

The Job Board Software Buyer's Kit

A scorecard, vendor questions, and a true-cost worksheet for choosing well



Step 1 — Know your requirements first

Before any demo, write down: how many roles you hire for per year, which job boards matter in your industry and towns, how many people need access, and your realistic monthly budget. Vendors steer the conversation to their strengths - your requirements list keeps it on yours.

Step 2 — Score every platform on the same card

Criterion	What good looks like	Score (1-5)
Job board reach	Distributes automatically to the major boards you actually need - ask for the exact list	
Pricing model	Flat monthly rate; no per-posting or per-applicant fees that grow with hiring	
Built-in applicant tracking	Applicants from all boards land in one dashboard - not your email inbox	
Mobile application flow	A candidate can finish applying on a phone in under 5 minutes	
Screening questions	Custom knockout questions per role	
Setup time	First job live the same day, without IT help	
Team access	Seats for managers without per-seat charges	
Support	A human answers; ask support a real question during your trial	
Contract terms	Month-to-month; you can pause when fully staffed	

Step 3 — Fifteen questions to ask every vendor

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- Exactly which job boards do you distribute to, and which of those cost extra?
- What does my total price look like if I post 20 jobs this year? 50?
- Do applicants from Indeed (and other boards) flow back into your dashboard, or stay on the board?
- Can I add my own screening questions per job?
- How long from signup until my first job is live?

☐	Is there a per-seat charge for my managers?
☐	Can I pause or cancel month-to-month?
☐	Do you support multiple locations under one account?
☐	What does the application look like on a phone? (Have them show you.)
☐	Can I export my applicant data if I leave?
☐	How do you handle jobs in states with pay-transparency laws?
☐	What happens to my postings if I hit a billing issue?
☐	Who do I actually talk to when something breaks?
☐	What is on your product roadmap for the next year?
☐	Which of your current customers looks most like my business?

Step 4 — The true-cost worksheet

Annual cost = (monthly fee x 12) + (per-posting fees x expected postings) + (per-seat fees x seats) + setup fees. Run this for each finalist - per-posting and per-seat models regularly double the sticker price for a growing business.

Step 5 — Decide, then migrate cleanly

☐	Run one real job end-to-end during the trial before you commit.
☐	Move open roles first; close them at the old system only when live at the new one.
☐	Export applicant history from the old system before the subscription lapses.
☐	One shared 30-minute training beats five separate ones.
☐	Recheck your three baseline numbers (time-to-fill, cost per posting, applicants per role) after 60 days.

NinjaGig answers this kit plainly: flat monthly price, unlimited postings distributed to the major boards, free team seats, month-to-month. Score us on the same card as everyone else - ninjagig.com.