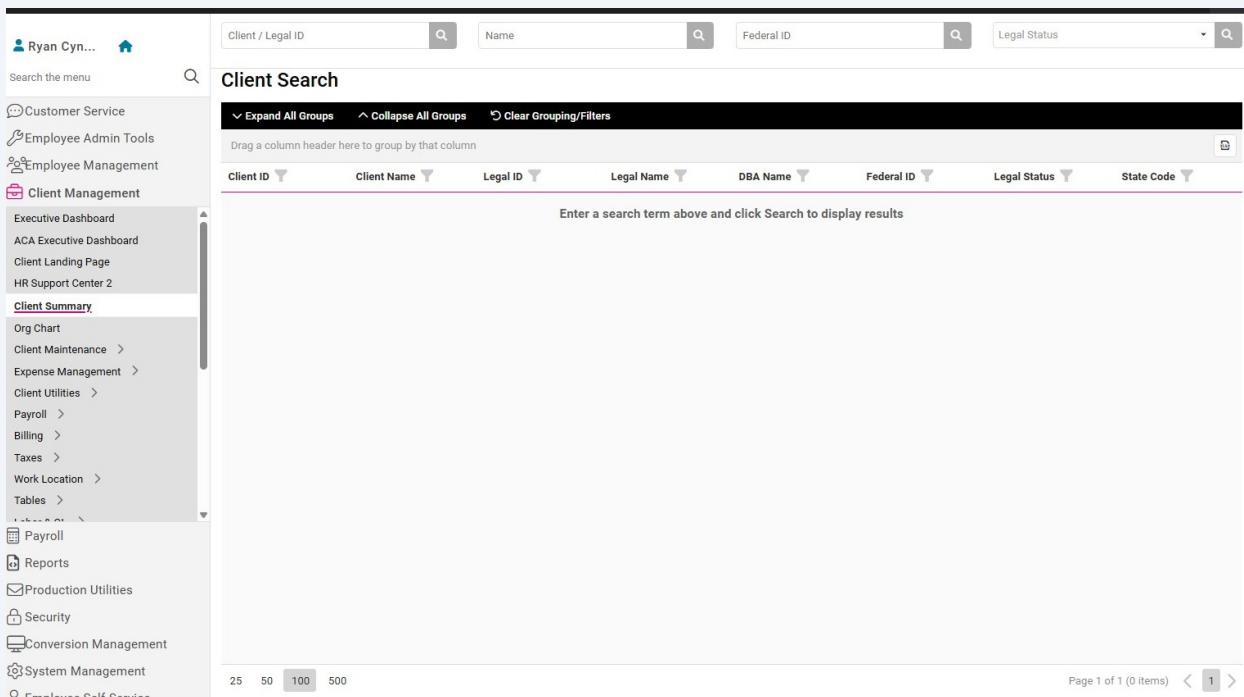
Create New Job Listings in Applicant Tracking (iHire/ATS)



Learn how to efficiently manage your recruitment process by creating new job templates and publishing listings in Thread HCM. This guide walks you through the steps to configure position details, notification settings, and job postings to streamline your hiring workflow.

1

Navigate to <https://connect.threadhcm.com/default.aspx>



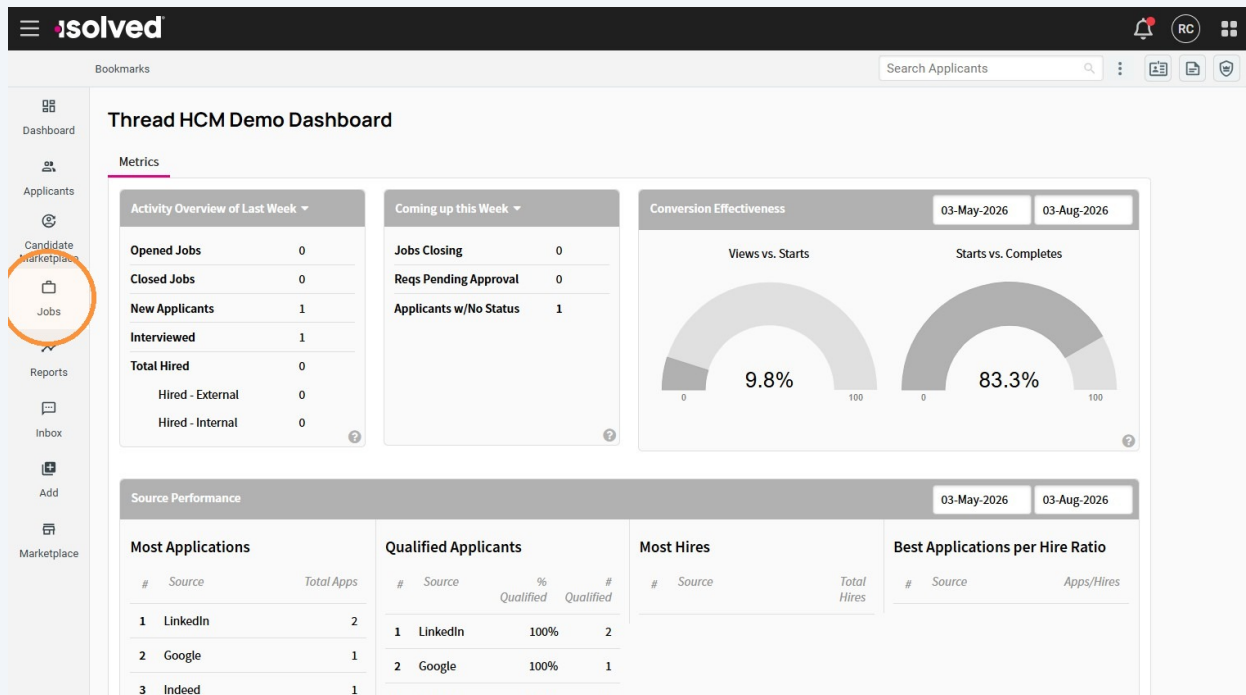
2 Click "App Launcher"

The screenshot shows the 'isolved' application interface. The top navigation bar includes the 'isolved' logo, 'Delivered by thread', and a user profile 'Ryan Cyn...'. Below the navigation bar is a search bar with filters for 'Client / Legal ID', 'Name', 'Federal ID', and 'Legal Status'. The main content area is titled 'Client Search' and features a table with columns: 'Client ID', 'Client Name', 'Legal ID', 'Legal Name', 'DBA Name', 'Federal ID', 'Legal Status', and 'State Code'. A message in the table area says 'Enter a search term above and click Search to display results'. On the left side, there is a sidebar menu with various options like 'Customer Service', 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Executive Dashboard', 'ACA Executive Dashboard', 'Client Landing Page', 'HR Support Center 2', 'Client Summary', 'Org Chart', 'Client Maintenance', 'Expense Management', 'Client Utilities', 'Payroll', 'Billing', 'Taxes', 'Work Location', 'Tables', 'Payroll', 'Reports', 'Production Utilities', 'Security', and 'Conversion Management'. In the top right corner, there is a bell icon, a circular icon with 'RC', and a grid icon representing the 'App Launcher', which is circled in orange.

3 Click "Applicant Tracking"

The screenshot shows the 'isolved' application interface with the 'My Apps' sidebar open on the right. The sidebar lists various applications: 'Employee Workspace', 'Applicant Tracking' (circled in orange), 'Learn & Grow', 'Predictive People Analytics (isolvedpartner)', 'Share & Perform', 'Giving & Volunteering', 'COBRA Client Site', 'Third Party Applications', 'TimeWorksPlus', 'HR Support Center 2', 'TimeForce Login', 'COBRA Link', 'Predictive People Analytics', and 'Success Factors'. The main content area remains the same as in the previous screenshot, showing the 'Client Search' page with the same table and search filters.

4 Click "Jobs"



Job Listing Setup

5 Click "Jobs"

The screenshot displays the Thread HCM Demo Jobs Dashboard. The left sidebar shows navigation options: Dashboard, Applicants, Candidate Marketplace, **Jobs** (highlighted with an orange circle), Reports, Inbox, Add, and Marketplace. The main content area is titled "Thread HCM Demo Jobs Dashboard" and includes a "Job Template" section with a form for creating a new job listing. The form includes fields for Template Status, Department, Employment Type, Template ID, Location, Pay Rate, Last Modified By, Last Modified Date, Created By, and Copied from Template. Below these fields are tabs for "Job Ad", "Position Details", and "Settings & Notifications". The "Job Ad" tab is active, showing a form for the Job Ad with fields for Job Title, Job Board Ad Title, and Job Ad. The Job Title field is required and has a red error message "Job Title is required". The Job Board Ad Title field is also required. The Job Ad field is a rich text editor. To the right of the form is a "Job Ad Insights" section with a list of guidelines for creating job titles and descriptions.

Job Ad Insights

- Keep Job Titles short and simple.
 - If the target audience is on Desktop aim for 60 characters or less.
 - If the target audience is on Mobile aim for 35 characters or less.
- Avoid internal language and abbreviations in Job Title.
- Do not use Emojis.
- Only use Symbols if absolutely required.
- Avoid Clickbait and Keyword Stuffing.

Job Ad Description

- Descriptions with 300-3000

6 Click "Job Listings"

isolved

Bookmarks

Search Applicants

Jobs Dashboard

Cancel & Exit Save Template & Exit Save Template & Create New Listing

Department: Employment Type: Template ID: Location:

Last Modified By: Last Modified Date: 8/3/2026 Created By: Ryan Cynkar Copied from Template:

Position Details Settings & Notifications

Title is required

Open Job Ad AI Pro

Job Ad Insights

Title

- Keep Job Titles short and simple.
 - If the target audience is on Desktop aim for 60 characters or less.
 - If the target audience is on Mobile aim for 35 characters or less.
- Avoid internal language and abbreviations in Job Title.
- Do not use Emojis.
- Only use Symbols if absolutely required.
- Avoid Clickbait and Keyword Stuffing.

Job Ad Description

7 Click "New Job Listing"

isolved

Bookmarks

Search Applicants

Job Listings represent your current job openings. The Start and End dates represent when the job is active on your career site. If a job opening is no longer active on your career site, the "Closed" tag will show next to the job title. Use the filters below to narrow down your list of job openings.

New Job Listing

Job Title/Job ID All Department Active

Sort by

Enable New Job Form Show Incomplete Drafts

Filter

Displaying 1 - 9 of 9 Total Jobs

	Job Title	Start Date	End Date	Department	Apps	Job Refresh
1. Action	HCM Office Manager Gainesville, GA - Full Time Job Referral	12-Feb-2024	Until Filled	Operations	1	
2. Action	Office Controller Gainesville, GA - Full Time	12-Feb-2024	Until Filled	Operations	1	
3. Action	Payroll Specialist Atlanta, GA - Full Time	12-Feb-2024	Until Filled	Human Resources	6	
4. Action	Accountant Atlanta, GA - Full Time Job Referral Workflow	12-Feb-2024	Until Filled	Finance	12	
5. Action	Automotive Technician Atlanta, GA - Full Time	24-Jan-2024	Until Filled	Operations - Auto Technician	3	
6. Action	Benefits Coordinator Gainesville, GA - Full Time Workflow	01-Jan-2024	Until Filled	Human Resources	9	
7. Action	Human Resources Assistant Atlanta, GA - Full Time	01-Jan-2024	Until Filled	Human Resources	3	

8

Here you can choose the Template if you've already created one, or Click to add a new job title.

Dashboard

Applicants

Candidate Marketplace

Jobs

Reports

Inbox

Add

Marketplace

New Job Listing



Let's make a great hire!

or

Select a Job Template

Cancel

Start New Draft

Job Ad Insights

Title

- Keep Job Titles short and simple.
 - If the target audience is on Desktop aim for 60 characters or less.
 - If the target audience is on Mobile aim for 35 characters or less.
- Avoid internal language and abbreviations in Job Title.
- Do not use Emojis.
- Only use Symbols if absolutely required.
- Avoid Clickbait and Keyword Stuffing.

Job Ad Description

- Descriptions with 700-2000 characters show the best performance on Indeed.
- Do not include any unnecessary links such as surveys. They could be flagged by Job Boards.
- Good things to include:
 - Work culture
 - Benefits
 - Growth opportunities

Dashboard

Applicants

Candidate Marketplace

Jobs

Reports

Inbox

Add

Marketplace

New Job Listing



Let's make a great hire!

or

Select a Job Template

Benefits Administrator

Human Resources Assistant

HR Director

HCM Office Manager

Office Controller

Payroll Specialist I

Payroll Specialist

Cancel

Start New Draft

Job Ad Insights

Title

- Keep Job Titles short and simple.
 - If the target audience is on Desktop aim for 60 characters or less.
 - If the target audience is on Mobile aim for 35 characters or less.
- Avoid internal language and abbreviations in Job Title.
- Do not use Emojis.
- Only use Symbols if absolutely required.
- Avoid Clickbait and Keyword Stuffing.

Job Ad Description

- Descriptions with 700-2000 characters show the best performance on Indeed.
- Do not include any unnecessary links such as surveys. They could be flagged by Job Boards.
- Good things to include:
 - Work culture
 - Benefits
 - Growth opportunities

9 Click "Start New Draft"

New Job Listing

Let's make a great hire!

Enter a New Job Title

or

HCM Office Manager

Cancel

Start New Draft

Job Ad Insights

Title

- Keep Job Titles short and simple.
 - If the target audience is on Desktop aim for 60 characters or less.
 - If the target audience is on Mobile aim for 35 characters or less.
- Avoid internal language and abbreviations in Job Title.
- Do not use Emojis.
- Only use Symbols if absolutely required.
- Avoid Clickbait and Keyword Stuffing.

Job Ad Description

- Descriptions with 700-2000 characters show the best performance on Indeed.
- Do not include any unnecessary links such as surveys. They could be flagged by Job Boards.
- Good things to include:
 - Work culture
 - Benefits
 - Growth opportunities

Need help? Search the Help Content

Listing Configuration

10 On Job Ad you can enter all the job details

isolved

Search Applicants

Bookmarks

Job Status: Draft Department: Employment Type: Date Created: 8/3/2026 Draft ID: 186603

Sponsored: Location: Pay Rate: Closing Date: 9/2/2026 Created By: Ryan Cynkar Template Name/ID: HCM Office Manager (193712)

Job Ad

Job Title* HCM Office Manager

Job Board Ad Title* HCM Office Manager

Job Ad*

File Edit View Insert Format Tools Table

Formats Paragraph Verdana Font Sizes

Are you an experienced office manager looking for an exciting opportunity? Thread HCM is seeking a Full Time HCM Office Manager to join our dynamic team. What makes this position even more thrilling is that it is fully remote! You can work from the comfort of your own home while still making a significant impact on our company's success.

As the HCM Office Manager, you will be responsible for overseeing the day-to-day operations of our office, ensuring that everything runs smoothly and efficiently. You will have the opportunity to utilize your exceptional organizational skills and attention to detail to keep our office functioning at its best. In addition to managing office operations, you will also play a key role in supporting our HCM team. You will assist with coordinating client projects, managing schedules, and providing administrative support as needed.

Your ability to multitask and prioritize tasks will be crucial in this role. If you are hungry for growth, have a problem-solving mindset, and thrive in a customer-centric environment, this is the perfect opportunity for you. Join Thread HCM and be part of a fun, high-performance team in the forward-thinking world of IT. Apply now and take the next step in your career.

As a team member you'll be able to enjoy benefits such as Medical, Dental, Vision, 401(k), Life Insurance,

Job Ad Insights

[Job Ad Tour](#)

Title

- Keep Job Titles short and simple.
 - If the target audience is on Desktop aim for 60 characters or less.
 - If the target audience is on Mobile aim for 35 characters or less.
- Avoid internal language and abbreviations in Job Title.
- Do not use Emojis.
- Only use Symbols if absolutely required.
- Avoid Clickbait and Keyword Stuffing.

Job Ad Description

- Descriptions with 700-2000 characters show the best performance on Indeed.
- Do not include any unnecessary links such as surveys. They could be flagged by Job Boards.
- Good things to include:

Need help? Search the Help Content

11 Under Position Details you will add additional details such as pay and location

Position Details

Job Opening Type* Job Opening Type

Workplace Type ☐ Onsite ☐ Fully remote ☐ Work from home flexibility ☐ Temporarily remote due to COVID-19

Job Location * Gainesville - Gainesville, GA, USA

Zip Code *

Employment Type * Employment Type Department * Operations

Minimum Education Minimum Education Minimum Experience

Pay Pay Type Minimum Pay Maximum Pay Pay Frequency

Pay Details Pay Details

Benefits Benefits

Classification Classification

Exempt Status Exempt

Position Details Insights

Job Location

- Utilize the most precise location possible.
 - Using precise location helps job boards like Indeed validate your jobs.
- If your job is remote, ensure it's Workplace Type is marked as Fully Remote.
- Job Location reflects what will be shown on your career site as well as on job boards.

Pay Information

- Pay information is one of the most important features for your Job Listing.
 - The #1 reason Applicants abandon a job listing is lack of pay information.

Required Fields

Job Ad

- ☒ Job Title
- ☒ Job Board Ad Title
- ☒ Job Ad

Position Details

- ☒ Job Opening Type

12 Settings & Notifications will let you update who will receive the job or applicant notifications. Here you can also attach a Hiring Workflow if you've built one. We have an additional guide that walks through this build.

Settings & Notifications

Advertising Settings

Ad Duration Start Date* 2026-08-03 End Date* 2026-09-02 Until Filled ☐

Job Listing Notes

Admin Settings

Hiring Workflow None

Interviewers No Interviewers Selected

Notifications

Job Opening Notification No One Selected

Job Closing Notification No One Selected

New Applicant Notification No One Selected

☐ Only send email if basic qualifications are met

Settings & Notifications Insights

Ad Duration

- Most Job Ads see the best performance for 30 days.
- Changing the start date will not reflect on job boards as they track the Job ID rather than a start date.

Job Questions

- Ensure your job questions do not include links as job boards may flag jobs that redirect away from their job board.
- Do not ask questions that could be considered discriminatory.

Required Fields

Job Ad

- ☒ Job Title
- ☒ Job Board Ad Title
- ☒ Job Ad

Position Details

- ☒ Job Opening Type

13 Here you can Preview the job posting as the candidates will see it.

The screenshot shows the 'Thread HCM Demo Jobs Dashboard' with the 'Job Listing' tab active. The main heading is 'HCM Office Manager'. Below it, there are fields for 'Job Status: Draft', 'Department:', 'Employment Type:', 'Date Created: 8/3/2026', 'Draft ID: 186603', 'Sponsored:', 'Location:', 'Pay Rate:', 'Closing Date: 9/2/2026', 'Created By: Ryan Cynkar', and 'Template Name/ID: HCM Office Manager (193712)'. The 'Preview on Career Site' tab is highlighted with an orange circle. The 'Preview Insights' section on the right shows 'Required Fields' for 'Job Ad' (Job Title, Job Board Ad Title, Job Ad) and 'Position Details' (Job Opening Type, Job Location, Zip Code, Employment Type, Department). The 'Job Ad' section on the left contains the job description text.

14 Once all is completed Click "Publish Listing & Continue" if you're ready to publish. You can also Save Draft & Exit if you're not ready to post the job.

The screenshot shows the same 'Thread HCM Demo Jobs Dashboard' as in the previous image, but with the 'Publish Listing & Continue' button highlighted with an orange circle. The 'Job Ad' section on the left contains the job description text. The 'Preview Insights' section on the right shows 'Required Fields' for 'Job Ad' (Job Title, Job Board Ad Title, Job Ad) and 'Position Details' (Job Opening Type, Job Location, Zip Code, Employment Type, Department).