



**JOBSWire:  
Instructions for Posting Jobs**

**Version1.4**

**New rules for job titles (no all caps)  
Apply now Button**

## JobsWire: Instructions for Posting Jobs

Posting jobs to JobsWire is quick and straightforward. Simply follow the 9 step instructions below instructions and your jobs will be posted immediately.

Make sure you have also seen the "How to post video" at [www.itwire.com.au/flash/howtopost](http://www.itwire.com.au/flash/howtopost)

### Step 1 LOG IN

Login to the site you will find the "Advertiser login" at the bottom left of the jobswire page

When you login you will see a large "aqua" box called "JOBSWire NEWS" important information for advertisers will be announced here and in direct emails .

Once you've logged scroll down to below the login form you will notice the "**Agent Menu**".

Agent Menu:

View My Jobs

Manage My Jobs

My Employment Agent Profile

**Add Job**

### Step 2

To post a new job select the "**Add Job**" link, which will take you to a form where you can enter the job(s) details. You will notice 3 tabs "Job Ad " , "Job Details " , "Publishing" . With the "**Job Ad**" tab selected enter the title\* of the job in the "**name**" field.

\* The title of the job should be succinct, in sentence case, you may mention the rate of pay, but don't enter any company names, reference numbers, all caps, stars or any other special character designed to unfairly advantage your posting.

### Step 3.

Select the **classification** (drop down).

You will see 2 text fields. Enter a short summary of the job in the "**Introduction**" here's an example.

Work on development of a sophisticated Java based imaging and image management system. Challenging and rewarding role. Agile development process.

and your main ad body in the "**Full Text**"

You can use the **formatting**, or alternatively you can just copy and paste you add from another web page. (formatting and links will be mostly preserved).

**Templates** some customers have had templates made for them or have supplied templates, If you plan to post more than 10 jobs a month Paul Hosking will make your template for you for free!

Here is an example of a template

[http://www.itwire.com.au/component/option.com\\_hotproperty/task.view/id.175/Itemid.904/](http://www.itwire.com.au/component/option.com_hotproperty/task.view/id.175/Itemid.904/)

here is the template for creating templates if you would like to supply us with one. It's a simple html table 600 px design is up to you!

<http://www.itwire.com.au/jobstemplates/hsg/>

Let us know if you would like to supply a template we can install it for you.

Templates make it much easier to post your jobs,

To use a template: there is an insert template button on the third row of the formatting buttons on the **full text** next to in insert image button, clicking this will open a popup select / click your company name and click on the template.html, then insert.

The popup will disappear and the job ad template will be in your **full text**

Now copy and past the content in the appropriate fields.

#### **Formatting issues**

There can be issues with formatting particularly when pasting an ad from a word document, This is because word will use formatting code that doesn't really work across platforms. If you have to past from word, use the past from word button (9<sup>th</sup> button in to top row of the formatting buttons). If you are still having trouble past your ad copy into note pad or any other plain text editor and then past into the JOBSWire **full text**, It always works adding dot points in bold using the formatting buttons in the editor.

#### **Step 4.**

Select the "**Job Details**" tab

Choose the location of the position.

**Classification2:** Select the classifications that best describe the position that you are advertising, you can select multiple categories by holding down the Ctrl key.

#### **Step 5.**

Below the **Classification2:** field, in the **refNumber** field enter the renumber that you use in your internal system.

#### **Step 6.**

Go to "**Save & Insert Logos >>**" (upper right) You will be prompted to upload an image.

You will have to have a .jpg of you company logo at hand.

Click on browse locate the file on you computer, select and click open.

Enter the title

This should be a .jpg of your company logo. Enter the name of your company as the title.

>Upload Photo

#### **Step 7.**

Select the '**publishing**' tab, change the state from "**Unpublished**" to "**Published**", or change the "**Start Publishing**" date to when you want the ad to appear. Enter the appropriate date in the '**Finish Publishing**' field if you want the job to be removed automatically on a particular expiry date.

#### **Step 8.**

Final step. You will notice the "**Metadata Description**" and the "**Metadata Keywords**" fields.

In the **Metadata Description** field please enter a *brief description of the position*, such as,

"Position available for Alcatel Support Engineer with great company.". For the **Metadata keywords** field you should use words that describe the position, such as "Alcatel Support Engineer ", the name of your company and any other words that will help search engines find the postions.

#### **Step 9.**

When you have completed the previous eight steps, you are ready to **save** your jobs entries.

To save, click on the "**floppy disk**" icon in the top right hand corner of the page.

With you entries saved, your job posting will be automatically published.

**Please note, if you experience problems posting please contact Paul Hosking on [paulhosking@itwire.com.au](mailto:paulhosking@itwire.com.au) or telephone 03. 5426 4191 or Peter Dinham at [peterdinham@itwire.com.au](mailto:peterdinham@itwire.com.au) or telephone 0412 274 091**

JobsWire content is regularly reviewed by members of the iTWire team. Please be aware that the content of your job ads is your responsibility and that any entry deemed to be inappropriate will be removed and your account cancelled.

Your job ads will be valid until you unpublish them, or will automatically be unpublished if you enter a date in the "**Finish Publishing**" field (**see step 7 above**) .

JobsWire is a free service, but we would like to think that it is a good service that adds value to your business. We welcome you to JobsWire and look forward to a long and productive association with your company. We welcome your feedback and any suggestions for improving the service that we offer you.

Happy posting!

*The JOBSWire team*