How to advertise a vacancy in minutes

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If your business needs to hire staff, creating a job listing is a quick and easy way to advertise to thousands of job seekers. It’s free and you can list a job in a few minutes.
Step 1: Sign In to the jobactive website
Sign into jobactive.gov.au using your User ID and password.

Step 2: Create a Job
Click Create a Job from your Dashboard navigation menu. Enter the job title and select the Industry and specific occupation from the drop-down menus.

Enter the description, additional details of your job and optional questions for applicants. Check the contact details for the job are correct.

It’s a good idea to run a spell check over your job details and description to remove any errors. Once you’re happy with your job click Create Job.
Step 3: Submit your job and shortlist candidates

Once you’ve submitted your job, you should receive a confirmation including a Vacancy ID for tracking the job. Your job advertisement will be uploaded immediately as long as it meets certain criteria. You can refer your vacancy to employment services providers by clicking on the Contact Providers button and search for suitable job seekers using Find Candidates.
Step 4: Review My Jobs and Find Candidates
Select *Go to My Jobs* to review and manage all your vacancies (note vacancy status), or click *Manage Candidates* to find potential candidates for your job or to shortlist applications.