



# Military Spouse Employment Partnership Career Portal

Partner Setup Guide



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# Portal Registration

1. If your company is selected as a Military Spouse Employment Partnership company or organization, you will receive two emails with the following information needed to register on the portal:

- Registration URL
- Unique partner authorization code

Access the portal using the registration URL found in the first email.

2. Complete the New User Registration form and submit. You will receive an email confirming your registration form has been submitted.

3. Once your New User Registration form has been reviewed and authenticated, you will receive

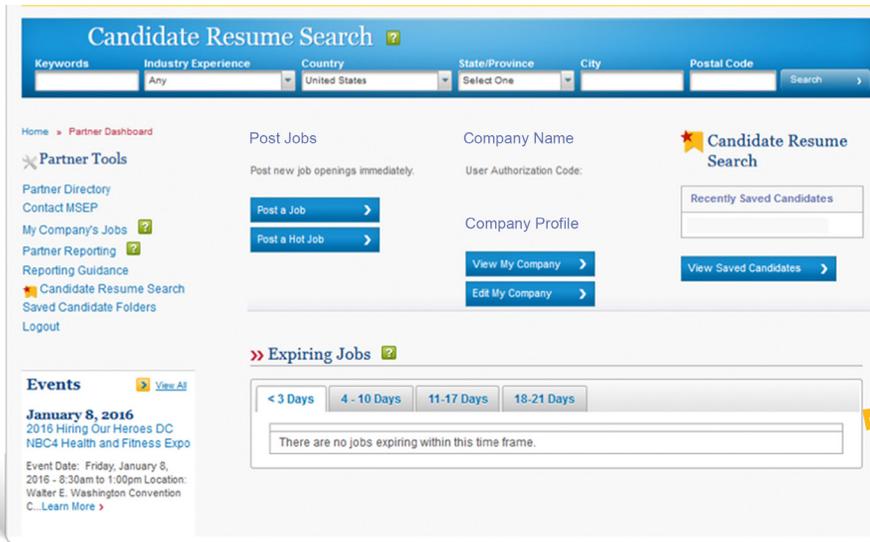
a confirmation email that your account has been activated.

**PLEASE NOTE:** You will not be able to access your account until it has been authenticated by the Military Spouse Employment Partnership program team.

4. Go to <https://msepjobs.militaryonesource.mil/msep/> and log in using the username and password you created during the registration process. After logging in, you will be taken to your Partner Dashboard.

5. Share the two registration emails with other members of your team who will also need to access the career portal. Each partner point of contact will need to complete the registration process as stated above. **PLEASE NOTE:** A maximum of five points of contact may be registered on the portal for each partner company or organization.

# Partner Dashboard



*dashboard*

Once you are successfully logged in to the portal, you will be taken to your Partner Dashboard where you are able to do the following:

- View the Military Spouse Employment Partnership Partner Directory
- Submit a Contact Us for technical assistance
- Post a job, which will stay on the portal for 21 days before expiring
- Post a hot job that needs a quick fill, which will stay on the portal for five days before expiring
- View your company's current job postings on the Military Spouse Employment Partnership Career Portal
- View the number of days in which your company's job postings will expire
- Report monthly spouses-hired data
- Review guidance on reporting spouses-hired data
- Search for military spouse candidates using the Candidate Resume Search
- View your saved candidate folders
- Edit your company profile visible to military spouses on your landing page
- View upcoming hiring events

# Posting Jobs



## Option A — Jobs posted via XML feed

Your company may use a Third Party Private Vendor or in-house dedicated software to host your jobs. If your company already has an XML feed, your information technology point of contact should send the job feed URL via the portal Contact Us form. The Military Spouse Employment Partnership Career Portal contract technical team will then contact your IT POC with additional information and next steps.

### General XML feed guidance

- The Military Spouse Employment Partnership Career Portal uses an automated importing of XML and RSS feeds. Feeds can only be received via HTTP or HTTPS.
- At a minimum, XML feeds should include the job title, job description and the full job URL, which must be unique to that specific position. We highly recommend including the city, state, postal code and country fields. This will allow military spouses to target jobs in their areas. The addition of job type, preferred qualifications, education and salary/hourly fields will further enhance the overall search results for your company.

- The preferred XML schema, which clarifies how the feed should be structured, can be found on the Partner Resources page of the Military Spouse Employment Partnership Career Portal at [https://msepjobs.militaryonesource.mil/msep/file/documents/content/4/xml\\_schema\\_11\\_6\\_13.pdf](https://msepjobs.militaryonesource.mil/msep/file/documents/content/4/xml_schema_11_6_13.pdf).
- Jobs are posted on the Military Spouse Employment Partnership Career Portal by the portal contract technical team. They are responsible for testing, parsing, importing and ensuring the imports will work successfully on the portal. However, the portal contract technical team cannot make any edits to your feed.
- For any technical questions regarding posting jobs, please submit a Contact Us form.

# XML

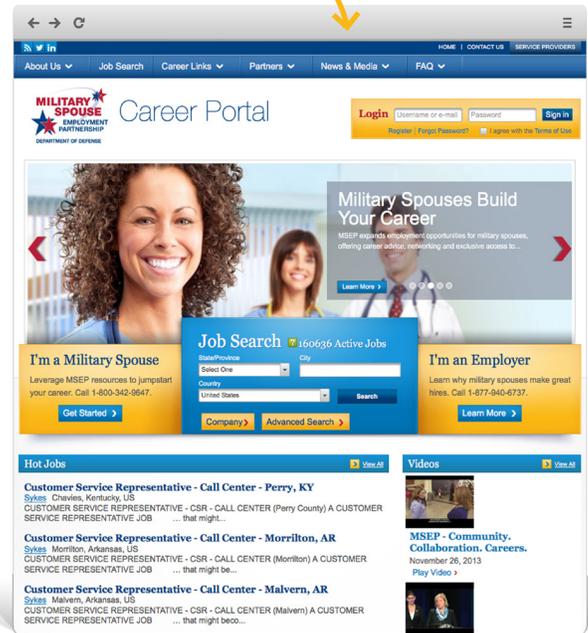


*Log in*

## Option B — Jobs posted manually

To post jobs manually, follow these steps:

1. Log in to the Military Spouse Employment Partnership Career Portal from the home page
2. Click 'Post a Job' from your Partner Dashboard or click 'Add a Job' from the My Dashboard drop-down on the menu bar at the top of the page
3. Select each tab making sure at a minimum to complete all required fields
4. Click the 'Save' button



*Fill out*

# Reporting Spouses-Hired Data



*Log in*

To report monthly spouses-hired data, follow these steps:

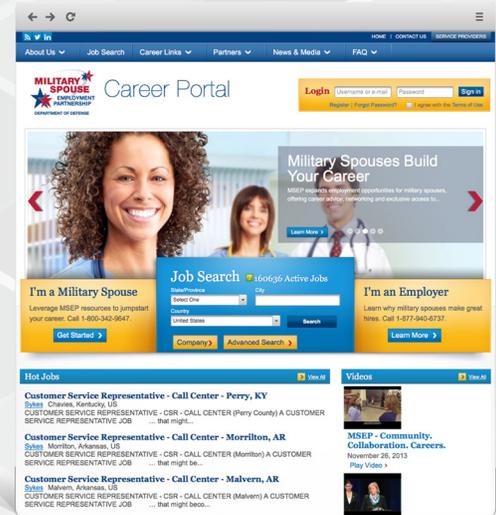
1. Log in to the Military Spouse Employment Partnership Career Portal from the home page.
2. Open the reporting form, which can be accessed in two ways: Select 'Click here to manage your reports' in the banner message shown at the top of the page after logging in. **PLEASE NOTE:** This banner message only shows when the reporting period is open, which is from the first to the 15th of each month.

Or

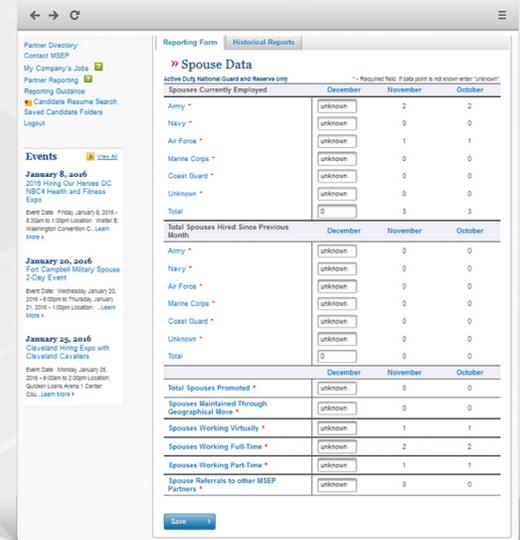
Select 'Partner Reporting' under Partner Tools on your Partner Dashboard.

3. Enter spouses-hired data. If you are not currently tracking a particular field of data, leave the field as Unknown. If you are tracking a specific field but have no spouses to report for that area, enter zero into the appropriate field.

4. Click the 'Save' button at the bottom of the form. A Processing message will show at the top of the page to let you know that your report is being saved and will let you know when the process is complete.



Data from previous months' reports can be viewed only. If any data changes need to be made, submit a Contact Us form.



*Enter spouse data*

# Frequently Asked Questions



## ***I am an employer who would like to post jobs on the Military Spouse Employment Partnership Career Portal. What is my first step?***

We currently post positions for those companies and organizations that are partner employers. For more information about joining the partnership, please visit the Partner Resources page at <https://msejobs.militaryonesource.mil/msep/content/partner-resources> or call 855-835-MSEP (6737) for additional information.

## ***What are the criteria for becoming a Military Spouse Employment Partnership company or organization?***

- Companies and organizations must demonstrate a minimum of five years of sound business experience, a good record of accomplishments, broad diversity efforts and financial stability.
- They may not engage in any activity that would discredit the partnership.
- They have a satisfactory ranking with Dun & Bradstreet.
- Types of jobs companies and organizations offer should be compatible with military spouse career interests.

- Companies and organizations offer portable jobs and careers.
- Jobs offered by companies and organizations are located at or near military installations.
- They offer flexible work options like virtual work, flexible hours and locations, part-time, etc.
- Companies and organizations offer career progression — entry-level to senior management positions.
- They offer benefits, training opportunities and assistance with credentialing.
- They have facilities in more than one state or region.
- Companies and organizations must not charge military spouses any fees or costs associated with employment opportunities.

## ***How much does it cost to become a Military Spouse Employment Partnership company or organization?***

Companies and organizations are not charged to join the partnership.



### ***How quickly can I start posting jobs after becoming a partner employer?***

Once you have been approved as a partner and have set up your portal profile, you may begin posting jobs immediately.

### ***How can I post jobs?***

Military Spouse Employment Partnership companies and organizations may post jobs using one of the following options:

- Deliver job postings via a hosted XML Feed
- Manually enter job postings through the Military Spouse Employment Partnership Career Portal

For more information, please view the Posting Jobs section of this guide.

### ***Why are certain fields required when posting a job?***

Certain fields are required to provide sufficient information to prospective applicants, as well as to optimize the site's overall search process.

### ***How will potential applicants apply for jobs my company or organization posts on the portal?***

Jobs posted on the Military Spouse Employment Partnership Career Portal should include a URL that directs military spouse applicants to your external job page where they can apply.

**For more information, visit  
<https://msepjobs.militaryonesource.mil/msep/>**





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

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