

## Job Postings FAQs

1. I just edited my job, but it does not show on the website. Why?
  - It can take up to 3 hours for the jobs to update.
2. How do we change the bulkposter passwords ourselves?
  - Unfortunately, you are not able to change the bulkposter passwords yourself. If you would like to get this changed, please contact our customer care team at [clientsupport@jobmedic.co.uk](mailto:clientsupport@jobmedic.co.uk) or 0800 032 8082.
3. Where can we pull statistics for our job postings?
  - Unfortunately, we do not offer a client self-service for statistics. If you would like up to date statistics for your job postings, please contact our customer care team at [clientsupport@jobmedic.co.uk](mailto:clientsupport@jobmedic.co.uk) or 0800 032 8082.
4. I just posted a job but it is not showing on the website. Why?
  - It always takes a few minutes for a job to show up on the website, usually between 20 minutes and two hours.
5. Can I use JobMedic products to post on CareerBuilder?
  - If you post a job on JobMedic, it will automatically also be posted on CareerBuilder.
6. Is there an option to tick all employment types (full-time, part-time, etc.)
  - Unfortunately, this is not possible.
7. How does mapping work?
  - Mapping is an automated method of pulling job data from your site and posting to JobMedic. JobMedic's system scans your site and posts all or only designated jobs. This process is repeated, usually daily, to update jobs, add any new jobs that have been added to your site, or remove jobs that are no longer on your site.
8. Why can I not upload my logo?
  - Your logo will always have to be 135 by 60 pixels. If these measurements are exceeded, it will not upload.
  - Have you purchased the logo product? If not, you will not be able to upload a logo. If you would like to purchase the logo product, please contact our sales office at [salesenquiries@jobmedic.co.uk](mailto:salesenquiries@jobmedic.co.uk) or 0800 111 4725.
9. I would like to post UK wide. How do I do that?
  - Unfortunately, this is not possible. All jobs need to be posted to either a city or a postal code.
10. I would like to post to a county. How do I do that?
  - Unfortunately, this is not possible. All jobs need to be posted to either a city or a postal code.
11. I just posted a job, but it is not appearing on Indeed or any other job board, such as CVLibrary. Why?
  - Indeed, CV Library, Reed, etc. are not part of JobMedic. They are separate job boards for which separate credits will have to be purchased. In addition, the jobs will have to be posted separately on these websites.
12. Is it possible to post a job in one location and then select that it should show up in all searches in a 20-mile radius?
  - Surrounding locations will automatically appear in the search results.
13. Once we have posted a job we would like to get suggestions of suitable candidates. How can we set this up?
  - Unfortunately, we do not offer this option.