Employer User Instructions/ FAQ

How do I list a new job?

1. From the home page select the **EMPLOYER** button (located at the top of the page)
   a. If you have not created an account, you will need to do so here. Select **REGISTER** and follow the instructions. Make sure you register as an employer
2. Select **LIST A NEW JOB** (underneath the heading **My listings**)
3. Enter your job and company details
4. Select **PREVIEW**
5. Review job details, if you are happy select **SUBMIT LISTING** (If you need to do further edits select **EDIT LISTING** and follows steps 5 and 6).
6. Your job will be listed once it has been approved by site admin.

Once approved, your list of jobs will appear underneath **MY LISTINGS**

Password change

If you have forgotten your password you may reset it on the jobsite
1. From the login page select **Forgot your password?**
2. Enter your email address and select **RESET MY PASSWORD**
3. You will receive an email that will allow you to change your password. Follow the instructions to reset your password.

What can I do with my job listing?

You may view all of your listed jobs when you are logged in and on the **EMPLOYER** page.

Hover over the job, a list of actions will appear underneath it
- **Edit** - can go in and edit the jobs details
- **Mark filled** – let jobseekers know the position has been filled (conversely **mark as not filled** can be selected if Mark as filled has been selected)
- **Duplicate** – you have the option to duplicate your listing. You will be taken to a new list a job page where you can edit the details of the new job if necessary
- **Delete** - can delete listing – you will be prompted asking 'are you sure you want to delete this listing?'. Select OK to proceed, or Cancel to delete. Please note, once you have deleted your job you will be unable to view the details anymore. This action cannot be undone.

Can I edit a jobs details once it has been posted?

Yes you are able to edit a job yourself once it has been posted. To do so;

1. Hover your cursor over the job title – a list of actions will appear underneath it.

2. Select **Edit**. A new page will open where you can edit the jobs details
3. Once your edits are complete, click **UPDATE**. Your jobs details will be updated.

How can I extend my listing?

If you have not filled your job there is no option to extend your listing but you can duplicate it.
Duplicating a listing will directly copy all your jobs details and you will have the 30 day job listing expiry.

To duplicate your listing:
1. Hover your cursor over the job title – a list of actions will appear underneath it.
2. Select Duplicate. A new copy of your listing will be made. You may edit the details in the advert if necessary.
3. Click **UPDATE**
4. Please ensure you delete the old/current listing about to expire

If you have any further questions please get in touch and email
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