## Contents

1  Introduction to the jobactive website ................................................................. 4  
   1.1  Overview ............................................................................................................. 4  

2  The jobactive website homepage ........................................................................... 4  
   2.1  Overview ............................................................................................................. 4  
   2.2  Menu .................................................................................................................. 5  
   2.3  Help .................................................................................................................... 5  
   2.4  Advertise a job .................................................................................................... 5  
   2.5  Find a provider ..................................................................................................... 6  
   2.6  Sign in ................................................................................................................ 6  
   2.7  Register ............................................................................................................... 6  

3  Registration .............................................................................................................. 6  
   3.1  Overview ............................................................................................................. 6  
   3.2  Employer Registration Definitions ..................................................................... 10  
   3.3  User registration definitions .............................................................................. 10  

4  Secure Sign in page ................................................................................................ 12  
   4.1  Overview ............................................................................................................. 12  
   4.2  Sign in page definitions ..................................................................................... 13  

5  Reset password ....................................................................................................... 14  
   5.1  Overview ............................................................................................................. 14  

6  Employer dashboard ................................................................................................ 15  
   6.1  Overview ............................................................................................................. 15  
   6.2  Dashboard definitions ....................................................................................... 15  

7  Job templates (and favourites) ............................................................................... 17  
   7.1  Overview ............................................................................................................. 17  
   7.2  Candidate searches ........................................................................................... 18  
   7.3  Favourite providers ........................................................................................... 18  

8  Create a new job ..................................................................................................... 19  
   8.1  Overview ............................................................................................................. 19  
   8.2  Step 1 – Title and occupation ............................................................................ 19  
   8.3  Step 2 – Description ........................................................................................ 20  
   8.4  Step 3 – Additional information ........................................................................ 20  
   8.5  Step 4 – Contact details .................................................................................... 20  

If you need help, please call the Employer Hotline: 13 17 15
1 Introduction to the jobactive website

1.1 Overview

The jobactive website is funded and operated by the Australian Government to assist job seekers into employment and connect employers with quality staff. These services are available at no-cost to job seekers and employers. Employment services providers and public employers upload their job vacancies to the website and search for potentially suitable staff.

Everyone is welcome to use the website to search for vacancies. It’s free to register and once registered you can take advantage of the complete range of services.

By using the jobactive website, you agree to the website’s Conditions of Use. You can view the full Conditions of Use on the jobactive website.

Vacancies displayed on the jobactive website come from many different sources, including:

- public employers
- jobactive providers
- newspapers
- the Australian Public Service
- the Harvest Trail
- external jobs boards.

The jobactive website has a range of features to help you, including:

- free registration for all employers
- personal inbox
- find candidates function
- manage your candidates
- jobs template (includes favourite searches and providers)
- access to a range of employment services providers who can provide recruitment support
- upload your business logo.

2 The jobactive website homepage

2.1 Overview

The jobactive website homepage contains information for both job seekers and employers. Users can access different types of information including a find jobs section to enable job seekers to search for jobs, sign in and register buttons, and links to latest news and programmes.
2.2 Menu

The navigation menu along the top of the page provides links to more options within the website. Clicking on a title will display more detailed sub-links within the site.

2.3 Help

Help is located down the bottom of the website. Information relating to accessibility, contact information and information for users of the site is available to assist when they may experience issues using the site.

2.4 Advertise a job

The ‘Advertise a job’ is above the top navigation bar and listed under ‘Employers’ tab.
2.5 Find a provider

To start searching for providers in your local area, Find a provider is located under ‘Get help with your recruitment’.

2.6 Sign in

Sign in by clicking the ‘Sign in/Register’ drop down menu on the top right of the navigation menu on jobactive and use your email address or username and password. Refer to Section 4 - Secure Sign In Page.

2.7 Register

To register as a new user, select the Register button under ‘Employer’ on the top navigation bar. For more information on how to register, see Section 3 below.

3 Registration

3.1 Overview

Registering with the jobactive website is free. Once registered, you can take full advantage of the range of features available to help you find staff. Employers will have access to a personalised Dashboard to manage their jobs including saving jobs as templates and the Find Candidates tool, as well as other helpful information.

Steps:

1. Click on the Register button located in the top right corner on the jobactive website homepage and then the Employer link.
2. Click on **Register here**. This will display the Employer registration form including the User form (note additional users can be added later – this is important to ensure continued access to your employer account when staff or email addresses become unavailable).

![Welcome to jobactive](image)

Don't have an account? **Register here.**

Forgot password? Sign in/Help

You agree to our **terms of use** by signing in to jobactive. We update them often, so please read them before you continue.

3. First, complete the Employer registration details form. Refer to **section 3.2** definition of terms.

![Employer Registration](image)

Registered employers can advertise jobs and use our **Find Candidates** services free. An automatic confirmation email will be sent to your nominated email address to complete your registration. Please respond to this email to receive your Employer ID.

* Indicates a required field.

**Employer details**

- **ABN**: 
- **Employer Name**:
- **Address**:
- **Website**:

**NOTE**: You must have an ABN to register online.

If you wish to create an ABN, please visit the **Australian Business Register**.

You must not provide any information for inclusion on the Jobsearch website or in conjunction with your use of the Jobsearch website that you know is false or misleading.

Please refer to the Jobsearch **Terms of Use** and the Jobsearch **Privacy Notice** for more information on the collection and storage of your information.
5. A verification code (valid for 20 minutes) will be sent to your registered mobile phone. Place the code, case sensitive, into the Mobile PIN field.

6. The final step is to complete the User Security form.

When you select the Register button, a confirmation email will be sent to your User email address. Your registration email addresses will be locked and you
have seven days to respond before your employer and user details expire after which time you can re-register.

3.2 Employer Registration Definitions

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition of Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name</td>
<td>Enter an Employer or Business name. This will not be displayed in job vacancies.</td>
</tr>
<tr>
<td>ABN</td>
<td>Enter your ABN. Employers must have an active ABN in order to register with the jobactive website.</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Enter a contact name. This name will appear on any messages or contact information posted or sent to job seekers. It is modifiable later.</td>
</tr>
<tr>
<td>Preferred Contact Number</td>
<td>Select your preferred contact number from the options in the dropdown list. Note: You can record both phone and mobile numbers if you wish.</td>
</tr>
<tr>
<td>Phone</td>
<td>Enter your phone number without any spaces.</td>
</tr>
<tr>
<td>Mobile</td>
<td>Enter your registered Australian mobile phone number without any spaces.</td>
</tr>
<tr>
<td>Address</td>
<td>Enter the address of your business. Note: When creating a vacancy, you will need to add an address as required.</td>
</tr>
<tr>
<td>Email</td>
<td>Enter your email address. It can differ to your user email address and can be changed later. Once registered, it can't be reused on another registration unless replaced or deleted.</td>
</tr>
<tr>
<td>Website</td>
<td>If you have a website for your business, you can enter it here.</td>
</tr>
</tbody>
</table>

3.3 User registration definitions

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition of Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Enter your first name.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Definition of Field</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>Enter your surname.</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>Your preferred contact number (with no spaces).</td>
</tr>
<tr>
<td><strong>Mobile</strong></td>
<td>Enter your registered Australian mobile phone number without any spaces. Using your mobile number will enable you to receive a PIN when resetting your password. This mobile will be used to send verification codes to complete the registration process and to verify future logins.</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td>Enter your email address. This is the email address where your registration confirmation email will be sent and you have seven days to respond. It is used to login and can only be used with one user account. It cannot be modified or replaced.</td>
</tr>
<tr>
<td><strong>Password</strong></td>
<td>Passwords are case sensitive and must be at least 10 characters long and contain at least three of these character types: lower case letters; upper case letters; numbers; special characters (@ # $ % ^ &amp; ( ) - + . ?). A password with a combination of letters, numbers, upper case and lower case letters is more secure than a simple word or number. For more information on creating secure passwords visit Stay Smart Online at <a href="https://www.staysmartonline.gov.au/">https://www.staysmartonline.gov.au/</a></td>
</tr>
<tr>
<td><strong>Confirm Password</strong></td>
<td>Re-type your password to confirm it matches</td>
</tr>
<tr>
<td><strong>Security Questions &amp; Answers (1 to 3)</strong></td>
<td>Used to verify your identity. It is important that you know these.</td>
</tr>
<tr>
<td><strong>Declaration</strong></td>
<td>Users must read and accept the Conditions of Use prior to registering an account. The Conditions of Use can be viewed at any time from the link in the footer on most pages of the website titled Privacy and Conditions.</td>
</tr>
<tr>
<td><strong>Captcha</strong></td>
<td>You will need to type the code from Captcha to proceed with registration.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Definition of Field</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Register</td>
<td>Clicking the Register button will save your registration details for seven days pending your response to the confirmation email, which registers you on the website.</td>
</tr>
</tbody>
</table>

4 Secure Sign in page

4.1 Overview

To log in you need your email address or user ID and password.

Steps:

1. Click on the Sign in button located on the jobactive website homepage and select Employer from the list of options. This will display the secure Sign in page.

2. Complete all mandatory fields as denoted by the (*).

3. Select the Sign in button, the following screen will display and a verification code (valid for 20 minutes) will be sent to your registered Australian mobile phone number. Place the code in (case sensitive) and select Next.
You should now see your employer dashboard screen. See Section 6.

4.2 Sign in page definitions

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition of Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID or Email</td>
<td>Use your email address or the ID you are sent via email when you register.</td>
</tr>
<tr>
<td>Password</td>
<td>A secret word or phrase that you use to access your account.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: Passwords are case sensitive and must be at least 10 characters long and contain at least three of these character types: lower case letters; upper case letters; numbers; special characters (! @ # $ % ^ &amp; * ( ) - + , . ?).</td>
</tr>
<tr>
<td>Forgot Password</td>
<td>The Forgot Password link will navigate you to a page where the password reset process can be followed.</td>
</tr>
<tr>
<td>Sign in help</td>
<td>Provides information on how you sign in to your account or who to contact if you continue to experience sign in issues.</td>
</tr>
</tbody>
</table>
5 Reset password

5.1 Overview

If you have forgotten your password, follow the below steps to reset. You will need to respond to a confirmation email as part of the process.

Steps:

1. Click on the Forgot password link under the Employer Sign in section on the secure sign in screen to retrieve your details.

2. This will display the Forgotten Password screen

3. Enter your User ID or Email

4. Follow the instructions in the Captcha screen in the secure area to complete the process

Note: The blue buttons in the secure area offer a help option, an audio challenge for visually impaired users or a new Captcha option.
5. Click **Submit**. An email will be sent to the User email address you nominated at the time of registration. Alternatively, you can contact the Employer Hotline (13 17 15) for further assistance.

6  **Employer dashboard**

6.1 **Overview**

Employers will be directed to their personalised Dashboard once they have signed in to their account. Dashboard provides Employers with a snapshot of their job vacancies and the applications they have received from job seekers. Use the Customise Dashboard button to customise how your Dashboard looks.

From the Dashboard you can to create and manage jobs, save jobs as templates and track and monitor job applications online.

6.2 **Dashboard definitions**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Name Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account</strong></td>
<td><strong>Employer details</strong></td>
</tr>
<tr>
<td></td>
<td>Employers can update their business details, add/manage additional users and delete their account.</td>
</tr>
<tr>
<td></td>
<td><strong>My details</strong></td>
</tr>
<tr>
<td></td>
<td>Use this page to manage your personal user account details.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Name Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
</tr>
<tr>
<td><strong>Inbox</strong></td>
<td>Receive notifications relating to job vacancies you advertise where you have selected ‘Apply Online’.</td>
</tr>
<tr>
<td><strong>Notification options</strong></td>
<td>Set up your preferences for notifications to be sent to: (1) your Inbox and Email or (2) your Inbox only.</td>
</tr>
<tr>
<td><strong>Templates and favourites</strong></td>
<td>Templates and favourites save you time and makes hiring easier. For job ads you use regularly, that attracts the right candidates, save it as a template. Use your favourites to save the candidate searches you most often use. You can also save providers as favourites. For more information on Templates see Section 7.</td>
</tr>
<tr>
<td><strong>My Jobs</strong></td>
<td>View the jobs you have advertised on the website. Use the Status field to select vacancies that are not currently being advertised. Other functionality on this page includes Create Job, Manage Job (to update, extend, or close a vacancy), Manage Candidate and Contact Providers.</td>
</tr>
<tr>
<td><strong>Create a Job</strong></td>
<td>Create new jobs to be displayed on the website by entering the required job information into the five available sections. See Section 8.</td>
</tr>
<tr>
<td><strong>Find Candidates</strong></td>
<td>Use this page to locate and contact potential staff for your jobs.</td>
</tr>
<tr>
<td><strong>My Candidates</strong></td>
<td>Manage applications from job seekers who have applied for the jobs you have advertised. These job seekers can be contacted via the jobactive website and added to a shortlist. Note: To automatically add job seekers to your My Candidates list you must select the ‘Apply online’</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Name Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>or ‘Email Address Provided’ options from the How to apply field when creating a new job vacancy. Applicants can also be added manually.</td>
</tr>
<tr>
<td>Create an Internship</td>
<td>Advertise an internship opportunity to eligible job seekers and connect with employment services providers. Note these internships can only be viewed by eligible job seekers who must apply through their employment services provider.</td>
</tr>
<tr>
<td>My Internships</td>
<td>View the internship opportunities you have advertised on the website. Use the Status field to select vacancies that are not currently being displayed on the website.</td>
</tr>
</tbody>
</table>

7 Job templates (and favourites)

7.1 Overview

Job templates can save you time. If you have a job ad you use regularly you can save it as a template. When you save your favourite candidate searches or list of favourite providers they will also be available via Job templates and favourites.

Note: Job templates are not available for Internship vacancies and Qualifying Seasonal Horticultural Work vacancies.

Click on the ‘Manage your templates and favourites’ link to view and manage saved items. Job templates are removed by clicking on the ‘X’.

If you need help, please call the Employer Hotline: 13 17 15
Job templates can be added when creating, updating or managing jobs and the following controls are available:

- Save as Template

or

- Save as Template

or

- icon (click to activate)

or

Jobs that are a template are identified with the highlighted icon.

7.2 Candidate searches

Candidate searches can be saved when using the Find Candidate facility. To save as a favourite, click on the Favourite this search button located above the search results. You will also be able to change the title of the favourite search from the default occupation and date.

7.3 Favourite providers

Favourite providers can be added when creating, updating or managing a job and the following controls are available:

- Contact Providers

- Contact (more) Providers

To favourite one or more providers, click on the respective icon which will highlight.

To refer your job to providers, tick the respective box beside the ‘star’ icon and click Contact Provider.
Note: To withdraw Contact Provider invitations from a vacancy within its expiry period, you must close the vacancy and re-open it to continue advertising it. You can then use the Contact Providers associated with the vacancy to re-select providers. You can add providers to Open jobs at any time.

To view your favourite providers on the Contact Provider screen, tick the box on Show only favourite providers.

8 Create a new job

8.1 Overview

There are six steps to create a job.

8.2 Step 1 – Title and occupation

1. Click the Create a Job link from the top navigation menu on your Dashboard

2. Enter a Job title for your Job

3. Enter the address of your job.

Note: if your address is not returned in the predefined list, type in some random characters which will trigger the ‘can't find your address?’ checkbox. Ticking this box will display a screen to allow you to manually enter the address.
4. Select the Job industry from the dropdown list. This will define the Specific Occupation list
5. Select the Specific Occupation of your job from the dropdown list screen
6. Select the Work Type and Tenure (ensure your selection is highlighted)

8.3 Step 2 – Description
1. Enter a Job Description for your job. This is the main body of the job advertisement, so make it stand out and be appealing to job seekers
2. Select how job seekers should apply for the position from the list of options in the dropdown list
3. Enter the Number of Positions available for the job being advertised
4. Enter an Expiry Date for the job you are advertising. The default is 14 days and can be extended to 32 days.

8.4 Step 3 – Additional information
1. Select the Job Type from the dropdown menu
2. Enter the number of Hours of the job (not mandatory)
3. Enter the Salary of the job
4. Enter Your Reference Number (this could be your own internal reference number to help you track your vacancies and is not mandatory)
5. Does this job relate to one or more of the Special Vacancy Types? If yes, tick the required boxes.

8.5 Step 4 – Contact details
1. Contact Details are auto populated with the employer’s details (not user details), as provided at the time of registration
2. You can change the contact information for a particular job if required
   Note: The contact information will default back to the employer details that were provided at the time of registration when creating another job vacancy except if using a Job template.
3. You can check the spelling of the job you have created by clicking the Check Spelling button

8.6 Step 5 – Questions for Applicants
1. Press ‘Add’ to include up to five questions for applicants. There are five different answer types to choose from.

Answer Types
2. Happy with your created job? Click the ‘Create Job’ button to upload to the website.

   **Note:** You can invite providers to help you with your recruitment. Refer to Section 9.1 Contact Provider

3. You can now view this job in your My Jobs section. If it is not listed in the ‘Open’ jobs list, use Status to select ‘Pending’ and click Search. A Pending job will move to the Open Status section once it has passed compliance checking and is displayed on the website.
9 Contact provider

9.1 Overview

Employers can invite employment services providers to help them to find suitable job seekers for their vacancies including Internship vacancies and Qualified Seasonal Horticultural Work vacancies.

Providers can be invited when you create or update a vacancy or later while the vacancy is Open. More providers can be added to Open vacancies at any time. Initially the 10 closest providers to the vacancy location are listed and more can be viewed by clicking on Show more at the bottom of the list.

Contact Provider sample screen (reduced list).

To contact a provider, tick the box associated with the provider and click on the Contact Providers button.
9.2 Favourite providers

To add a provider to your list of favourites, click on the grey star associated with the provider. It should turn yellow. To list only your favourites, tick the ‘Show only favourite providers’ box. Your favourites are also available under Job Templates on your Dashboard.

9.3 Invitation status

The status of invitations is displayed on each vacancy in My Jobs and against each provider in Contact Provider: New; Accepted; Expired; Declined and Withdrawn.

My Jobs – Invitation summary status

![My Jobs - Invitation summary status](image)

**Note:** Withdrawn invitations are not displayed in My Jobs Contact Provider summary

Contact Provider – Provider invitation status including favourites

![Contact Provider - Provider invitation status](image)

9.4 Withdrawing invitations

To withdraw Contact Provider invitations from a vacancy within its expiry period, you must close the vacancy and re-open it to continue advertising it. You can then use the Contact Providers associated with the vacancy to re-select providers.
10 Close a job (including Internship vacancies and Qualified Seasonal Harvest Work vacancies)

10.1 Overview

If you have filled your job prior to its expiry date or it no longer needs to be advertised on the website, use the Close button from the drop down menu.

10.2 Close a job

Steps:
1. Select My Jobs or My Internships from the top navigation menu on your Dashboard
2. Select ‘Manage Job’ on the vacancy section and a drop down menu will display.
3. Select ‘Close’ from the drop down menu.
4. Complete the short feedback form relating to the job you just closed and click the Submit button
5. Your selected job has now been closed.

10.3 View closed jobs

Steps:
1. To view your closed jobs click My Jobs or My Internships from the top navigation on your Dashboard
2. In the Search your job section click the search button and select Closed from the Status dropdown list and click the Search button
3. Your closed jobs will be displayed
4. To advertise the closed job again, select ‘Manage job’ and drop down menu will display, select Copy Job
5. Within the Create a Job screen make any amendments to the job description
6. Once the job and job details are correct click the Submit button to create the job.

   Note: You can still view the candidates on a closed job by clicking on Manage candidates within each closed job.

11 Create an internship vacancy

11.1 Overview

Internship vacancies are only available to eligible job seekers and they must contact their employment services provider to apply.

There are 3 sections to create an Internship opportunity. Note that a broker may lodge the internship on behalf of an employer. The broker should register under their own details. When on the web page, click on the ‘i’ icon on selected fields for assistance.

11.2 Section 1 – Internship details

Steps:
1. Click the Create an Internship link from the top navigation menu on your Dashboard

   ![Dashboard | Create a Job | My Jobs | Find Candidates | Create an Internship | My Internships]

2. Select whether the internship is with your business or you are a broker representing an employer. Your selection will affect the number of sections to complete.
3. Enter a name for the internship
   
   **Note**: You can check title spelling by clicking on Spellcheck below the Description field

4. Enter the location of the internship
   
   **Note**: if your address is not returned in the predefined list, type in some random characters which will trigger the ‘can’t find your address?’ checkbox. Ticking this box will display a screen to manually enter the address.

5. Select the Job industry from the dropdown list. This will define the Specific Occupation list

6. Select the Specific Occupation from the dropdown list screen

7. If required, select prior *Employability Skills Training is preferred*. The job seekers’ employment services provider will note this when referring candidates.

8. Enter a Job Description for your internship. Use the editing and formatting buttons to customise the text.
   
   **Note**: You can check the spelling by clicking the ABC icon
9. State the number of positions available.
10. State the hours of attendance which must be between 30 and 50 hours per fortnight.
11. Change the expiry date as required. The default is at the maximum of 32 days.

11.3 Section 2 – Contact details

The contact details are auto populated from your employer registration, not your user details. The contact name and contact email address details can be changed if required.

11.4 Section 3 – Host business details

Where the internship is being posted by an employer broker, the details of the host employer must be entered in this section. Not all fields are mandatory. Only one host employer can be attached per internship. However, the broker may represent multiple employers and so a list may be created to select from.

1. Enter the ABN of the business that will host the internship (not the broker)
2. Enter the name of the business associated with ABN. This will display in the job advertisement to job seekers.
3. Enter the address, contact name, contact email of the host business and optionally include contact phone number and website.
4. Click the Save button. Add more employers if required.
5. Once all sections are completed click on the ‘Create Internship’ button.
6. You will be presented with a list of 10 employment services providers in your area indicating the services they provide (not shown here). You can search for and select others now or at another time. You can also mark any providers as favourites for later use when creating other internships.

Note: It is recommended that you refer your internship to relevant providers as they can help in finding and referring candidates. Otherwise, you will be relying on job seekers to find your internship on the jobactive website.
12 Create a Qualifying Seasonal Horticultural Work vacancy

12.1 Overview

Qualifying Seasonal Horticultural Work vacancies are specific to the Seasonal Work Incentives Trial – short-term seasonal work for eligible job seekers. Job seekers must contact their employment services provider.

Note: For regular seasonal worker jobs use Create a Job and select job type of Seasonal. The vacancy will also be displayed on the Harvest website. Qualifying Seasonal Horticultural Work vacancies are not available on the Harvest website.

To create the vacancy, click on the Create a Qualifying Seasonal Horticultural Work job link located on your dashboard banner.
There are 3 sections to complete

12.2 Section 1 - Job details

1. Enter the job title
   
   **Note**: You can check title spelling by clicking on Spellcheck

2. Enter the address of your job.

   **Note**: if your address is not returned in the predefined list, type in some random characters which will trigger the ‘can’t find your address?’ checkbox. Ticking this box will display a screen to manually enter the address.

3. Select an occupation from the limited drop down list. The industry is defaulted to Agriculture, Animals and Conservation.

4. Select the Work Type and Tenure (ensure your selection is highlighted)
12.3 Section 2 – Job description

1. Enter a Job description for your job. Use the editing and formatting buttons to customise the text.

   Note: You can check the spelling by clicking the icon.

2. Enter the number of positions

3. The job type is not modifiable

4. The expiry date is defaulted to 14 days and can be extended to a maximum of 32 days

12.4 Section 3 – Contact details

The contact details are auto populated from your employer registration, not your user details. The contact name and contact email address details can be changed here for the purposes of the vacancy if required.

13 Find Candidates

13.1 Overview

The Find Candidates tool assists employers to find potential candidates for their jobs. If registered job seekers have completed their Career Profile and Job Matching Profile, employers will be able to search for these job seekers using the Find Candidates tool.
13.2 Find Candidates

Steps:

1. Select Find Candidates from the top navigation menu on your Dashboard.

2. Select a Location from the dropdown menu to limit your search to job seekers in a particular area.

3. Select an Industry from the dropdown menu. This will display specific occupations relating to that industry. If you are looking for staff in a specific occupation within the industry, tick the relevant boxes.

4. Enter the Skills you would like the candidates to possess. These skills are used to search through suitable job seekers’ profiles.
5. Select any additional information you want to add in the Additional Filters section and click the Search button.
13.3 Find Candidates search results

Steps:

1. The search results matching your search criteria will be listed below where your search criteria are displayed.

![Find Candidates search results](image)

2. Employers can click the Add to Candidates List icon to add to their My Candidates list or click the Contact job seeker icon to email the job seeker via the jobactive website.

3. To display more details about each job seeker results, click on the relevant job seeker’s name.

4. If you think the job seeker might be suitable for your job, add them to your My Candidates Shortlist by clicking the ‘Add’ button.

5. To add the search to your favourites list, click on Favourite This Search
14 My Candidates

14.1 Overview

This function, available under My Jobs – Manage Candidates, allows employers to manage applications received from job seekers or referred by employment services providers for the jobs they have advertised. These job seekers can be contacted via the jobactive website and added to a shortlist.

For job seekers to be added automatically to your candidates list you must select the ‘Apply online’ or ‘Email Address Provided’ options from the How to apply field when creating a new job. Alternatively, use the Find Candidates function or manually add them.

14.2 My Candidates

Steps:

1. Click My Jobs from the top navigation menu on your Dashboard to display the list of jobs.

By default, open jobs are listed. To view others, use the Status dropdown list for Pending, Closed or Inactive jobs.

Drop down list options:
2. Select the job to review candidates who have applied. Click ‘Manage Candidates’.
3. My Candidates screen with sample candidates

### My Candidates definitions

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Sub-item</th>
<th>Field Name Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find Candidates</td>
<td></td>
<td>Links to the Find Candidate page.</td>
</tr>
<tr>
<td>Add Candidates</td>
<td></td>
<td>Manually add candidates. See Source – Added below.</td>
</tr>
<tr>
<td>Sort By</td>
<td></td>
<td>Sorts applications by Date, Status, Employer Rating or Question Ranking.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Sub-item</td>
<td>Field Name Description</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Hide Filters (Show Filters, Reset Filters)</td>
<td></td>
<td>Removes Status, Source, Employer Rating and Question Ranking from display. Also resets any filters applied to the sub-items.</td>
</tr>
<tr>
<td>Select All</td>
<td></td>
<td>Activates Show More or Hide More for all candidates listed on the screen.</td>
</tr>
<tr>
<td>Bulk Status</td>
<td></td>
<td>Select all the job seekers to be bulk updated and choose the status to apply.</td>
</tr>
<tr>
<td>Status</td>
<td>New</td>
<td>New applications received via ‘Apply Online’, ‘Email Address Provided’ or referred by employment services providers.</td>
</tr>
<tr>
<td></td>
<td>Shortlisted, Interviewed, Successful and Unsuccessful*</td>
<td>As processed by the employer. *When you rate candidates as unsuccessful, either individually or selecting multiples, you will be presented with the notification screen where you can provide feedback comments before notifying them. Not applicable to manually added candidates.</td>
</tr>
<tr>
<td>Show More (Hide More)</td>
<td></td>
<td>Use to add/save comments and apply your rating.</td>
</tr>
<tr>
<td>Details</td>
<td></td>
<td>View candidate details. For manually added candidates all fields are editable.</td>
</tr>
<tr>
<td>Contact</td>
<td></td>
<td>Use Contact to send a message to the candidate. It is not available for manually added candidates.</td>
</tr>
<tr>
<td>Source (of applications)</td>
<td>Job seeker applied</td>
<td>Applications via ‘Apply Online’ or Email Address Provided’.</td>
</tr>
<tr>
<td></td>
<td>Referral</td>
<td>Referred by employment services providers.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Sub-item</td>
<td>Field Name Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Find Candidates</td>
<td></td>
<td>Manually added from Find Candidates.</td>
</tr>
<tr>
<td>Added</td>
<td></td>
<td>Manually added by the employer using the Add Candidates function.</td>
</tr>
<tr>
<td>Employer Rating</td>
<td></td>
<td>Displays the ratings you gave candidates and helps in your recruitment process. See Show More above.</td>
</tr>
<tr>
<td>Question Ranking</td>
<td></td>
<td>The ranking is automatically allocated if you used Questions for Applicants in your vacancy. It assists in your recruitment process.</td>
</tr>
</tbody>
</table>
15 Notification options

15.1 Overview

This function allows employers to manage how and when they receive notifications from job applicants. The notification preferences can be changed at any time.

15.2 Notifications set up

Steps:

1. From your Employer Dashboard click Notification Options from the Account dropdown list.

2. Select Inbox and Email and advertise a job with How to apply = Apply online to receive both notifications. To only receive email notifications, advertise the job with How to apply = Email address provided. Else, select Inbox Only and advertise a job with How to apply = Apply online.

3. Select your notification type to let us know the circumstances under which you would prefer to receive your notifications.
4. Once you have made your selections click the Save button to receive notifications based on your preferences.