

# POSTING JOB ADVERTS

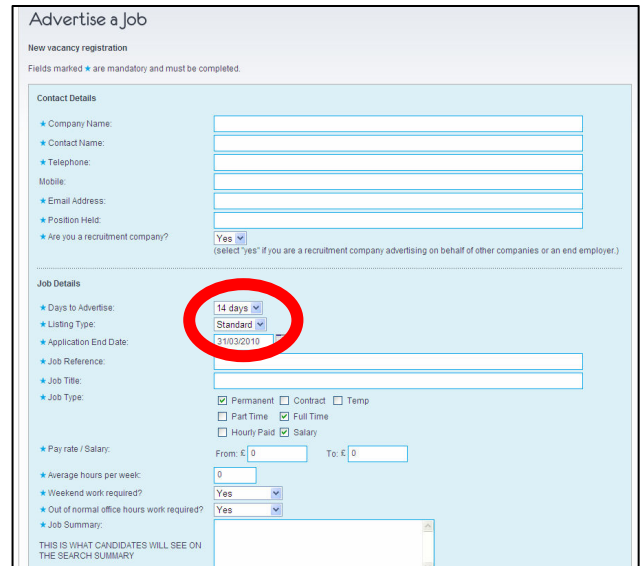
## Step 1:

From the Recruiter Dashboard, click on “POST A JOB” and then complete the Job Advert Form providing as much detail as possible.

Select whether you want to post a Standard or Featured Job Advert and the duration you want you advert to run. (Featured Jobs appear at the top of all job searches). Your account will be debited the appropriate number of credits, depending on which credit package you have purchased (Platinum, Gold, Silver or Bronze)

### PLEASE NOTE:

*If you are a Recruitment Company working to fill a vacancy for a client, please make sure you do not provide any information about your client within the job advert text, as this may be used by other Recruitment Companies to approach your clients.*



Advertise a Job

New vacancy registration

Fields marked \* are mandatory and must be completed.

Contact Details

- \* Company Name:
- \* Contact Name:
- \* Telephone:
- Mobile:
- \* Email Address:
- \* Position Held:
- \* Are you a recruitment company? Yes (select "yes" if you are a recruitment company advertising on behalf of other companies or an end employer)

Job Details

- \* Days to Advertise: 14 days
- \* Listing Type: Standard
- \* Application End Date: 31/03/2010
- \* Job Reference:
- \* Job Title:
- \* Job Type:  Permanent  Contract  Temp  Part Time  Full Time  Hourly Paid  Salary
- \* Pay rate / Salary: From: £ 0 To: £ 0
- \* Average hours per week: 0
- \* Weekend work required? Yes
- \* Out of normal office hours work required? Yes
- \* Job Summary:

THIS IS WHAT CANDIDATES WILL SEE ON THE SEARCH SUMMARY

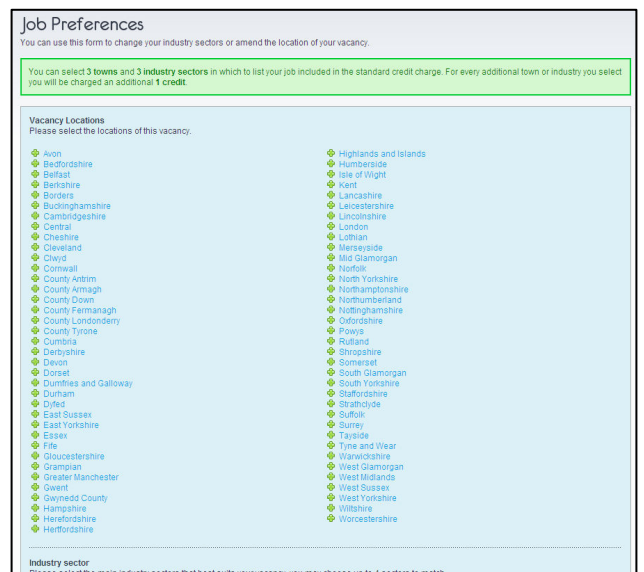
## Step 2:

Select Industry Sectors where your job will be featured

Select Locations where your job will be advertised.

### PLEASE NOTE:

*To ensure that the jobs posted are real and genuine positions, please only select the appropriate locations relating directly to the position you are advertising.*



Job Preferences

You can use this form to change your industry sectors or amend the location of your vacancy.

You can select 3 towns and 3 industry sectors in which to list your job included in the standard credit charge. For every additional town or industry you select you will be charged an additional 1 credit.

Vacancy Locations

Please select the locations of this vacancy.

- Avon
- Bedfordshire
- Belfast
- Berkshire
- Borders
- Buckinghamshire
- Cambridgeshire
- Central
- Cheshire
- Cleveland
- Cwyd
- Cornwall
- County Antrim
- County Armagh
- County Down
- County Fermanagh
- County Londonderry
- County Tyrone
- Cumbria
- Derbyshire
- Devon
- Dorset
- Dumfries and Galloway
- Durham
- Dyfed
- East Sussex
- East Yorkshire
- Essex
- Fife
- Gloucestershire
- Grampian
- Greater Manchester
- Gwent
- Gwynedd County
- Hampshire
- Herefordshire
- Hertfordshire
- Highlands and Islands
- Humberside
- Isle of Wight
- Kent
- Lancashire
- Leicestershire
- Lincolnshire
- London
- Lothian
- Merseyside
- Mid Glamorgan
- Norfolk
- North Yorkshire
- Northamptonshire
- Northumberland
- Nottinghamshire
- Oxfordshire
- Powys
- Rutland
- Shropshire
- Somerset
- South Glamorgan
- South Yorkshire
- Staffordshire
- Strathclyde
- Suffolk
- Surrey
- Tayside
- Tyne and Wear
- Warwickshire
- West Glamorgan
- West Midlands
- West Sussex
- West Yorkshire
- Wiltshire
- Worcestershire

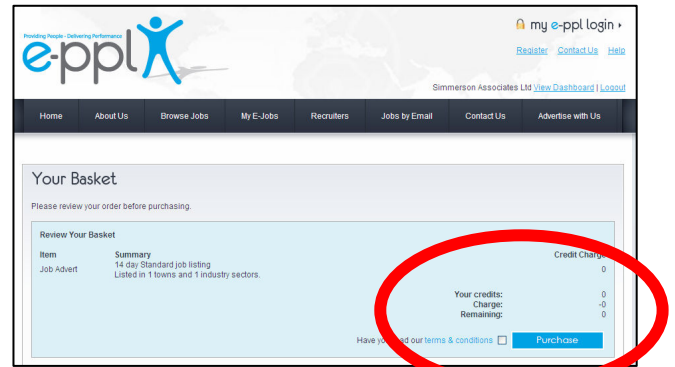
Industry sector

Please select the main industry sectors that best suits your vacancy, you may choose up to 4 sectors to match.

### **Step 3:**

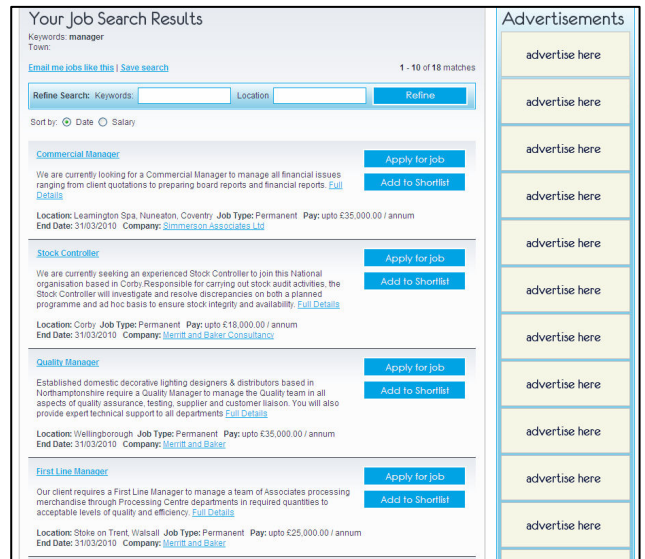
You will be taken to a “Confirm Order Page” showing your ‘basket details’. The number of credits used will depend on your credit package, whether your advert is a standard or featured job and the duration you have selected.

Please verify the number of credits your account will be debited, confirm that you have read and accept our terms and conditions and click ‘Purchase’ to post the job advert.



### **Step 4:**

Your Job Advert will immediately appear in the Job Search Results Page, if it matches the search criteria entered by the Jobseeker.



### **PLEASE NOTE:**

- *Please only post genuine job adverts.*
- *Ensure your job advert complies with our rules on discrimination.*
- *As per our terms and conditions, we reserve the right to remove any jobs which we believe to be bogus, where the job does not comply with our rules or where we believe the job advert brings the e-ppl.co.uk jobsite or the company into disrepute.*