Learning Guide

How to post jobs on Jobmedic.co.uk

job💜medic.co.uk

job♥medic.co.uk
AGENCY | NHS | PRIVATE

Home   Release RDB License

| Jobs & Applications | jobmedic.co.uk CV Search | Other CV Databases | Recruitment Edge | Account Tools |

Jobs & Applications > View My Jobs > **My Jobs**

My Jobs   Post New Job

Title, ID, Location:

User:
All Users ▾

Group:
All Groups ▾

Site:
All Sites ▾

Search

Home

Post a Job

View My Jobs

Screeners

Applications

Candidate Controls

My Templates

Resource Center

Logout

Show: ☑ Internal/Private Jobs   ☑ Public Jobs

| Active | Expired | Deleted | Archived | Pending | Drafts |

⬆ **Check and Select:** AUTO RENEW   ⬇ ARCHIVE   🗑 DELETE   APPLY COMPANY PROFILE

☐	Job Title	Location	Apps Received	Expiration	Auto Renew	Company Site

No jobs found.

⬆ **Check and Select:** AUTO RENEW   ⬇ ARCHIVE   🗑 DELETE

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Jobs & Applications   **jobmedic.co.uk CV Search**   **Other CV Databases**   **Recruitment Edge**   **Account Tools**

Jobs & Applications > Post a Job > Job Posting Product Selection

Post a Job on jobmedic.co.uk

Select a Product for [   ]

* Required field
* Select a Product:
[JobMedic Corp Job Listing (500 remaining)   ▼]

* Select a Country for this Job:
[United Kingdom   ▼]

Select a Template:
[-- No Template --   ▼]

Continue   Cancel

- Select the product you would like to use to post the job. E.g: JobMedic Corp Job Listing

- Keep the posting country as "United Kindom"

- You may also select a template here if you have created those.

- Next click on "**Continue**".

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Post a Job on jobmedic.co.uk

Start by entering a **job title** which describes you role.

Job Type: JobMedic Corp Job Listing
Location: United Kingdom

All fields marked with an asterisk (∗) are required.

Job Details

∗ Enter the job title: *Use complete words*

Company Name

Select a Company Profile (BrandBuilder):

Use No Company Profile On This Job ▾

OR Enter Company Name:

Branding Type:
○ Job Skin ⦿ None

Job Logo:
☐ Feature your company logo on your job posting and get noticed in search results. Upload a logo or select from logos already attached to your account.

[Use New]   [Use Existing]

Logo Preview

1000 Job logo remaining

Need Help?
Click here to access our online Help Hub

Tips

In most cases it's a good idea to be specific with the location of the job. jobmedic.co.uk will show the job in Job Seeker searches within a 30 mile radius from the location you specify.

Tips

Using Media Picker, the Media logos can be selected, changed or removed from the job.

The selected Media reflects immediately.

Select a **Company Profile** from the drop down menu if this product is available on your account.

Otherwise you can enter your Company Name in the "Enter Company name" field. This company name will be displayed on the job posting.

*You can contact your Sales rep to purchase the **Company Profile** product if this is not available.

Jobmedic does not use job branding so you do not need to select anything here

If there is a logo present on your account, to upload the logo you can click on "**Use Existing**", if this is not uploaded already, select "**Use New**". The logo can only be 135x60 pixels.

* *If you have a Company profile selected the logo will automatically be displayed.*

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Detailed Job Location

* Select the job location by choosing a Geo Posting Level and providing either a Postal Code or City.

○ Postal Code   ○ City

Postal Code:

[   ]

Posting by Postcode is the most effective way to ensure your jobs are found. This information is NOT displayed on the posting.

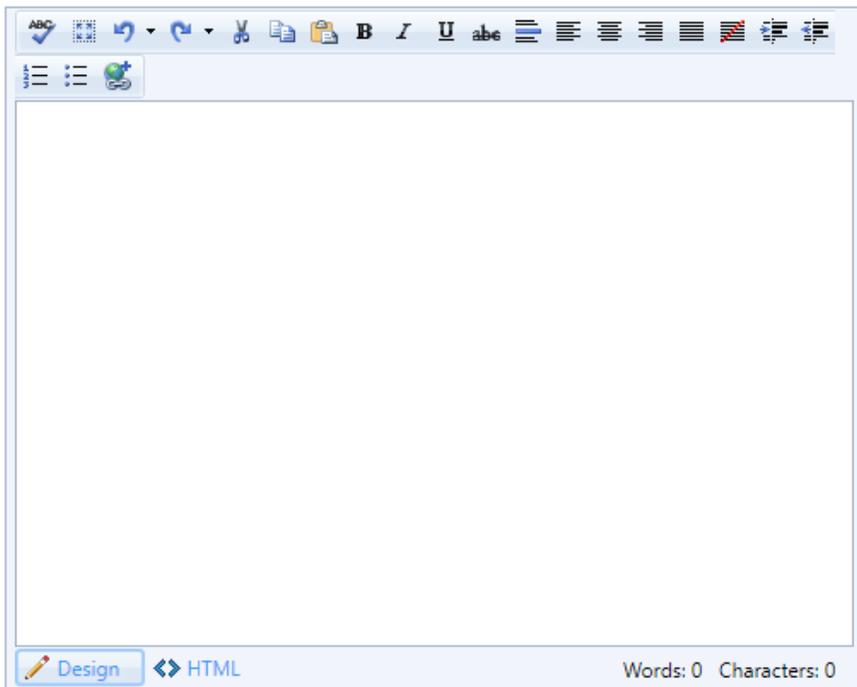Alternate Name for Job Location: *(if applicable)*

[   ]

Specify the job location, by ticking **Postal Code** or **City**.

You may add the location information on the box below

An **Alternate Name for Job Location** can be used to specify the job location. This section rewrites the location added earlier and your live job will show up as what is written here.
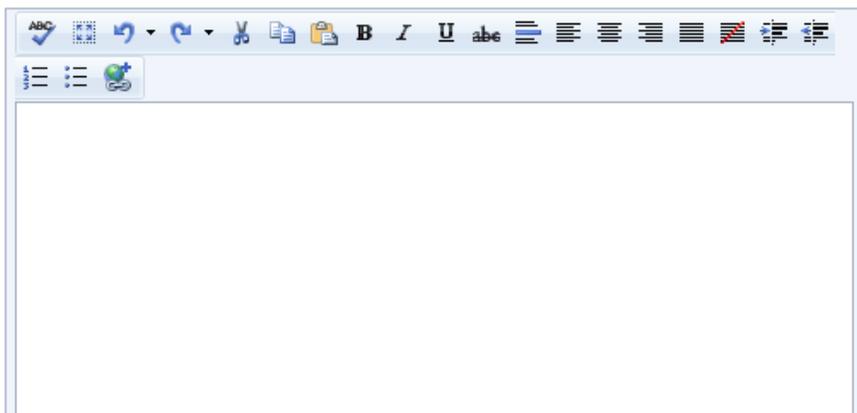
Job Description

Tips

- The job description field has a maximum length of 15,000 characters.
- **Keywords**: Our search is based on relevancy and we recommend repeating the job title 5-7 times in the description.
- **Description**: Provide as many details as you can about the role, the responsibilities and the employer (location, company culture etc). The more details about the role, the more it reassures the jobseeker that the role is right for them.
Don't forget to proofread and check your spelling!

Design <> HTML   Words: 0   Characters: 0

Add your job description by copy/pasting this in the **Job Description** box.
* jobmedic's search function is based on relevancy. To ensure your job ends up high on the results page you should repeat the title between 5-10 times throughout the job description and requirements.

Add your job requirements by copy/pasting this in the "**Job Requirements**" box.
Try to give the jobseeker the **details** of the job and requirements!

We also recommend highlighting **benefits and compensation details**, and including a section on your **company**. This will help attract more candidates.

Tips

- The Job Requirements section has a maximum length of 10,000 characters.
- **Layout**: Use bullet points to make the requirements easier for jobseekers to read.
- **Job requirements**: Make sure to list all required experience, qualifications, skills and certifications required.
- **Salary/Benefits**: Jobs with a salary and details of any related benefits are more likely to get applications. These make you stand out from your competitors.
Don't forget to proofread and check your spelling!

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Candidate Screening

Getting too many CVs? Dramatically improve the quality of your applications by adding a Screener. This feature allows you to zero in on the qualifications you are looking for in your candidates. jobmedic.co.uk will even rank the quality of the candidate, according to the criteria you give us on the Screener.

Choose a screener:

Use No Screener For This Job ▼

* Working Hours:

Full Time ▼

Job Requirements

* Career Level:
--Select a Value-- ▼

* Specialism:
--Select a Value-- ▼

☐ Tick if candidates must be authorised to work in the EEC.

☐ Tick if the candidates must have a valid NMC Pin Number.

☐ Tick to limit applications to EU residents only.

Vacancies

* You can set up **screening questions** if your role receives quantity over quality CVs, or if you want jobseekers to answer certain questions before applying.
Tip: Don't set up more than 5 questions, as this does create a drop-off.
You may select the created screeners here.

Please fill out the fields market with an asterisk.

You may also tick the options relevant for you here.

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Contact Info

Please enter the contact information as it should appear on your job.

Contact(s)

Contact Name:

Phone:

Fax:

Tips

You can specify some details about your contacts informations.

Online Application Options

☑ Allow Job Seekers to Apply via jobmedic.co.uk

All jobmedic.co.uk applications will be forwarded to the following email address(es):

Select an Account Member:
▼

OR Enter an Email Address:

Tips

Allowing job seekers to apply online via jobmedic.co.uk is highly recommended.

If you have your own online application form, you can input the web address. However, our data shows that jobs that allow jobseekers to apply via the StaffNurse site receive more applications.

CC (Carbon Copy) Email Addresses:
(Use a comma separated list i.e. jim@company.com, joe@company.com)

-------------------- [OR] --------------------

☐ Allow Job Seekers to Apply via My Website

The information entered in the contact details fields **will be displayed** on the job posting.
* We recommend not listing a phone number as this can distract jobseekers from applying via CareerBuilder.

Please select an email address from the drop down list OR enter an email address in the "**Enter an Email Address**" field.
* We recommend letting candidates apply by having our system send their CV to an email address. This will reduce drop off.

Applications can also be sent to more email addresses: These extra emails should be added in CC box.

By ticking the "**Allow Job Seekers to Apply Online**" you can to provide the landing URL.
* Using a Url will cause a drop off in applications. Research shows that up to 50% of candidates drop off per page.

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Compensation

Currency:
[GBP ▼]

Pay Type:
◯ Per hour   ● Per Year

Salary

Between:
[0.00] and [0.00]

Tips

Including the compensation on your job (even a ballpark) will dramatically increase the exposure and response rate of your job!

Please enter a salary - you can select to enter a salary per hour or per year.
Please use the same amount in both fields if there is no range available.

*Please note that adverts without salary do get less applications – regardless of the salary

Job Posting Options

Refresh your job

You do not have any Job Refresh credits available to refresh this job.

Job Tracking

Auto-Renew this Job Posting
Automatically renew your job posting for up to 12 months.

Choose an auto-renew option:
[Do not Auto-Renew ▼]

Client Tracking Codes
Use this field to track and/or trace anything that is unique to your job, department, location, accounting ledger code, etc. Remember this Job ID will be visible to job seekers.

Reference: [   ]
Cust. Account Code: [   ]

Jobs remains live on our website for 1 calendar month. If you want to automatically repost a job for a number of months you can select the number of months under the "**Choose an auto-renew option**".

!Each month the job auto renews will deduct one credit off your account!

Click on "**Continue**" to finalize your job posting.

Click here to view/hide Custom Fields (optional)
[Continue »] [Cancel]

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Post a Job on jobmedic.co.uk

Review & Post

Product Type: JobMedic Corp Job Listing
Current Balance: 500
Title: ▭
Location: UK-Greater London-London
Contact: ▭

Post: ● Now   ○ Later   [   ]   ▦
Expiration Date: ▭

User Expiration Date   [   ]   ▦

Terms

Clicking the "Post Job" button indicates that you have read and agree to the CareerBuilder jobmedic.co.uk Terms and Conditions and that this job meets the conditions outlined therein.

[Post Job]   [Back]   Cancel

If you want the job to go live on the website the same day, click on the orange button "**Post Job**".

Additionally, you can select a later date by ticking the "**Post Later**" box and entering the go-live date. Once this has been filled out, click on "**Post Job**".

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Thank you

Contact us

clientsupport@jobmedic.co.uk

0800 032 8082

https://support.jobmedic.co.uk