

# Job Posting



Log into your Workopolis Employer Account.

From your Employer Dashboard:

- Click the **Post a Job** button

The following steps will explain how to create and post your job as well as manage them from your job folders.

A screenshot of the "RECRUITER SIGN IN" form. The form is enclosed in a white box with a blue header. It contains two input fields: "Your Username or Email" and "Your Password". Below these fields is an orange "SIGN IN" button with a pink arrow pointing to it from the right. Underneath the button, there is a "Need Help?" section with links for "I forgot my password or username" and "I am a jobseeker". In the bottom right corner, there is a "Secured by thawte" logo and the date "2013-12-04".

A screenshot of the Workopolis Employer Dashboard. The left sidebar is dark grey and contains the Workopolis logo, the user name "joane miron", a "Sign out" button, and a menu with "Dashboard", "Jobs", "Resume Database", and "Account". The main content area is white and has a "Dashboard" header. It features a "Get Started" section with the text "What are you waiting for? Post a job to start recruiting your next rock star." and a green "Post a Job" button with a pink arrow pointing to it. To the right is a "What's Next" section with links for "See all open jobs", "Search the resume data", and "Buy some credits". Below this is a "MY JOBS" section with the text "Post a job to start targeting top talent." and another green "Post a Job" button with a pink arrow pointing to it.

# Job Posting

## Post Job

### 1. Company Information

- Click **Edit** to add or modify your company's website and logo.
- Select **Hide this from job seekers** to post your job confidentially.

### 2. Job Title and Description

- **Job Title** Keep the job title specific, use industry standard job titles and avoid internal terminology to maximize your job posting's visibility.
- **Job Description** Include the company information, position overview as well as a summary of the responsibilities and qualifications using easy-to-read bullet points.
- Select **Bilingual Job Posting** to complete the English and French version of your posting.
- **Branded Job Posting Template** is automatically selected if you have purchased this service.



**Note:** Under the **Posting Summary**, click **Edit** to modify the services you are about to use such as post dates, Job Bolding, Job Posting Logo, Job Featured, Niche.

Extending the close date will consume additional job posting credits and automatically repost your job.

**Post Job** (Post Job | Preview | Confirmation)

**1. Company Information (Edit)** (Hide this from job seekers)

Name: WORKOPOLIS - TRAINING  
Website: www.workopolis.com  
Logo: WORKOPOLIS

**2. Job Title and Description** (Bilingual Job Posting)

Job Title: Sales Representative

Job Description: At Workopolis, we are always looking for a dynamic, high performing sales person who loves the thrill of the hunt, with a natural ability to attain new business. If you are a passionate, high – energy sales professional that accentuates our business as your own business, then this is the opportunity for you! Your elevated sales instincts will initiate business conversations with organizations to understand recruitment business needs and identify strategic relationships with partners or potential clients. Our Apply start-up business unit is creating a buzz in the recruitment industry and if you are entrepreneurial and want to be part of the transformation, then we want you on our team.

- Work closely with the VP, Business Development to discover opportunities from leads, and strategically attack generated leads to close new business.
- Tenaciously research, identify and prospect opportunities through proactive outreach.
- Maintain a high volume of activity, including outbound calls, emails, and social selling.

2378 / 32000

Branded Job Posting Template: BDT - Dominion Diamond

**POSTING SUMMARY**  
The service you are using is Custom (Edit)  
✓ Active for 30 Days  
✓ Job Posting Logo  
✓ Featured Job Posting

Contact Us  
[Chat live](#) or [email](#)  
[Ask a question](#)  
1-888-641-4047

**POSTING SUMMARY**  
The service you are using is Custom

Active for 30 Days  
 Job Posting Logo  
 Featured Job Posting

Start On: 2016-09-13  
End By: 2016-10-13

UPDATE

# Job Posting



## Post Job Continued

- 3. Job Location** Enter the **Country** followed by the **City, Province** for the role you are recruiting.
- 4. Job Function** Maximize your search visibility by adding up to 3 relevant job functions. Click **Add another** to enter an additional job function.
- 5. Company Industry** Select a relevant job industry to your role.
- 6. Employment Type and Career Level** Select the applicable **Employment Type** and **Career Level** from the dropdown menu.

A screenshot of a web form for posting a job, with each step highlighted in a pink border. Step 3 shows 'Country' as 'CANADA' and 'City, Province' as 'Toronto, Ontario'. Step 4 shows 'Sales and Business Development' as the job function, with a '+ Add another' link and a pink arrow pointing to it. Step 5 shows 'Business and Professional Services' as the company industry. Step 6 shows 'Full Time' as the employment type and 'Experienced' as the career level.

**3. Job Location**

Country: CANADA  
City, Province: Toronto, Ontario  
*Example: "Toronto, Ontario"*

**4. Job Function**

Sales and Business Development + Add another ←

**5. Company Industry**

Business and Professional Services

**6. Employment Type and Career Level**

Employment Type: Full Time  
Career Level: Experienced

# Job Posting



## Post Job Continued

7. **How to Collect Resumes** Select one of the below options:

- **Workopolis Recruitment Centre** Access applications within your Workopolis account. This is your best option because it allows you to receive email updates for all new applications and manage your applicants in one location.
- **Applicant Tracking System** Direct candidates to apply through your company website. This link should point to your job posting allowing candidates to apply as quick as possible.
- **Email** We will email you the applicants resume. Applicants won't see this email address.

### 7. How to Collect Resumes

Workopolis Recruitment Centre ▼

*Receive email updates for all new applications, and manage applicants in one location.*

OR

### 7. How to Collect Resumes

Applicant Tracking System ▼

<https://careers-en-workopolis.icims>

<https://carrieres-fr-workopolis.icims>

*Direct candidates to apply through your company website.*

OR

### 7. How to Collect Resumes

Email ▼

[careers@workopolis.com](mailto:careers@workopolis.com)

[carrieres@workopolis.com](mailto:carrieres@workopolis.com)

*Applicants will NOT see this email address on the job posting. Workopolis will email applicants' resumes to this address. You'll also be able to see and sort your applicants by signing in and using our new Applicant Manager tool:*



**Note:** The **French Email** and **French Applicant Tracking System** fields will appear only if you post a bilingual job.

# Job Posting



## Post Job Continued

### 8. Post to Partner Job Boards (if purchased)

- Select the job board(s) you wish to post to.
- Click **Not for this posting** if you do not wish to post to a partner job board. Click **Show more options** to view additional partner job boards.

Located at the bottom of the page, you have the ability to click:

- **Save draft** will save a draft of your posting, allowing you to complete it later.
- **Skip preview and post now** allows you to complete your job posting immediately.
- **Preview Posting** allows you to see how the information you have entered will display on Workopolis. Recommended option.



**Note:** The Niche Job Boards are based on the **Job Location** and **Job Function** fields.

A screenshot of the "8. Post to Partner Job Boards" section. It shows three job board options: "CPA Alberta Job Board" (Audience: 9,000+), "CPA Ontario Talent" (Audience: 68,000+), and "Advocis Financial Jobs" (Audience: 16,000+). The "CPA Ontario Talent" card is highlighted with a red border. Below the cards, there are two red arrows: one pointing left to the text "Not for this posting" and one pointing right to the text "+ Show more options".

8. Post to Partner Job Boards ⓘ

**CPA Alberta Job Board** ⓘ  
Audience: 9,000+

**CPA Ontario Talent** ⓘ  
Audience: 68,000+

**Advocis Financial Jobs** ⓘ  
Audience: 16,000+

Not for this posting ← → + Show more options

A screenshot of the bottom navigation bar. It contains three buttons: "Save draft", "Skip preview and post now", and "PREVIEW POSTING". The "PREVIEW POSTING" button is highlighted with a red border.

[Save draft](#) [Skip preview and post now](#) **PREVIEW POSTING**

# Job Posting

## Preview Your Posting

From this page, see how the job posting will be displayed for candidates.

The below options can be found at the top and bottom of the preview page. You may click:

- **Back to edit** to edit any fields within your job posting.
- **Post your job** to complete the process and submit your posting to Workopolis. You will be redirected to the confirmation page.

**Preview Your Posting**

Post Job Preview Confirmation

Here's what candidates will see:

English French

**BACK TO EDIT** **POST YOUR JOB**

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### Sales Representative

#### WORKOPOLIS - TRAINING

Toronto, ON, CANADA  
**Sales and Business Development**  
Posted Today.

At Workopolis, we are always looking for a dynamic, high performing sales person who loves the thrill of the hunt, with a natural ability to attain new business. If you are a passionate, high - energy sales professional that accentuates our business as your own business, then this is the opportunity for you! Your elevated sales instincts will initiate business conversations with organizations to understand recruitment business needs and identify strategic relationships with partners or potential clients.





Our Applify start-up business unit is creating a buzz in the recruitment industry and if you are entrepreneurial and want to be part of the transformation, then we want you on our team.

- Work closely with the VP, Business Development to discover opportunities from leads, and strategically attack generated leads to close new business.
- Tenaciously research, identify and prospect opportunities through proactive outreach.
- Maintain a high volume of activity, including outbound calls, emails, and social selling.
- Recommend and educate prospective clients on utilizing Applify in a consultative manner.
- Leverage your strong analytical and negotiating skills to enlighten key executives and decision makers to develop new business.

*Workopolis will accommodate people with disabilities throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance if accommodation is required.*

**Apply Now**

**Apply Now**

✉    

[Report this job](#)

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### Job Information

**Sales Representative**

Date Posted:	Sep 13, 2016
Job Type:	Full Time
Career Level:	Experienced
Industry:	Business and Professional Services
Job Function:	<b>Sales and Business Development</b>

**BACK TO EDIT** **POST YOUR JOB**

# Job Posting

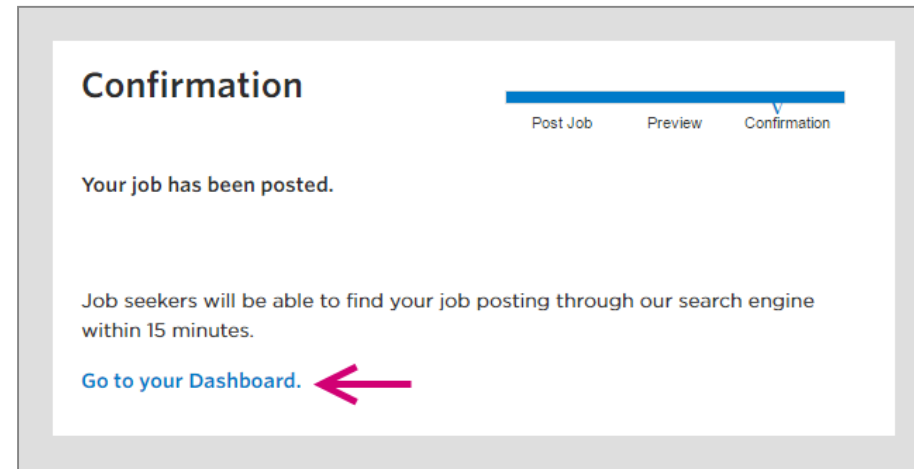


## Confirmation

Congratulations, you have successfully posted your job to Workopolis.

Your job posting will be available on Workopolis within 15 minutes.

Click **Go to your Dashboard** to return to the main menu.



# Job Posting



## The Job Folders

The **Job Folders** allow you to manage all your jobs.

From the Employer Dashboard, click either:

- Jobs
- See all open jobs

In all **Job Folders**, these features are available:

1. **Filter** the job list by selecting one of these options:
  - **Posted by** and select a recruiter name in the list
  - **Search a job** field and filter by Job Title, Job ID or Reference ID
2. **Sort by** Latest posting first, Oldest posting first, Alphabetical order from A to Z or from Z to A
3. **Folder Name** click on **All**, **Open**, **Closed** or **Draft** to move between folders
4. **Post A Job** to create a new job posting

	Applicants	Exp.
Customer Service Representative	8 (2 New)	14d
Sales Representative	6 (4 New)	25d
Corporate Trainer	15 (1 New)	25d
Bilingual Marketing Manager	14 (1 New)	15d

	Posted	Applicants	Exp.	
Customer Service Representative Représentant au service à la clientèle	Aug 9	0	23d	Upgrades



# Job Posting



## Open Jobs Folder

All jobs currently posted on Workopolis are stored in this folder. The **Job Tools** section includes:

1. **Applicants** click either the button or the number in the Applicants column to be redirected to your applicant list for that job
2. **Close** to remove the job posting on Workopolis and move it to the **Closed** folder
3. **Edit** the job posting except the job title and post date
4. **Duplicate** the job posting in the Draft folder
5. **Info** to view more details about the job posting



**Note:** **Upgrade** your job by clicking the button and select Bold, Logo, Feature etc. and click **Apply Upgrades** to view the confirmation (additional cost may occur).

A screenshot of the Workopolis job posting management interface. At the top, there is a "Post A Job" button, a "Posted by me" dropdown menu, and a search bar. Below this, there are tabs for "All 40", "Open 2", "Closed 37", and "Draft 24". The "Open 2" tab is selected. A table lists job postings, with the first one being "Customer Service Representative / Représentant au service à la clientèle". The table has columns for "Posted", "Applicants", and "Exp.". The "Applicants" column for the first job has a value of "0" and "23d" in the "Exp." column. Below the table, there are buttons for "Applicants", "Close", "Edit", "Duplicate", and "Info". A red box highlights these buttons. To the right of the table, there is a green "Upgrades" button. A red arrow points from the "Upgrades" button to a modal window below.

A screenshot of a modal window titled "Add upgrades to this job posting". The window contains the text "Add upgrades to Senior Project Manager" and "Select the upgrades to apply to your posting, then click 'Upgrade' to confirm." Below this, there are three upgrade options, each with a checkbox: "Extend 30 days (prepaid) ✓ Added", "Feature this job (prepaid)", and "Bold job title (for \$53)". A red box highlights these three options. At the bottom of the modal, there are two buttons: "Apply Upgrades" (with a red arrow pointing to it) and "Cancel".

# Job Posting



## Closed Folder

Once a job posting is closed, it is always stored in this folder. The **Job Tools** section includes:

1. **Applicants** click either the button or the number in the Applicants column to be redirected to your applicant list for that job
2. **View** the job posting and history
3. **Duplicate** the job posting in the Draft folder
4. **Info** to view more details about the job posting

A screenshot of the Workopolis Job Posting interface. At the top, there is a "Post A Job" button, a "Posted by All" dropdown menu, and a search bar. Below this, there are four tabs: "All 8", "Open 0", "Closed 6", and "Draft 2". The "Closed" tab is selected. Underneath the tabs, there is a "Sort by: Latest posting first" dropdown menu. Below that, there are columns for "Posted", "Expired", and "Applicants". A row of job postings is visible, with the first one being "Field Sales Representative / Représentant des ventes" with dates "2007-10-11" and "2007-10-11" and "0" applicants. Below this row, there are four buttons: "Applicants", "View", "Duplicate", and "Info". To the right of the "Applicants" column, there is a "Repost" button, which is highlighted with a pink arrow.



**Note:** Click the **Repost** button should you wish to repost that same job.

# Job Posting



## Draft Folder

In the job posting flow, should you click the **Save Draft** option, it will move your job posting in this folder. The **Job Tools** section includes:

1. **Post** the job posting on Workopolis and review the content prior to it
2. **View** a preview of the job posting
3. **Delete** the job posting from this folder. In the popup message, click **Yes, delete this job** to complete the process.
4. **Duplicate** the job posting in the Draft folder
5. **Info** to view more details about the job posting



**Note:** Click the **Edit** button to make any modifications to your posting.

