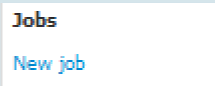
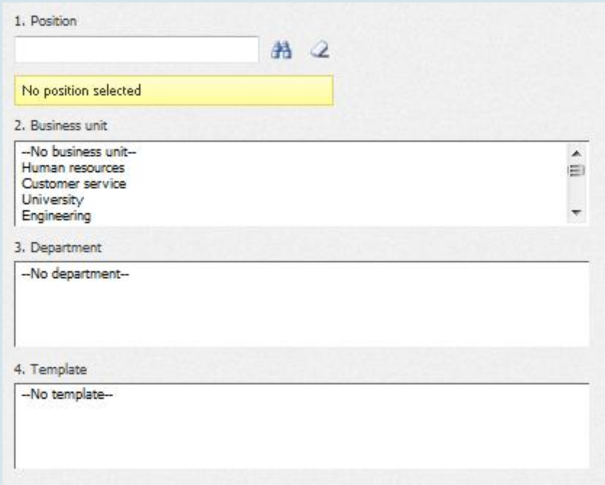
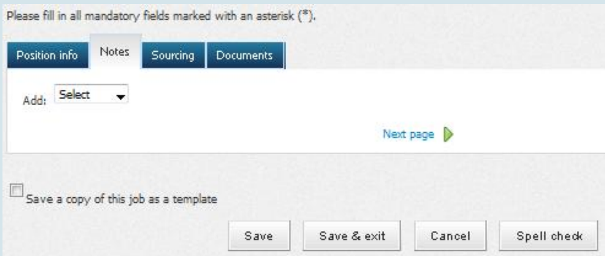
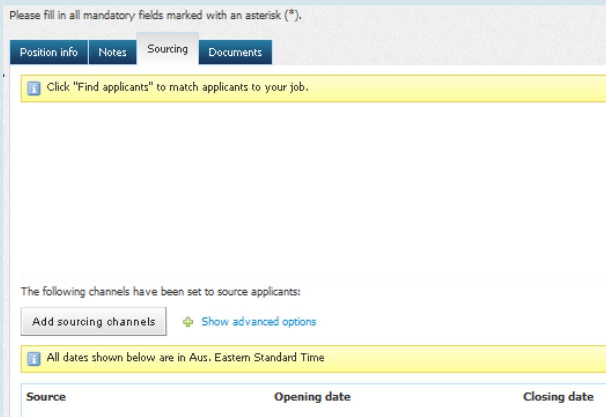
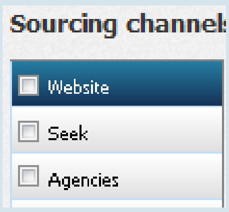
Recruitment

Jobs: New job – Creating a new job using a job template

What you need to do	What you will see
STEP 1: Create a new Job Click **New job** on the right hand navigation menu. You will be presented with the Select a job template page. Select an appropriate template and then click **Next**. If there is no job template that is appropriate, scroll to the bottom of the screen and click Next without selecting a template (this will give you a blank job card) You will then be taken to the Job card. Most of the information about the job will be entered on the Position info tab. Ensure you complete all mandatory fields (these are marked with an asterisk*)	 
STEP 2: Using the Notes tab The **Notes** tab is a great way to record extra information about the job. You can record notes for yourself and also send e-mails about the job from the Notes tab.	
STEP 3: Sourcing the job Access the **Sourcing** tab. Click **Add sourcing channels**. Choose the first required sourcing channel by locating it in the list (on the left of the screen) and clicking on the title. Once selected, the sourcing channel will be highlighted in blue. Enter the opening and closing dates. Check and edit (if necessary) the text in the Summary and Description fields. Select the appropriate application form from the drop-down list, and appropriate job search categories (if applicable). Complete all other mandatory fields. Follow this process for all required sourcing channels and click **Save.**	 

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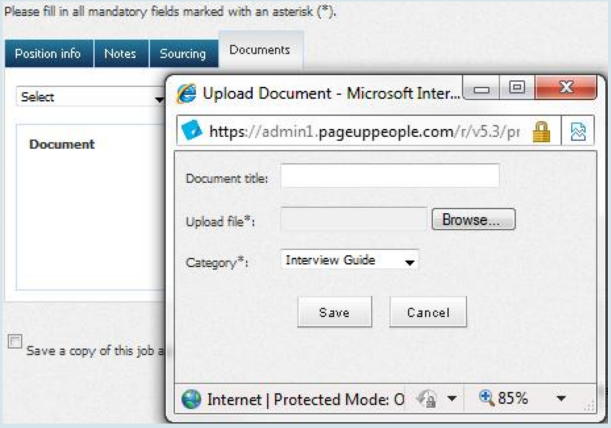
STEP 4: Using the Documents tab

The **Documents** tab is used to store job related documents such as Position descriptions or Interview guides.



STEP 5: Saving the job

When all job details have been entered, click **Save** to save your job or **Save & Exit** to save your job and exit the job card.

STEP 6: Viewing a job

Click **Manage jobs** on the right hand navigation menu.

You can choose to view all jobs, or filter the page to only display certain jobs (note that you will only see jobs that relate to the team/s that you have access to).

You can filter jobs by status by selecting a status from the Status drop-down list on the left-hand side of the page. For example, you may want to view all jobs in an 'Offer' status.

Click **Show other search criteria** to view other criteria by which you can filter your search on.

You may choose to search for jobs by job number, recruiter, or any other available criteria.

Click the **Search** button on the right-hand side of the page.

Identify the job that you would like to view, and click **Edit**.

Click on all of the job card tabs to view information about this job.