

How to get the best out of your job vacancy

Completing all fields

All fields marked with * are compulsory, others are optional. However it's best to fill in as much information as possible to ensure the best candidate match.

Job Reference

Give your job vacancy a unique job reference so that you can keep track of your vacancies. You can only add the reference once to prevent duplications. Each new job requires a new reference. You can refresh jobs and continue to use the same reference.

Job Title

The Job Title is vital tool to succeed on search results, it also triggers email alerts to jobseekers. When you are advertising for the right candidate to apply, think about what keywords they will search on to make it easy for them to find your job.

Job Description

Be as specific as you can about the type of candidate you are looking for to ensure you attract the right people for your position. Make sure that the fundamental elements are in your advert such as a clear description of the work, the skills that are required, what qualifications and experiences are required. If you can suggest relevant courses, software and qualifications this could assist greatly.

Create text in a word document and add subtitles if you wish, it looks best if you add a line space before you continue to your text paragraph. You can use bullets however for the best results we suggest you keep them simple. It is very important that your first paragraph tells the jobseeker what the role is, this is because your jobs vacancies are summarised and viewed at a glance under your company account, please see examples below.

This is a good example:

"A Power Systems Engineer, the role will be a specialist within the Control, Electrical & Instrumentation (CEI) section of the Plant Design & Projects (PD&P) group of..."

This is not recommended:

"ABC Company Ltd, specialists in engineering, safety, environmental and quality assurance consultancy and contractor services to the nuclear industry. Our Client requires Independent Nuclear..."

You must add a minimum of 200 words but there is no maximum limit to the number of words used, however you are advised to keep it short and direct to what you require as candidates do not like wading through too much text. Ensure that you put in as many important key words that will help the candidate search for your job successfully. What key words you put in this text will be published.

Sector/Location

Completing these sections are compulsory. The sections assist with candidate searching. You can add further information in 'City/Town(s)' to be more specific.

Qualifications

There is a separate box for qualifications and skills requirements, this assists you to format your job and helps the candidate quickly find what is required of them.

Keywords

Add words here to enhance your advertisement, it can be skills you want to highlight or can be words not used in your text but will enhance your chances of your vacancy been seen e.g. security clearance levels, names of operational sites.

Please note these key words will not be seen in the advertisement.

Company Description

You can enter a brief profile to tell the jobseeker what you do, keep this to a maximum of 50 words. This will appear at the bottom of the vacancy with the contact details. We advise that you do not add this as your opening text as this will appear on the summary of jobs under your company link and all the jobseekers will see is your profile repeating and not get to see what the job is about at a glance

City/Town(s)

Candidates like to know what area the work is going to be and this is a free text space, so you can add various town or county areas or be more specific with a post code. You do not need to separate with commas just add a space between each word.

Contract Type

Below the text field you will find a list of boxes which you use to categorise your job. Select a job type and status, e.g. Full Time, or Permanent. You can further specify hours and shifts, or company benefits in the Benefits box.

Benefits

An ideal place to put working hours, holiday entitlements, pensions and other benefits

Salary Range

You do not need to use any £ signs or commas and if you are unsure of the salary enter '0' in both boxes and tick the 'negotiable' button and this will appear on the job vacancy. It is in your best interest to try to tell the candidates what salary range is on offer as they like to be fully informed to make choices and it increases the chance of them applying for your job.

Have you set up your Screening Filter Questions?

By setting questions you can filter who applies for your role, it is a simple yes/no system (so be careful how you word your questions). You can choose the answer you want to screen the applicants.

Editing Jobs

Once you are satisfied with your job vacancy then you can post onto the board. You can easily edit your jobs if you need to do some tweaking. You can re-enter your job as many times as you like until you are completely satisfied.