

Old or Duplicate Posts = Low Applicant Flow

Duplicate posts for the same role within the same 25-mile radius will result in **Low Applicant Flow** from job boards.
Never post more than one job for the same role, within the same **25-mile radius**.

Old job posts do not perform properly on the job boards (even if they were recently refreshed)
Refresh your posts at the **30 day mark**, then **close them** 60 days after they were originally posted.

Use the provided job templates to create a new post, transfer over the applicants, then close the old job because duplicates will lower the visibility of your posts.

Follow these steps to repost an old job without losing the applicants you are working with.

Step 1 - Create a job template from the existing post (this is optional) <https://support.careerplug.com/hc/en-us/articles/5003314333723-Job-templates>

Step 2 - Post a new job using that job template <https://support.careerplug.com/hc/en-us/articles/4417354113307-Posting-a-job>

Step 3 - Transfer the applicants from old job to the new <https://support.careerplug.com/hc/en-us/articles/4688569345563-Transferring-an-applicant-to-another-job>

Step 4 - Close the old job <https://support.careerplug.com/hc/en-us/articles/4417408824219-Removing-or-closing-a-job-posting>

To learn more, visit the Help Center at [Support.CareerPlug.com](https://support.careerplug.com)

For assistance with all things CareerPlug, contact our Hiring Expert Team:

Call: 512.579.0164 (Monday through Friday - 9 to 5 CST)

Or email: support@careerplug.com

Or [click here](#) to sign-up for a 20-min 1:1 consultation