

A simple step-by-step guide to posting a job

Click on the Employers image or tab on the homepage or go straight to

www.graduatesyorkshire.co.uk/employers



Register or log in

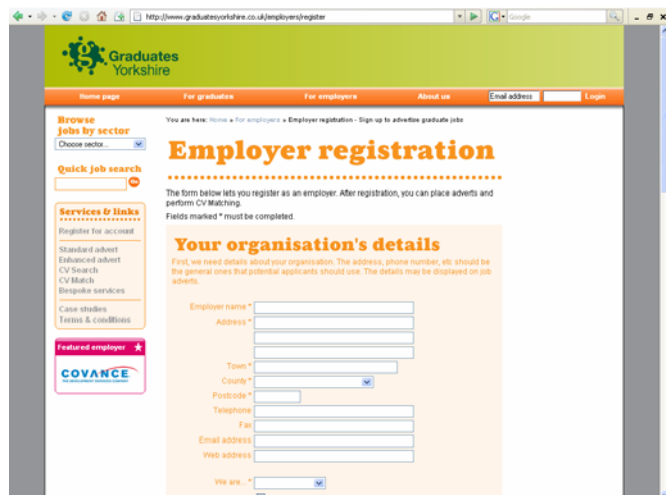
(If you already have an account, simply login in the top right-hand corner of any page)



Complete the registration form, providing your contact details and a descriptive profile of your organisation.

Helpful Hint

Include information such as your organisation's size, main products and activities, customer markets, achievements and awards, future goals, and organisational culture and ethos. Graduates will see this profile when they look at your jobs so use it as an opportunity to sell yourself as a potential employer.



Once registered, a welcome message will appear at the top.

Click on 'advertise a vacancy' from the control panel on the left



Enter the job details

Enter the **reference number** for the vacancy in the 'job reference number' field

Enter the **job title** for the vacancy in the 'job title' field

Enter the **job advert** in the 'job advert' field

Uncheck/check the 'strictly no agencies' box accordingly

Enter the **salary** in a numeric form (eg. £18,000 per year or 'dependent on experience')

Enter the salary by **amount per period** (eg. £18,000.00 per year)

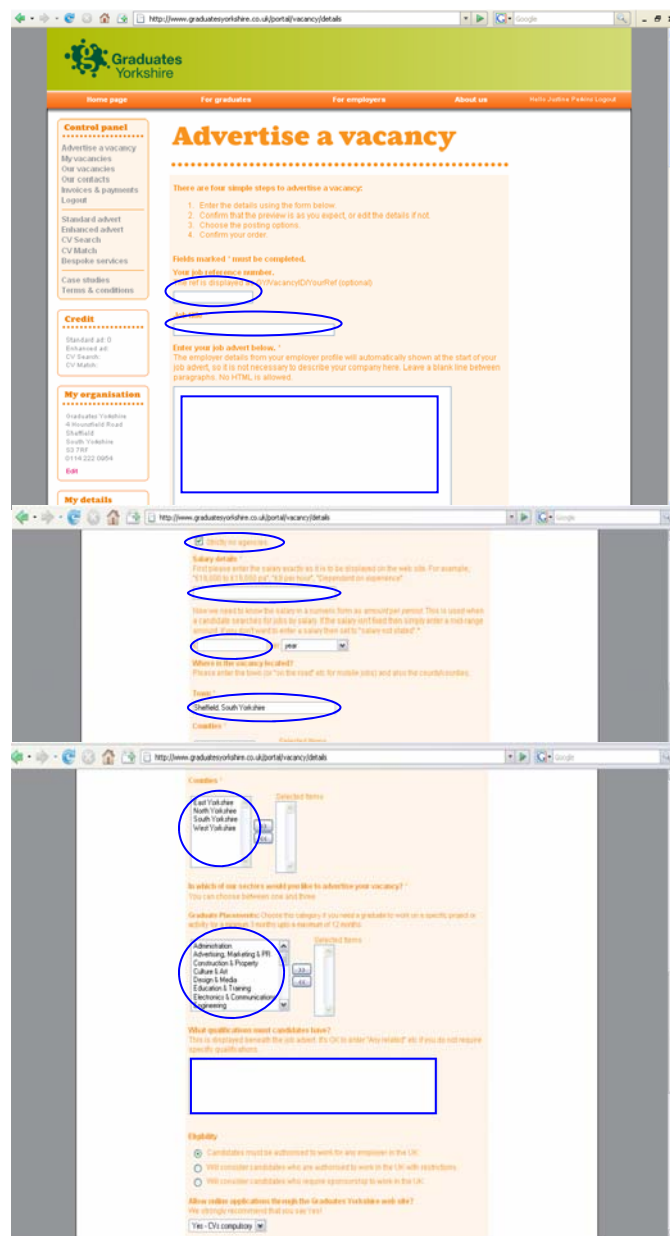
Enter the **location** of the vacancy in the 'town' field including the county.

In the 'county field', select the **county** in which the vacancy is located

Select up to **3 sectors** in which you would like to advertise the vacancy (**they should be relevant to the vacancy not the employer**)

Complete the 'what qualifications must candidates have?' field

Select the **work permit eligibility**



Select 'yes – CVs compulsory or 'No' accordingly from the drop down box in the 'online applications' field

Enter an alternative email address where you wish CVs to be sent, or to a **URL** if required.

Enter the **URL** for where you would like applications to be made if required.

Enter information into the 'other ways to apply' field accordingly

If your closing date falls before the standard 28-day advertising period, select 'yes' and enter the 'closing date'

Click 'next'

Does it look ok?

Preview your job advert – this is what the advert will look like live on the website. If there are any **amendments** you would like to make select 'back'

Check that the external URL you have provided us functions by clicking 'apply for the job vacancy through the employer's website'

Once you are happy with the preview select '**next**' to go to the posting options page

Options

Choose whether you wish your advert to be [standard](#) or [enhanced](#) and whether to add your logo

You can also add a [CV Search](#) or [CV Match](#) at this stage.

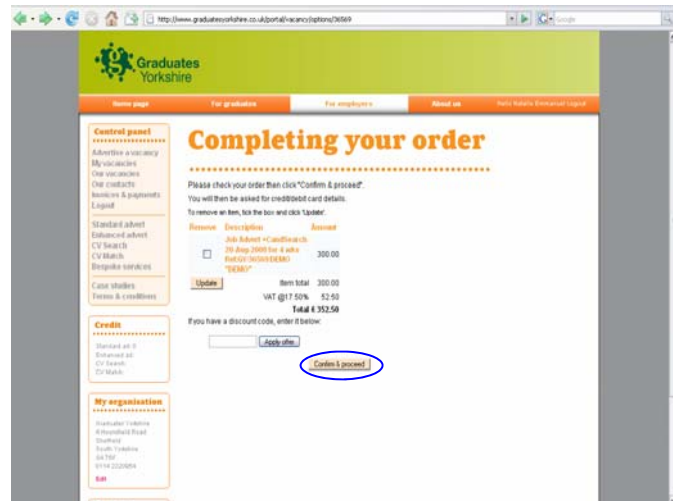
Enter the date you would like to start advertising from

click '**next**'

Confirm your order

Select **'confirm & proceed'** if paying by credit card and you will be taken to the Protix payment page

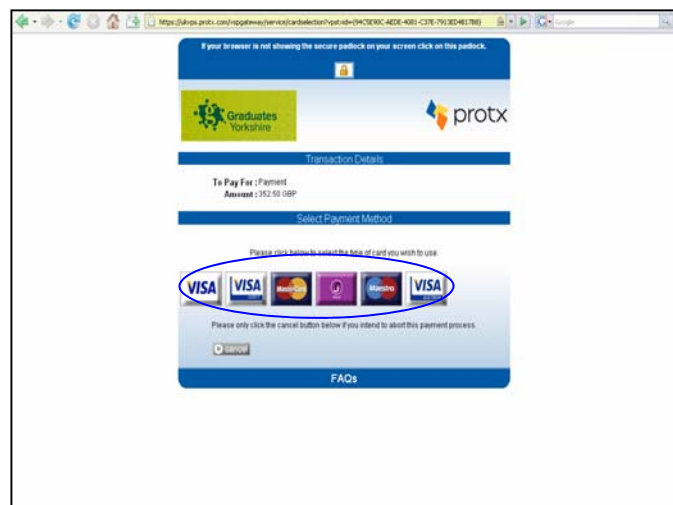
If you are unable to pay by credit card telephone 0114 222 0954 to arrange payment by invoice.



Payment

Select the payment method you wish to use and proceed.

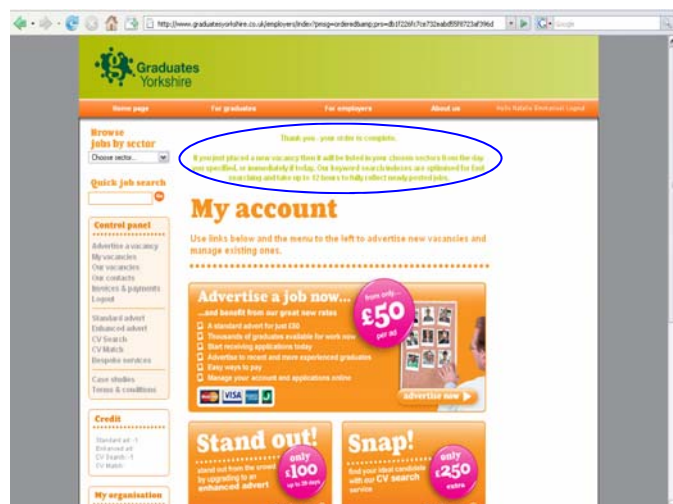
Enter required information on next page, check, all details and click proceed.



You're done!

You will be taken back to our site where you will see a confirmation message.

Your vacancy is now live on the site!



After you have posted a job, click on **'My vacancies'** in the control panel to:

- edit the details
- close it earlier than the closing date
- extend the closing date
- view and manage applications received