



# Job Listings

If you have vacancies or volunteer positions within your organisation you could advertise them on your website. Users can reply to your advert and send you their CV via your website. Users have to be registered with ParishCouncillInvolve to respond to the position.

## Job Listings

### Adding a job advert:

- Enable the '**Jobs listings**' page from the '**Manage Website**' and '**Use standard pages**' menu
- Select the '**Jobs listings**' page from the left hand navigation menu
- Click '**Manage Jobs**' link
- Click '**add a job**' and fill in the details
- Create a title and add a description for your entry
- Choose the type of job you are posting (Full Time, Part Time, Temporary/Contract) and the job category using the drop down menus
- Select the start and application end dates from the drop down boxes for the job listing to appear on your website
- Click '**Add**'
- You will then be taken back to the job listings page where you will see the job advert displayed (if the start date for the advertisement is the same day you created the advert)

### Editing job advert:

- From the job listings page click '**Manage Jobs**' and check the box next to the title of the job
- Click '**Edit**'
- This will take you to your original form where you can make any changes. When you are finished click '**Edit**'

### Archiving job adverts:

- Select '**Manage Jobs**'
- Check the box in the '**Select**' column for the job advert you would like to archive
- Choose one of the archive options from the drop down box (Archive Now, Archive as of Next Week or Archive as of Next Month)
- Click '**Go**'
- The entry will not be displayed if you selected '**Archive Now**' as it has been archived. If you selected one of the other options the advert will be archived at the appropriate time
- To view the archived advert, click on '**Archived**' displayed underneath the title of the page

### Deleting job adverts:

- From the job listings page, click '**Manage Jobs**'
- Check the box in the Select column for the job advert you would like to delete
- Choose delete from the drop down menu
- Click '**Go**'
- You will then be taken back to the Manage Jobs page. The entry will have been removed. Administrators, members and subscribers can respond to job adverts and as the administrator you need to manage these responses. Applicants can upload their CV from the application form.

### Managing responses to job adverts:

- As administrator, you can see all the latest responses by clicking on the job listing. From here you can download the CVs for review
- To respond to an application click on the name of the applicant and a window will be displayed so you can email them
- To stop further responses to the listing either archive or delete the listing
- **Note:** the member or subscriber can only view their application, whilst the administrator can view all applications. Visitors can only make one response to each job listing. However, by clicking on the job listing and clicking on the '**View details**' link and selecting '**Edit**', users can update and edit their application as many times as they want.

You can reach the Help Desk on: **01245 436559** or via email [support@essexinfo.net](mailto:support@essexinfo.net)

