



NATA CAREER FAIR EMPLOYER TOOLKIT

How to Create an Employer Account

1. Visit jobs.nata.org.
2. Under Employers, click on **“My Account.”**
3. Create an employer account or log in to your employer account.

[Employers](#) [Job Seekers](#) [Government Contracts](#) [Sign-in or Create Account](#)



Recruiter Login / Create Account

Your account will allow you to post and manage job openings, search and manage job candidates, create a company profile, and much more!

If you are a job seeker, [login here](#).

Existing Users Login Here

E-mail

Password

Save my login information

[Forgot your password or having trouble logging in?](#)

[Log Into My Account](#)

How to Post Jobs

1. On the main employer account page, under “**Quick Links,**” click “**Post a Job.**”
2. Select “**Type of Job Posting**” and enter job details; click “**Continue.**”
3. Select any add-ons or upgrades.
4. Submit payment information.

NATA
NATIONAL ATHLETIC TRAINERS ASSOCIATION

Employers Job Seekers About Us Welcome User

Post / Create A Job

Use the form below to post your job opening. If you have any questions, please contact:
Connor Gilbert
960.606.3990
Connor.Gilbert@communitylands.com

Posting Guidelines

The National Athletic Trainers' Association is committed to providing our members with professional job opportunities commensurate with their skills and educational background. Athletic trainers are highly trained and educated allied health care professionals. They specialize in the prevention, assessment, treatment and rehabilitation of injuries and illnesses. All hold a bachelor's degree; almost 10 percent hold a master's or doctoral degree.

NATA does not suggest, approve or require salary levels for jobs offered to its members. It does not influence or have input into salaries employers offer to NATA members. **To be posted on the NATA professional career center, positions are required to meet or exceed the 25th percentile for that job category - based on published salary data.** This is to ensure job openings listed for our members are appropriate, professional positions.

To determine the compensation for your job posting, employers can contact NATA to request an executive summary of the 2018 NATA Salary Survey.

Product	Duration	Cost
30 Day Full-Time Online Job Posting	30 days	\$291.00
• Single 30-day job posting		
• Job Type: Full-Time Position		
• Resume Access		
60 Day Full-Time Online Job Posting	60 days	\$391.00

Choose the product that fits your current recruitment needs.

How to Post Jobs

The screenshot shows a web form titled "Contact Information for Application Purposes". It includes a sub-section "Applications via Job Board" with a checkbox for "Allow Online Applications" and a "User Account" section. Callout lines connect the "Apply URL" field, the "Allow Online Applications" checkbox, and the "Email" field to explanatory text boxes below.

Contact Information for Application Purposes

Enter the contact information for candidates to apply to your position below.
Please note that your contact name and email address will not be displayed publicly.

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

Applications via Job Board

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

Allow Online Applications

User Account
user.account@email.com

First Name:

Last Name:

Email:

Clear Add Recipient

Preview Continue

By ticking off this box, you are giving job seekers the option to apply through the career center. Job applications through this option are found inside your employer account.

Add the "Apply URL" to this box so job seekers will be redirected to a company website where they have an option to apply for the job outside the career center.

"Email Apply" is an option for the employer to receive applications through their email. Add the email address here where you want to redirect the job seeker.

How to Edit Jobs

Employers Job Seekers About Us Welcome User

My Jobs

For more information about the My Jobs page, [Click here](#).

Search

Enter keyword to search on Job titles, position descriptions, company name, city or search by Job ID number

Show Advanced Search Options

Search

View DCCC Data

Viewing 1 - 3 of 3 Jobs

Activate Stop Delete

<input type="checkbox"/>	Position	Location	Start	End	Status	Action
<input type="checkbox"/>	Certified Athletic Trainer Show Details	Terre, Va., Colorado, United States	07/14/2021	08/13/2021	Active	Edit Upgrade View Applicants View Job Settings View Live Job
<input type="checkbox"/>	Asst/Assoc Athletic Trainer Show Details	Jacksonville, Florida, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	Athletic Trainer Show Details	Cincinnati, Ohio, United States	07/14/2021	08/13/2021	Active	

Applications

By allowing online applications, you enable job seekers to apply for the job online through the job board. Their applications will be stored in your account, and only recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

Allow Online Applications

PREVIEW REPOST JOB

Job sites powered by ymcareers

On your **"My Jobs"** window, find the job you want to edit and hover on the icon under **"Action"** column, then click **"Edit."** Fill/edit the info required on the next page and once done, click the **"Repost Job"** button at the bottom of the page.

Job Posting Upgrades



TALENTBOOST UPGRADE

Strategically distributes your posted jobs to third-party websites to attract more candidates and provide more exposure. Upgraded jobs will receive performance-based distribution to a network of more than 1,000 job websites and search engines.



DIVERSITY UPGRADE

The Diversity Network features your job on the top diversity-oriented job boards on the internet, reaching qualified candidates of various races, ethnicities, age groups, genders, sexual orientations and religious affiliations – all while ensuring you remain compliant with Equal Employment Opportunity Commission guidelines. As an added benefit, your jobs will be highlighted in search results with a Diversity Focus badge.



SOCIAL UPGRADE

Twitter and LinkedIn are game-changers in finding high-quality talent online! Ensure your job posting captures the attention of both active and passive candidates within the social channels they visit frequently by featuring the job in Twitter feeds.

Register for the Career Fair



1. After posting your job, navigate to the My Account page.
2. Click on "Register" under the Career Fair banner.
3. There is no charge for registering.
4. This notates in the posting that you will be on-site for the Career Fair with our unique Career Fair icon.



UPDATED SALARY REVIEWS

- Different opportunities within the local area
- Consider sign-on bonuses and/or retention bonuses
- Market Rate and Compa Ratios
- Compensation for increased roles, responsibilities and job duties



ATHLETIC TRAINING EMPLOYMENT CHECKLIST



CONSIDER BENEFITS

- Paid continuing education
- Paid NATA and state licensure membership and dues
- Sign-on and retention bonuses that reflect current market practices

REVIEW JOB DESCRIPTIONS

Are the job descriptions reflective of ATs duties and responsibilities?

- Define autonomous authority in medical decision making
- Additional committees, roles and responsibilities within the local community and/or across campus
- Reflective of non-traditional working hours
- Includes medical clinical skills evaluations that should be performed without undue influence by coaches.



Click [here](#) to read the ICSM white paper for more information.

Click [here](#) to view the Timely Topics Recording.

IMPROVE WORK ENGAGEMENT

Consider protocols that compartmentalize work and personal life

- Flexible work hours
- Include family on work trips
- Increase work flexibility utilizing a teach approach to healthcare
- Flexible time off when out of season
- Appropriate coverage models based on injury rates and staffing
- Effective communication from coaching staff with practice and game schedules
- Setting work boundaries
- Develop a mentorship program
- Reducing AT to Student-Athlete ratio



Employer Career Fair Checklist

Prior to the Career Fair

- Post your job on [NATA Career Center](#) between May 1-31 to take advantage of **Career Fair Special** pricing.
- Check out the [Athletic Training Employment Checklist](#).
- Register your organization for the [Career Fair](#), ensure your posting has the Career Fair icon.
- If exhibiting, activate your exhibitor bonus (Get a tabletop “We’re Hiring” sign in your booth and be included on our NATA Career Fair signage.) Contact Chad Cranford at chadc@nata.org for details.
- If you want to exhibit or sponsor, sign up to be a Career Fair sponsor and reserve dedicated branded table space. Contact Chad Cranford at chadc@nata.org for details.
- Register for [NATA 2023](#).

During the Career Fair

- Check in with the Career Fair desk when you arrive.
- Pick up résumés.
- Schedule interviews. New this year: Use our online scheduler to reserve your interview booth when you have candidates to interview.

After the Career Fair

- Submit offers to your favorite candidates.

Contact Us

National Athletic Trainers' Association

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YM Career Sales

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860.606.3060
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CAREER CENTER:
860.437.5700

