# PROUD EMPLOYERS
## Jobs with LGBT-inclusive employers

# ADDING A NEW JOB

*This step-by-step guide will help **you** get the most out of your Posting Solution.*

# GETTING STARTED...

To go to your log-in page, go to our website and click **Login** in the top right hand corner of our page:

REGISTER **LOG IN** CONTACT US

Select the **Employer** tab; enter in your email and password, then select **Log In**.

Please Log in

| Candidate | Employer |
|---|---|

**Email**

**Password**

PASSWORD REMINDER          LOG IN

Need to Register?

**PROUD EMPLOYERS**
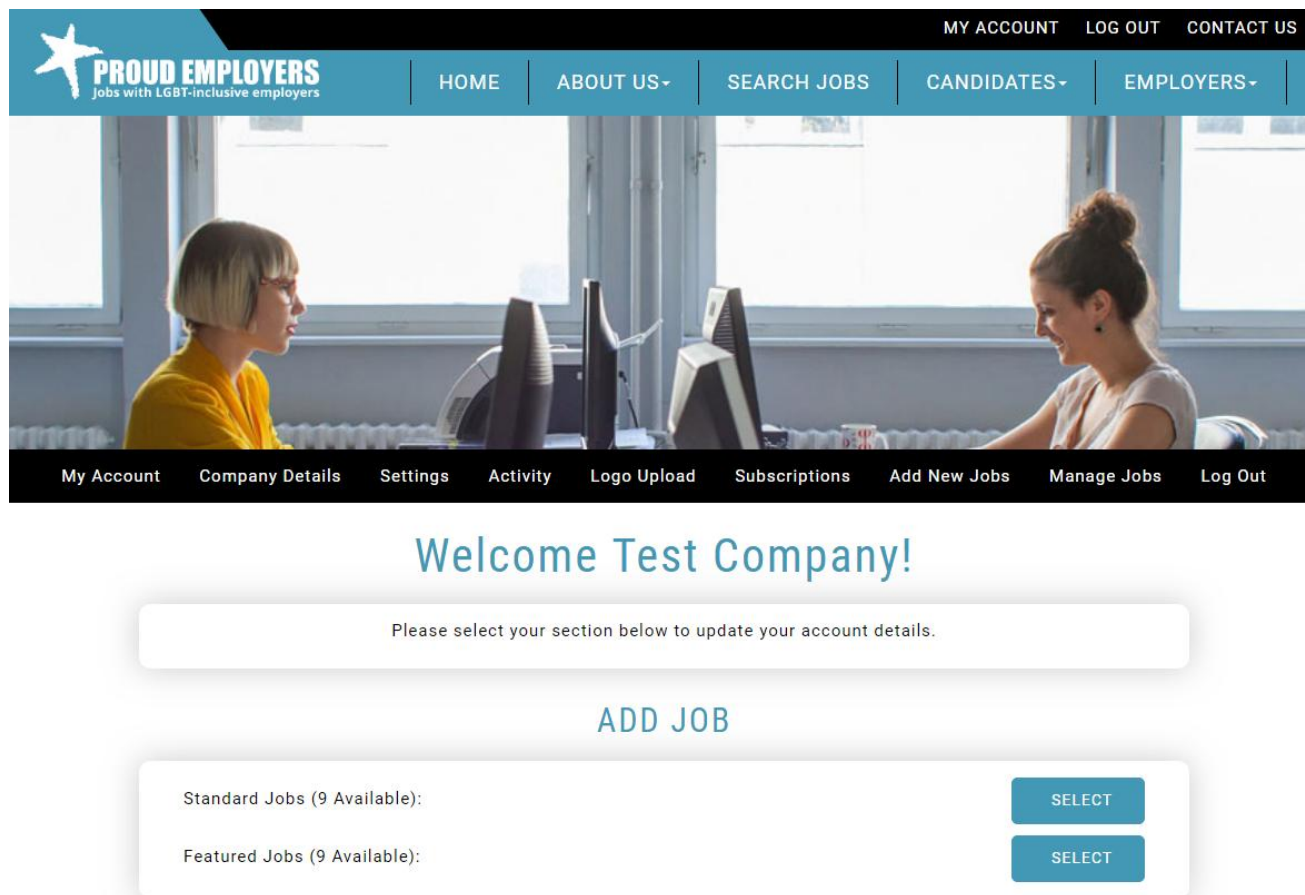
# ADDING A JOB...

Now that you are logged into your account, you will be presented with a page that looks like the below:



Under **Add Job**, you have the choice to add a standard or featured job. Click **Select** against whichever job type you wish to add.

**Standard Jobs:**
For general job listings, you must add the job from new and add all the relevant data to the job. Once the job has been added, it will automatically go live and appear in search via the website's front end.

**Featured Jobs:**
For featured job listings, you must add the job from new and add all the relevant data to the job. Once the job has been added, it will automatically go live and appear in search via the website's front end. The featured jobs will be highlighted in a different colour and appear at the top of the search results.

# ADDING A JOB...

Add in the details of your vacancy by filling in the appropriate fields. Mandatory fields will be marked with an asterisk (*). Once complete, select the **Submit** button at the bottom of the page. This will then add your job.

**Consultant Details**



1. Select your name from the drop down list available.

2. Enter the Contact Name of the person you want candidates to communicate with.

3. Enter the Contact Email Address of the person you want candidates to communicate with.

4. Enter the Contact Telephone Number of the person you want candidates to communicate with.

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# ADDING A JOB...

### Job Details

**Job Title*** (1)

**Reference** (2)

**Town/City*** (3)

**Expiry Date** (4)

**Salary*** (5)
Please enter the salary as text, plus benefits and OTE. This will be displayed on the Job

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(1) **Job Title** – this is the main job title for this job. It is important to write the full, specific job title as this will help for search engine purposes. The job title will determine the full URL and Meta Title of the job, for example, www.yourdomain.com/jobs/. It is always best, therefore, to include the actual job title and the specific location as this will help the job perform in search engines and will also help any job seeker to make a quick decision to apply for it or not.

(2) **Reference** – the reference is a specific reference number for that job. If there is no specific reference number, then our system will create one.

(3) **Town/City** – the location of the job.

(4) **Expiry Date** – this is set by default as 28 days, but you can override this by selecting 21, 14 or 7 days. The jobs will automatically drop off the website and go inactive on this date.

(5) **Salary** – this is to describe any pension details or other benefits relevant to that job and to generalise the jobs salary, for example, £25k or £27k. This field is outputted on the search results and job details.

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# ADDING A JOB...

### Job Details

**Sector\*** ①

| | |
|---|---|
| ☐ Accountancy | |
| ☐ Administration | |
| ☐ Banking & Finance | |
| ☐ Business Administration | ▼ |

**Location\*** ②

| | |
|---|---|
| ☑ England | |
| ☐ Scotland | |
| ☐ Wales | |
| ☐ Northern Ireland | ▼ |

**Refine Your Selection** ③

| | |
|---|---|
| ☐ South East England | |
| ☐ South West England | |
| ☐ West Midlands | |
| ☐ Yorkshire and the Humber | ▼ |

**Contract Type\*** ④

| | |
|---|---|
| ☐ Fixed Term | |
| ☐ Flexible Hours | |
| ☐ Graduate Opportunities | |
| ☐ Internship | ▼ |

①  **Sector** – Select from the drop down boxes for job sectors and their related sub sectors. You can also refine the search within the area of **Accountancy, then selecting the job role of Accounts Admin**. Both items will allow the candidate to search for jobs based on this criteria and receive job alert matches if they have selected the relevant sectors.

②  **Location** – the country the job is in.

③  **Refine Your Selection** – the region within the country the job is in.

④  **Contract Type** – Select from the dropdown list the relevant term for the job. You are able to select multiple contract types per job; for example it maybe a flexible hours / permanent job, etc.

# ADDING A JOB...

**Job Summary*** ①
PLEASE NOTE this field is limited to 250 characters. This information will be displayed on search results.

**Job Description*** ②

[Rich text editor toolbar: B I U icons, alignment, list, link tools]

body p

**Job Logo** ③
Which logo would you like to use with this job?

Sorry, you have no images available.

CANCEL

SUBMIT ④

① **Job Summary** – A 250 character overview of the job, which is visible in the search results and job functions. This should be simple and concise to entice candidates to click the job.

② **Job Description**– this is the most important part of the job details. The description needs to explain what the job is about. It is also best for search engine purposes, to write the full job title and the location and salary at the start of the job description.

③ **Job Logo**– this allows a different logo to be uploaded with each job.

④ **Submit** – submitting the job will automatically make the job live and available in the search results for candidates to search and apply too.

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# VIEWING A JOB...

Once you have clicked **Submit**, you can check to see your job has been added successfully by going to **Manage Jobs**.

| My Account | Company Details | Settings | Activity | Logo Upload | Subscriptions | Add New Jobs | Manage Jobs | Log Out |

## MANAGE JOBS

Your jobs are listed below. You may also view your **Current**, **Filled** or **Archived/Expired** jobs by selecting from the drop down menu. Click on the **job title** or edit button to edit your jobs. To perform other actions, tick the appropriate boxes and click the action links as required.

### Filter

**Search:**

Ref/Title...

**Search:**

All Jobs (main contact) ▼

**Filter Jobs:**

Active Jobs ▼

GO

To find a particular job, enter in its title or reference number in **Search**, then under **Filter Jobs**, select **Active Jobs**. Click **Go** when this has been done. Then, scroll to the bottom of that page and you will be able to see your job under **Activity**.

### Activity

| | Title | Posted | Expires | Views | Apps | URL | Details |
|---|---|---|---|---|---|---|---|
| ☐ | PA | 14/05/19 | 18/05/19 | 0 | 0 | 0 | ⚙ ✏ ⎘ ↻ |
| ☐ | Test job posting | 25/07/18 | 22/08/18 | 22 | 3 | 0 | ⚙ ✏ ⎘ ↻ 👤 |