

# Posting to the Niche Network

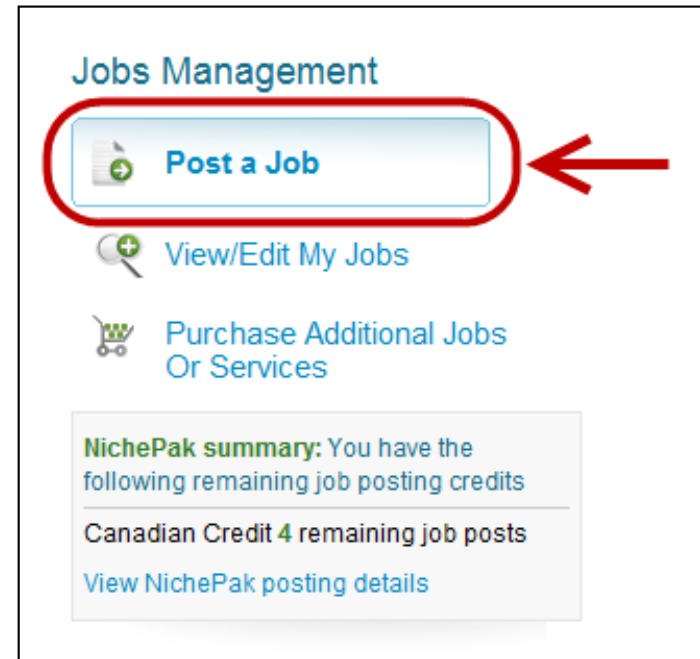


The Workopolis Niche Network allows you to access specific talent pools of industry-certified professionals across different industries sectors (e.g. IT, healthcare, energy, engineering, etc.). Let's get started.

**Log into your Niche Employer Account by going to [niche.Workopolis.com](http://niche.Workopolis.com)**

Click **Post a Job**.

The following steps will guide you to successfully post your job on the Workopolis Niche Network.



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## Internal Tracking

**Reference Number** Enter an internal number or tracking ID for company reference only

**Job Author** Will default to the name of who is logged in. However, you do have the option of posting the job under another subscribed user.

Complete all mandatory fields marked with an \* asterisk.

A screenshot of a web form titled "Internal Tracking". It contains two fields: "Reference Number" and "Job Author". The "Reference Number" field is empty and has a red circle around it. The "Job Author" field contains the name "Joane Miron" and has a red arrow pointing to it. Below the fields is a small note: "(this optional field lets you create a unique ID number so you can reference your job more easily)".

Internal Tracking	
Reference Number	Job Author
<input type="text"/>	Joane Miron
<small>(this optional field lets you create a unique ID number so you can reference your job more easily)</small>	

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## Job Details

**Job Title (English)** List your job title in English and/or French. To add the French job title, check the box **Job Title (French)**.

**Job Category** This will determine the niche sites / associations that your job will appear in.

**Start Date** Refers to the date the job will commence. You have two options: either 'ASAP' or the specific date the job will start.

**Posting Date** This is the date your job will go live on specified Niche sites.

A screenshot of the "Job Details" form. The form contains several fields: "Job Title (English)" with a dropdown menu showing "EN"; "Job Title (French)" with an unchecked checkbox and a red arrow pointing to it; "Job Stream" with a dropdown menu showing "Accounting" and a red arrow pointing to it; "Open Positions" with a dropdown menu showing "1"; "Start Date" with a text box containing "ASAP" and a note "(DD-MMM-YYYY or ASAP)"; "Posting Date" with a text box containing "16-Aug-2011" and a note "(DD-MMM-YYYY)"; and "Job Type\*" with four radio button options: "Permanent" (selected), "Full-Time" (selected), "Contract", and "Part-Time". A red box highlights the "Job Title (English)" dropdown and the "Job Stream" dropdown.

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## Contract Details

This is mandatory only if you have selected Contract as a job type.

## Job Location Details

Indicate the location of the job based on the Country, Province, and City drop-down menus. List additional location details if applicable.

A screenshot of a web form titled "Contract Details (required only if contract position)". The form has two main sections. The first section, "Contract Details", contains a "Contract Duration\*" field with a "Select" dropdown menu, the word "or", a text input field, and a "Months" dropdown menu. A red arrow points to the "Months" dropdown. The second section, "Job Location Details", contains four fields: "Country" (dropdown), "State/Province" (dropdown), "Town/City" (dropdown), and "Additional Location Details" (text input). A red rounded rectangle highlights the "Country", "State/Province", and "Town/City" dropdown menus. At the bottom of the form, there is a small note: "If the specific locality is not listed, select the closest location and add the actual locality in the 'Additional Location Details' field." 

Contract Details (required only if contract position)

Contract Duration\*

Select or Months

Job Location Details

Country State/Province

Select Select

Town/City Additional Location Details

Select

If the specific locality is not listed, select the closest location and add the actual locality in the "Additional Location Details" field.

# Posting to the Niche Network



## Pay Details

Indicate the minimum and maximum salary. The maximum salary is required. However, you have the option to display or not display the salary/rate to job seekers.

## Experience / Education Screening

Indicate the minimum working years and education required for the position.

## Niche Pak Cross Posting

Click on the Niche site that you want to post your job to. Press the up arrow to move one or more Niche sites to the selected box.

**Note:** Each Niche site you select will use one Niche Pak credit.

A screenshot of the "Pay Details" section of a job posting form. The form is titled "Pay Details" and includes a sub-header "(please enter only numbers without commas, spaces, currency symbols or letters. Eg. 50000)". The "SalaryRate" section has three input fields: "Minimum (optional) \$", "Maximum \$", and "Year". A red circle highlights the "Maximum \$" and "Year" fields. Below this is a radio button group for "Display SalaryRate to Job Seekers?" with "Yes" and "No" options; a red arrow points to the "No" option. The "Experience / Education Screening" section has two dropdown menus: "Minimum Years Working Experience Required\*" (set to "None") and "Minimum Education\*" (set to "N/A"), both highlighted with a red circle. The "NichePak Cross Posting" section asks "Which NicheSite(s) you would like to cross post your job to?" and shows "4 Canadian NichePak Credit Available" and "0 US NichePak Credit Available". A link "Click here to stop this job posting and purchase additional Cross Posting Credits if required." is present. Below is a list of Niche sites with a "Please select which NicheSite(s) you would like to post to:" label. The list includes "Canadian Association of Management Consultants", "Canadian Wireless Telecommunications Association", and "Canadianimmigrant.ca Job Board". A red circle highlights the list, and a red arrow points to the "up" arrow icon at the bottom of the list. Below the list is a selected box containing "Aboriginal Inclusion Network" and "Engineering Institute of Canada".

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## Job Description

Copy and paste your English job description into the field provided.

To add the French job description, check the box **Job Description (French)**.

## Company Description

Copy and paste your English introduction statement that will precede your job description.

To add the French company description, check the box **Company Description (French)**.

Once all desired information has been entered, click **Save and Continue**.

A screenshot of a web form for posting a job. The form is divided into two main sections: "Job Description" and "Company Description".  
1. "Job Description" section: Includes a sub-header "Job Description (English)" and a large text input field. Below the field is a "Format Text" button. A red arrow points to this button.  
2. "Job Description (French)" section: A checkbox labeled "Job Description (French)" is circled in red. A red arrow points to it from the "Format Text" button.  
3. "Company Description" section: Includes a sub-header "Company Description (English)" and a text input field containing the word "Workopolis".  
4. "Company Description (French)" section: A checkbox labeled "Company Description (French)" is circled in red.  
5. "Save and Continue" button: Located at the bottom right of the form, circled in red, with a red arrow pointing to it from the right.

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This section allows you to:

- Confirm the Niche site(s) selected are correct. You will be able to remove unwanted sites by de-selecting the checkboxes.
- Verify the contact information that will be displayed on your job posting.
- Hide or add specific contact details on the job posting.

**Note:** To post a job confidentially, simply hide the **Company Name**.

Once all desired information has been entered, click either **Preview Job**, **Save Posting for Later** or **Post Job**.

A screenshot of the "Job Board Posting Confirmation" form. The form is divided into several sections. At the top, there is a table with columns for "Selected", "Job Board Selected", and "Job Posting Status". Three rows are listed, each with a checked checkbox in the "Selected" column, a job board name in the "Job Board Selected" column, and "NichePak credits available" in the "Job Posting Status" column. The job board names are "Engineering Institute of Canada", "Canadian Wireless Telecommunications Association", and "Aboriginal Inclusion Network". Below this table is the "Contact Information" section. It starts with a checked checkbox for "Select to hide the information from your posting". There are several input fields: "Company Name" (with "Workopolis Training" entered), "Company URL", "Contact Name" (with "Joane Miron" entered), "Title" (with "RECRUITER" entered), "Email Address" (with "joane.miron@workopolis.com" entered), "Phone Number" (with "416-957-8352" entered), and "Fax Number". There are also checkboxes for "Online Profile Pages" and social media icons for LinkedIn, Facebook, and Twitter. At the bottom, there is a checkbox for "Do not send online applications to this email address (joane.miron@workopolis.com)". At the very bottom right, there are three buttons: "Preview Job", "Save Posting for Later", and "Post Job".