



HOW TO USE SUFFOLKJOBS.COM OR NASSAUJOBS.COM

NEED A PERSONAL ASSISTANT

1. Log onto www.suffolkjobs.com or www.nassaujobs.com
2. Under "JOB HUNTERS" click on [job search](#).
3. Where it states "Select a job category" Click on the arrow and scroll to "Health Care/Home Care". Make sure this appears in the box.
4. Skip to where it says "Search All Jobs On the Database" and Click.
5. Under "**Job Title**" there are underlined words, click on each one and see what it says, some personal assistants are advertising here.
6. Call whomever you feel may qualify for the position and interview them over the phone.
7. If you feel the applicants are suitable, arrange to meet them in a public place, and continue the interview process.
8. If you want to hire this applicant, give them an application and explain the program.
9. Send the applicant to one of our offices with a completed application, required documentation and acceptable identification.
10. If the applicant states that they are already signed up with South Shore Home Health Services, Inc. Call Nora at extension 24 and verify that the Personal Assistant's required documentation is current.

TO POST A JOB ON THIS WEB SITE

1. log onto www.suffolkjobs.com or www.nassaujobs.com
2. Under "INDUSTRY/ORGANIZATIONAL SUPPORT" Click on "**post a job**"
3. Fill out the form
4. Under company name you should put **CDPAP**
5. Fill in the rest of your personal information, you do not have to put your address, the site will accept it without, but please put in the town the job is in.
6. The **Job Title** is Personal Assistant
7. **Job Category**-Click on the arrow, scroll, and click on "Health Care/Home Care". Make sure it appears in the box.
8. Under **Job Description** type exactly what you are looking for with the hours and days you require.
9. Salary Rate – check with South Shore Home Health Services, Inc.
10. Salary based on experience in NO

*This web site seems to take a few days, sometimes a week before you see it post on the site, I'm not sure why. Good Luck with your recruiting.

****South Shore Home Health Services, Inc. suggests that you always check references and do background checks on your potential employees.**

*****See attached information for proper Interviewing and Hiring techniques.**