**How will my jobs appear on Indeed?**
Jobs toggled "on" under All Apps > My Jobs in Paradox will
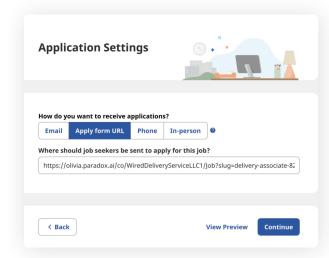appear on Indeed for organic searches.

**How do I toggle "on" my jobs?**
To toggle "on" jobs by location follow the steps below or watch **this video**
All Apps > My Jobs > Choose location from location dropdown > Click the
the icon to teal

**How do I sponsor my jobs on Indeed?**

To sponsor specific jobs, please follow these steps:
- Create an Indeed account
- Create a job listing in Indeed
- Under the "Application Settings" portion of your Indeed listing, insert the Paradox job  posting link under "Apply form URL" so that all candidates flow through Olivia/Paradox
  - *Please note: If this option is unavailable, you will need to contact Indeed directly to  request the apply form URL option on your listing.*



**How do I find my jobs on Indeed?**
Jobs toggled "on" under All Apps > My Jobs in Paradox will appear on Indeed for organic searches. Copy and paste one of your Paradox job titles into the Indeed search bar, along with the location city and state. Once you select "Search" , find your listing and click "Apply Now". You will be taken to the Olivia job posting link to apply. Video **here.**