

Administrative Features



My Account Settings

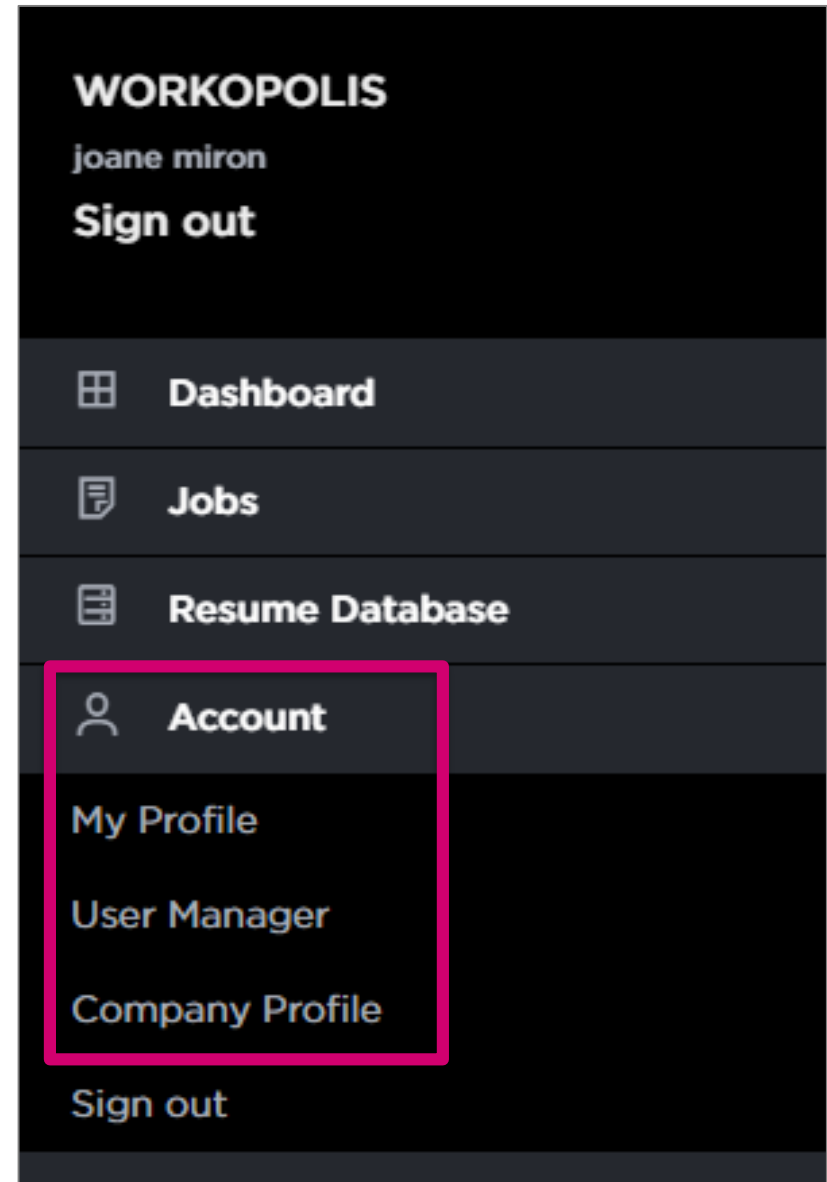
These tools allow you to manage user information assigned to your account.

Log into your Workopolis Employer Account.

Under the **Account** menu, select either:

- **My Profile**
- **User Manager**
- **Company Profile**

The following steps will guide you to successfully update your personal profile, manage existing and new user accounts on Workopolis as well as your Company profile.



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My Profile

Update your personal information in your profile on this page.


Click **Continue** to save your changes.

All User Levels can update their personal information.

Recruiter Profile

[See explanation of user levels and their permissions](#) ▾

Email address	Phone number
<input type="text"/>	<input type="text"/> <input type="text"/>
Recruiter Level	Position
First Name	Department
<input type="text"/>	<input type="text"/>
Last Name	Notes
<input type="text"/>	<input type="text"/>
Language Preference	
<input type="text" value="English"/>	





Note: All mandatory fields are located on the left hand side.

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User Manager

You have the ability to manage your list of users. You may create new users, update a current user including the option to reset the password and delete user accounts.

1. Create New Users:

- Click **Create New Recruiter**
- Assign an access level to the new user*
- Complete all required fields
- Click **Continue** to save the information

2. Edit Existing Users:

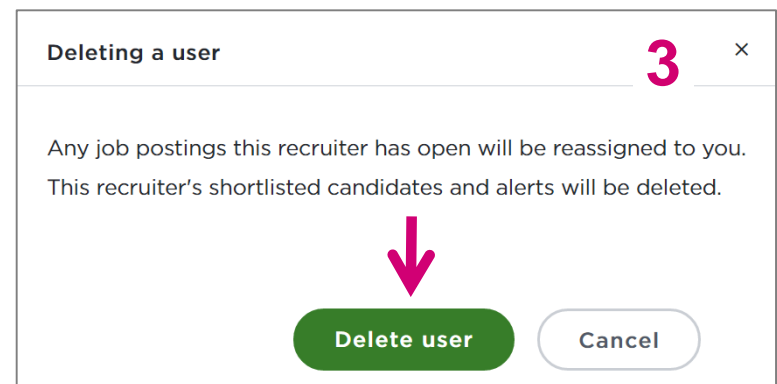
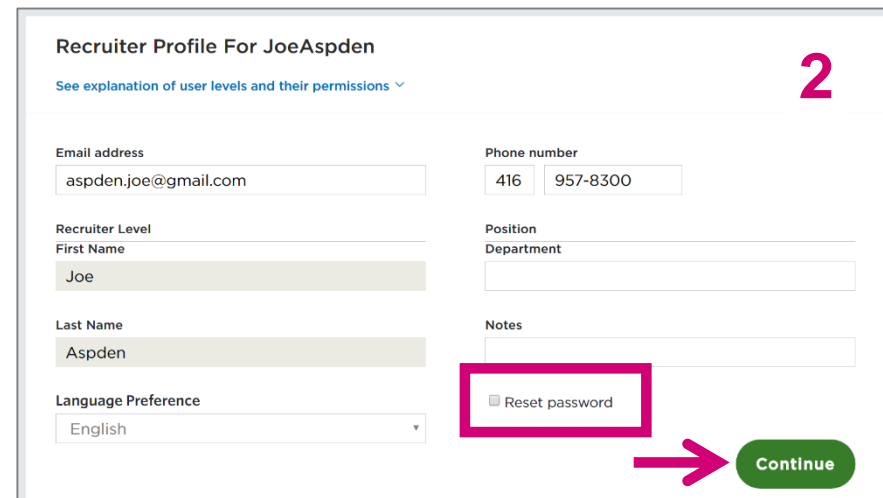
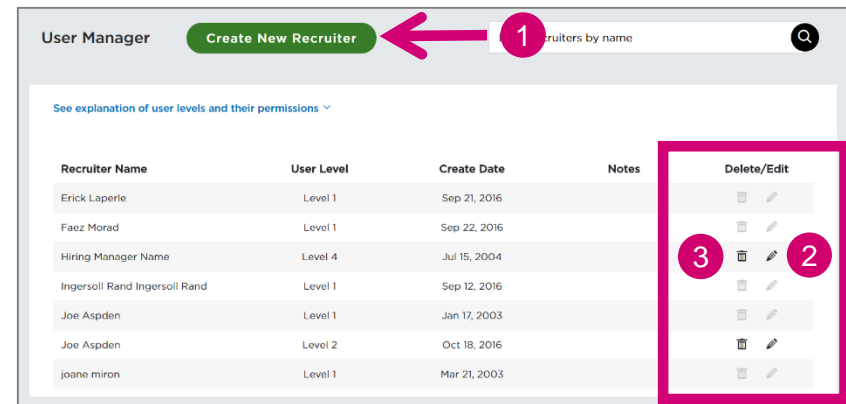
- Click the **Edit icon** of an existing user to open their profile
- Update any necessary fields
- Click **Continue** to save the updated information

Note: If a user forgets their password, simply select the **Reset Password** checkbox to send a new temporary password.

3. Delete Existing Users:

- Click the **Delete icon** of an existing user
- On the popup box, click **Delete User** to complete the process

* See next slide for an overview of each Access Level User



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Company Profile

This tool allows the Level 1 Admin User to manage the company information such as the logo, description and website. The content will be automatically added in all job postings created by anyone in your company with a Workopolis user account.

It can be updated at any time and the changes will apply to the existing and new jobs posted on Workopolis.

Update the below fields with your company information:

- Company URL
- Company Logo
- Company Description (max. 4,000 characters)
- Company Industry
- Company Size

Click the **Update** button to save your changes.



Note: All fields may be completed in English and/or in French. The **Logo Specs** are: image file in either JPEG, GIF, or PNG format, dimensions 88 x 31 pixels, file shall not exceed 100 KB

Company Profile Fransais

Any changes to this page will be applied to all your job postings.

Company Name


WORKOPOLIS For English job postings
WORKOPOLIS For French job postings

To edit your company name, please contact customer support by emailing us or calling 1-888-641-0477 from 8am to 6pm ET.

Company URL

www.workopolis.com For English job postings
www.workopolis.com/fr For French job postings

Company Logo

 Use the same logo for both languages

Logo should be 88 x 31 pixels. Files of different dimensions will be automatically resized to 88 x 31 pixels. Maximum file size is 100 KB.

Company Description

For English job postings

This description will appear at the top of your job posting.

479 / 4000

For French job postings

317 / 4000

Company Industry

Internet and Ecommerce

Company Size

100-199