

Recruiter Registration Process

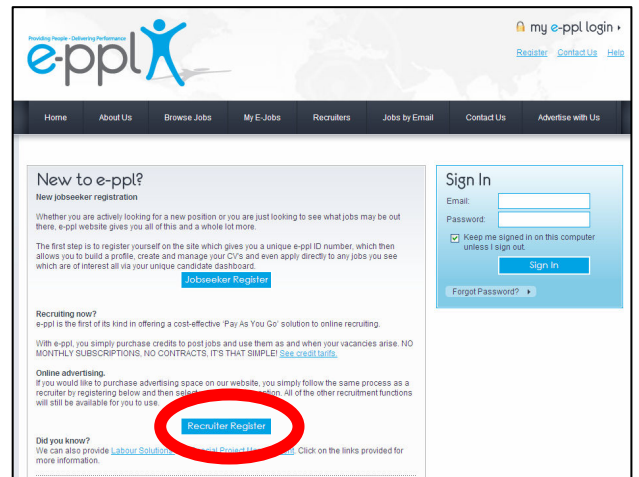
Step 1:

Click on the “Register” link, here



Step 2:

Click on the “Recruiter Register” button, here



Step 3:

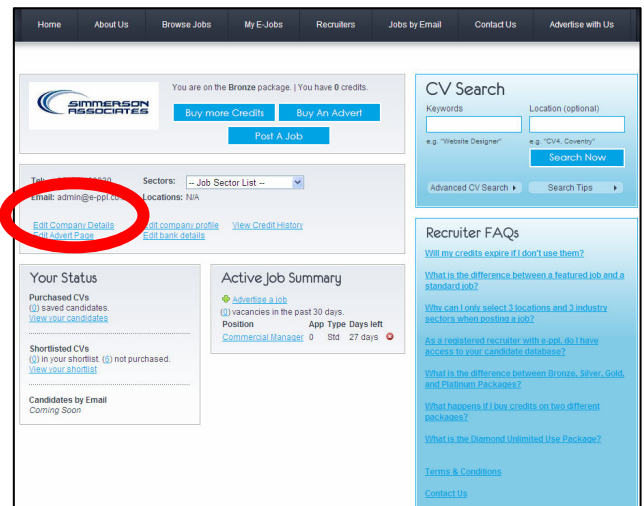
Complete the online Recruiter Registration form

The screenshot shows the 'Recruiter Registration' form. It is titled 'New company registration' and asks for company details. The form includes fields for: Company Name, Primary Contact Name, Position, Contact Tel, Mobile (if required), Password, Re-type password, Email Address, Registered Company Address, UK Company (Yes/No), Trading & Billing Address (if different from Registered Address), Website, Payment Contact Name, and Contact Details. A 'Continue' button is at the bottom right.

Step 4:

Once you have successfully registered, you will be able to see your 'Recruiters Dashboard'

(You can return to your dashboard at any time by clicking the "View Dashboard" link in the top right hand of the page)



Step 5:

Once at the Dashboard, you can click in the links to update your company profile etc.

You can click "EDIT COMPANY DETAILS" to upload a company logo (jpg, png, gif files) and revisit / change any of the company profile information.

You can "BUY CREDITS" which can be used to post job adverts and download CV's.

You can "BUY ADVERT" which is where you advertise your company on the site

You can "POST A JOB" which allows you to create a specific job advert for your vacancy.

