



Lunchtime Webinar

Top tips – Job Openings and Job Postings

Wednesday, 22 August 2018



Agenda



1

How does the API feed work?

2

Job requisition mandatory fields

3

Job creation and approval tips

4

Job posting tips

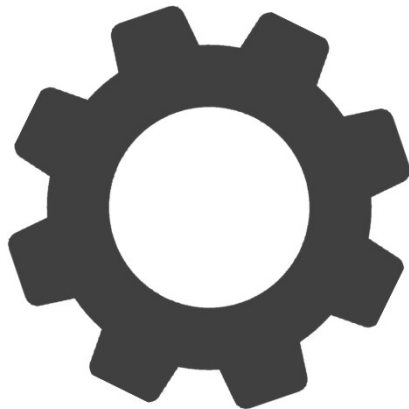
5

How to amend live jobs

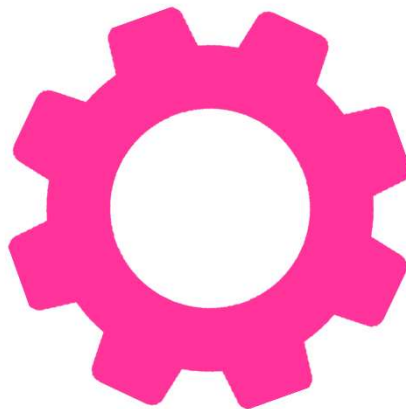
6

Questions

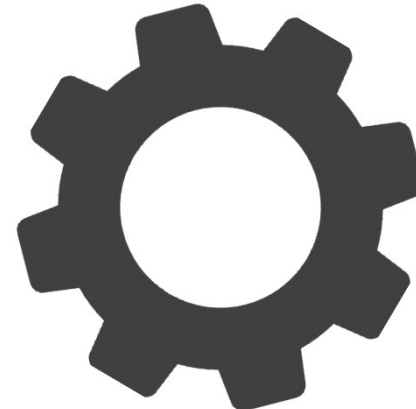
API set-up




Lumesse



4MAT



madgex

Job requisition mandatory fields



1

**Employer name
and
Front office ID**

2

**Advertising
Location**

3

**Job Location
Address**

4

Schedule Type

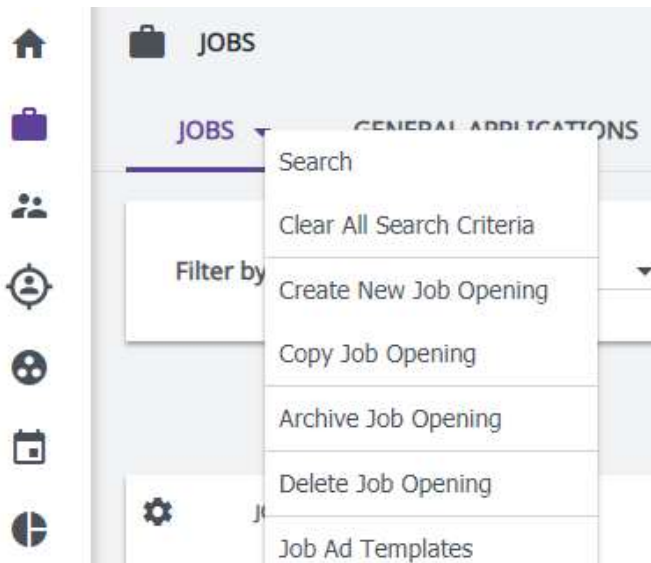
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Salary



Job creation and approval tips

Job advert templates



Job advert templates are accessible via the left hand menu “Jobs” option.



JOB AD TEMPLATES



If you cant see the option to create a new template – select the settings icon

CONFIGURE APP

COLUMNS

FILTER

ACTIONS



Show Action Create New Job Ad Template

If you cant see the option to create a new template – select the settings icon

JOB AD TEMPLATES

NEW JOB AD TEMPLATE



Job creation and approval tips

Approval process tip

APPROVAL PROCESS VERSION 2 -- LAST VERSION

 Approval Step 1

 Started on 21/08/2018 by GSA System

[Edit team members](#)

#1: GSA System Submitted on 21/08/2018

#2: Kang Melissa

#3: Warner Nicola

[View History](#)

[Approve / Reject](#)

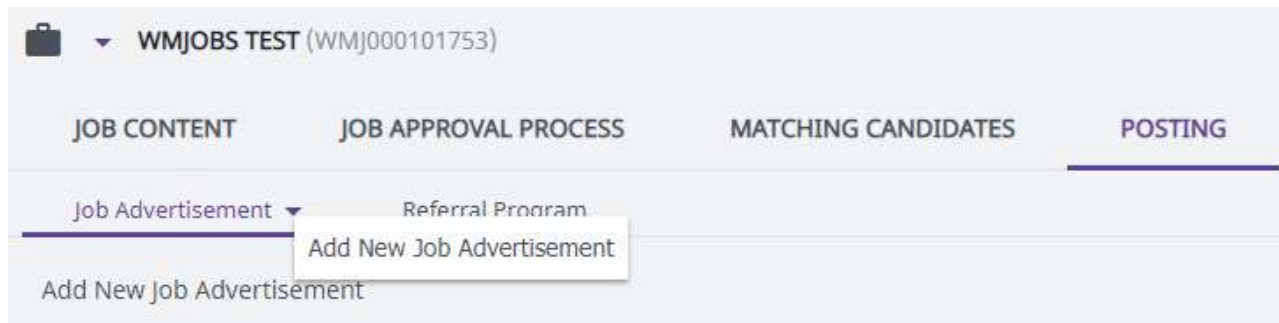
[Forward](#)

Option 1 – Edit team members.

Option 2 - Forward

Job posting tips

Can't see the edit job advertisement option on the posting tab



On the posting tab – select the arrow next to job advertisement – add new job advertisement

Once the advertisement has opened – you can import the contents from job description

ADD NEW JOB ADVERTISEMENT #1

IMPORT

Import from Job Description

Import from Job Ad Template

Job Advertisement strapline

RTIES

ired)

How to amend live jobs

How to make changes

EDIT THE JOB ADVERTISEMENT #1



IMPORT

JOB ADVERTISEMENT PROPERTIES

Job Advertisement title *(required)*

WMJobs Test

Characters left: 139

Job Advertisement strapline

Characters left: 150

Language *(required)*

English (UK) X

Translation set

Please select

Date Format

dd/mm/yyyy X

Company

City

Country

Please select

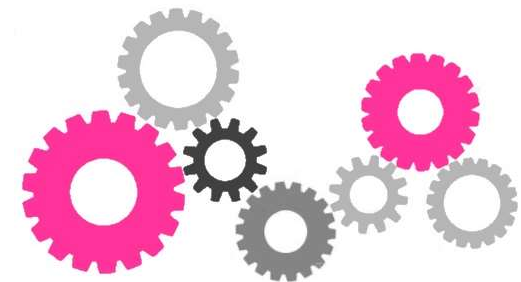
State/Province

Please select

CANCEL

SAVE

On the posting tab – select edit job advertisement – a save here will refresh the job on wmjobs.co.uk.

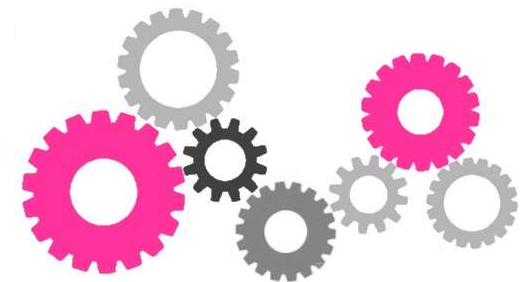


How to amend live jobs

Change a posting date

JOB CONTENT		JOB APPROVAL PROCESS		MATCHING CANDIDATES		POSTING	SELECTION / HIRING		INTERVIEW SCHEDULER	
Job Advertisement ▼		Referral Program								
+ *HUB MASTER Test Vacancy* (UK):		Social Recruiting					No Routing Rules			
START DATE	SITES	TYPE		ONLINE	VIA EMAIL	STATUS		END DATE	ACTION	
22/03/2018	External Career Site	External site		Yes	No	Published		28/03/2019		

Clicking onto “External Career Site” will bring up the posting options



How to amend live jobs

Amending a application form

Where possible please edit the online application process as this creates a better candidate experience. Do remember to save via edit job advertisement so the changes pull through to your live job.

Only unpost a job if its crucial to do so.

ONLINE APPLICATION PROCESS

active required

Step 1	✓	✓	Personal Information	Use Site PIF	🔍	👁
Step 2	✓	✓	Structured CV	MASTER: Part 1 WMJobs St	🔍	👁
Step 3	✓	✓	<div><input type="checkbox"/> Attached CV</div> <div><input type="checkbox"/> Free Form Resume</div> <div>Other Attachments</div> <div>NameDescription</div> <div>Please upload your sup... Please use examples fro... X X</div> <div>+ ADD ANOTHER</div>			
Step 4	✓	✓	Questionnaire #1	Part 2 Master WMJobs Stan	🔍	👁
Step 5	✓	✓	Questionnaire #2	Diversity Information	🔍	👁

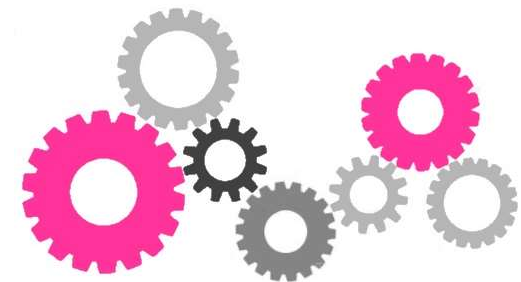


How to amend live jobs

Unposting and Reposting jobs

Job unposted and then reposted before the next API runs - The wrong apply link is available and candidates will see the following error message

Sorry, applications for this job are no longer possible .



Thank you – questions?

