Kallidus

Vacancy Poster – Complete Posting Guide

05/10/2016

Vacancy Poster

What is Vacancy Poster and how can it help me?

Vacancy Poster is job board posting software that enables a quick and efficient method of posting your vacancies to multiple job boards in a matter of seconds. Vacancy Poster ensures that all jobs posted include a unique application email address thus bringing all applications back to one central location.

How do I use it?

Vacancy Poster provides a seamless connection from the creation of the job and posting the job to your chosen job boards and you will have the option of adding this job to any of the boards set up for you and a simple 'click to tick' includes this board when posting it out. There may be some additional information to add depending on the boards you choose) when posting it out.

What do I have to do before posting the job?

You will choose any additional job boards and additional options selected or extra details added. The 'Post Vacancy' button on Vacancy Poster will send this job to the chosen job boards and all applications will come through Vacancy Poster and your preferred mail client as normal.

1)   Simply choose the boards you want to receive your vacancy

New Post   Manage Posts   Search

change password   back..

Posting details

Job boards

☑ VacancyOpps.com	☑ Professional Passport
☑ CV Library	☐ Monster XML
☐ Hertfordshire JobsOnline	☐ DEA
☐ Exec Appointments V2	☐ GumtreeV3
☐ Yoomy Facebook Job App	☐ CV Library
☑ Monster XML	☐ Great Care.co.uk
☐ eteach.com	☑ IndeedBulk
☐ Nursery World	☑ CVbrowser
☐ HR Grapevine	☐ Universal Jobmatch
☐ LibertyStarWeb	

2)   Complete the 'New Post' form NB - Some job boards will require additional information Complete the additional job board requirements

Monster XML

Continent	[Select] ▼
Country	▼
State	▼
Region / City	▼
Hide Salary	NO ▼

IndeedBulk

City	
State / County	
Country	UK ▼
Education Level	School ▼
Experience	Up to 1 year ▼
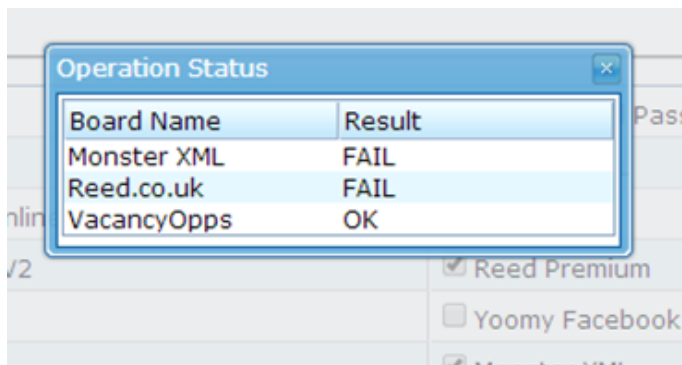
CVbrowser

Country	England ▼
Region	City of London ▼
Town	London ▼
Sector	Accountancy ▼
Sub-Sector	Accounts General ▼

3) Leave these fields blank, unless you are using URL redirect for applications and / or Indeed Premium **(see notes on image)**

4) Ensure all 'RED' fields are chosen as failure to do so will disable posting to any job boards.

5) Once you have 'POSTED' the job a pop up will appear with the post results contained within the reply message

 *Clicking the FAIL or OK will give you the job board reply

You will see on this example that 'Monster' has failed the job as the 'Client could not be authenticated' (wrong username and password or client account closed at Monster).

6) If a job has failed your company VP administrator can help out with fixing most issues. If not they will advise if forwarding the FAIL message to VP is the correct thing to do.

   Please send the full FAIL message (not the pop up box) with the job ID to:

   jobpostfails@vacancyposter.com (with your Job ID in the subject line)

   NB - To obtain the full FAIL message please copy and paste the content from the pop up box into the body of the email

Manage Posts

7) Manage Posts will show all the jobs you are permitted to see and provide an overview of the Status of your jobs

   The job above was attempted to be sent to 4 job boards, has successfully gone to two (2+) and has failed on two (+2). The number on the left of the + designates success, the number on the right of the + designates failure.

Job Reference	Apps	Board	Title	Date Posted	Posted By	Action
VP46AD4845	0	2+2	Example Test Post	28-Apr-14 14:53:44	Joe Sweeney	Repost Refresh Del Edit Clone

Current active posts

8) Once either you or the system administrator has fixed the errors the job can be Reposted (sent to the failed boards) by choosing Repost – this will bring up a pop-up box giving you the option to Repost to the previously 'failed to' job boards.
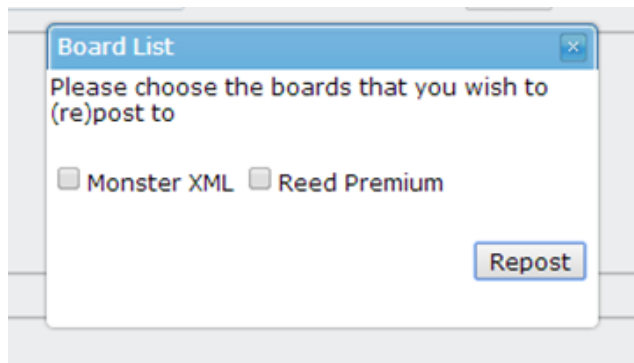
9) This will either give you OK or FAILS on the pop-up and if all OK close dialogue box, otherwise click on FAIL and repeat process on 5) above.

   EDIT (Edit on existing boards or add to new job boards)

10) Editing on existing job boards (that allow editing) – choose EDIT – make changes to job and POST – pop-up will indicate success or fail (as per point 5)

11) Please Note – NOT ALL JOB BOARDS allow multi-poster editing of jobs (Reed are one such job board and allow manual editing of certain fields only. Vacancy Poster also enables you to add a previously posted job to more job boards

   If a job was posted to 2 job boards and you want to add it to another (different) job board this is the process…. Go to 'Manage Posts' identify the job – choose 'EDIT' – the job opens up and should have the original boards the job was posted to ticked – IMPORTANT un-tick these boards (ignore Vacancy Opps as this is our job board and is FREE) – tick the boards you want to add this job too and POST as normal. Failing to un-tick the previously posted to job boards can result in additional credits being used.

Clone (make an exact replica)

12) Clone allows you to make an exact replica of a previously posted job. The main thing to be aware when cloning a job is the 'date job posted' and we always advise changing the Start Date to today TIP – change the date to today!! *(see image on next page)*

Delete

13) Choose Delete on manage posts – a pop-up box appears allowing you to choose the boards you would like to delete the job from.

Tick the boards as required and click DELETE – a pop-up box will provide you with the success or fail for the boards chosen – if a board does not allow 'Delete' the JOB will still be seen in Manage Posts.
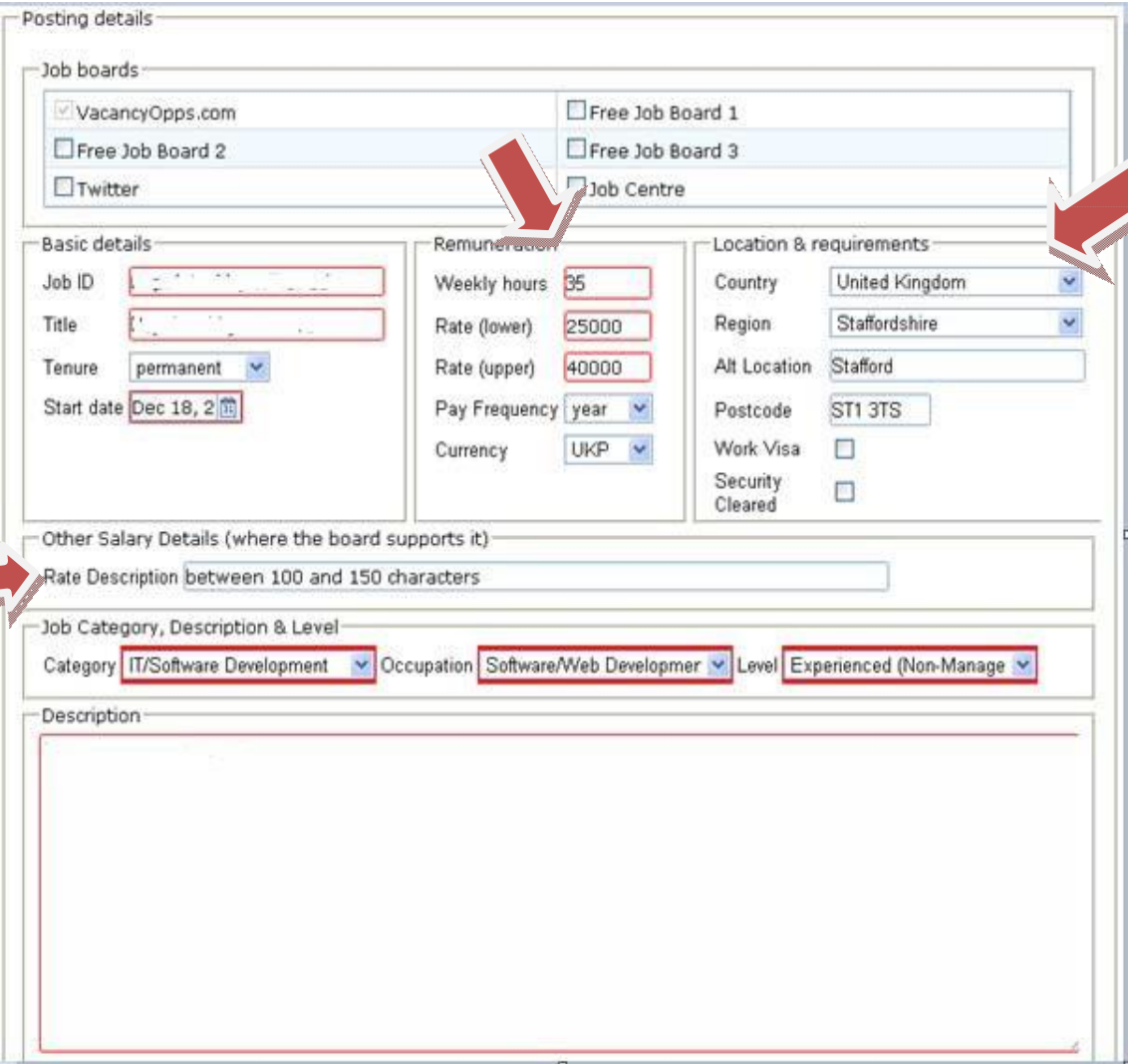
Delete (Force Action)

Tick the boards as required and click DELETE – a pop-up box will provide you with the success or fail for the boards chosen – if 'Force action' is chosen regardless whether a board allows 'Delete' the JOB will be deleted from Manage Posts, BUT may still be live on some boards. TIP* (Check the pop-up replies)

Refresh

14)   Refresh is an option, but not always the best solution – Refresh was
        designed by job boards to bring roles higher up on searches, however
        does not replace a well written job spec in the first place. Using a job
        posting credit to post exactly the same job specification out again is
        considered by some to be a credit wasted. Y ou may be better off
        editing the job, making changes to the description so that the main
        key words appear at least 4 or 5 times each BUT without sounding
        monotonous – TIP think SEO when writing a job description (SEO =
        search engine optimisation).

Posting – How to and what to look out for

1) **Weekly Hours** – This can be left at 35 for a full time role. 35 denotes a full time position and 16 or less is part time. Changing it to 0 (zero) could denote a part time role.

   NB. On hourly paid jobs, some job boards display an annual salary calculated from Weekly Hours x Rate Upper x Pay Frequency (eg a 35 hour role paying £10 per hour could show as £18200 per annum.

2) **Rate Lower and Upper** – no currency symbols or commas, so £40,000 is expressed as 40000 and £12.50 is expressed as 12.50

3) **Pay Frequency** – this should reflect how the given salary is expressed (£40000 per year, £15 per hour, £150 per day etc.

4) **Region and Alt Location** – always choose the most appropriate combination for the role. If in Region you choose the county, in Alt Location choose the town etc. Direct Employers should always use a Postcode. NB – This does not apply when choosing something other than UK or South Africa as there are no Regions to choose so only County, Alt Location and Postcode are used.

5) **Other Salary Details** – as it suggests not all boards support this option, but it does not hurt to add up to 150 character description (inc spaces) something like 'excellent package plus benefits' it is really to help attract the application.

Top Ten Reasons For Job Post Fails

1) No Region Selected – left at default Please Select
   ==FIXIT== - choose closest option available

2) Postcode wrong format se283wz –
   ==FIXIT== - should be SE28 3WZ

3) Job Description too long (job board descriptions vary with maximum of around 5000 characters)
   ==FIXIT== - shorten job description

4) Job Title too long (try and keep to less than 80 characters)
   ==FIXIT== - shorten job description

5) Job Title contains illegal characters such as - £, & or * (most job boards prefer plain text in job title field)
   ==FIXIT== – remove non ASCII characters

6) Salary exceeds £1,000,000 per year – *pay frequency not changed to per year on perm roles
   ==FIXIT== - change to yearly

7) Salary less than £500 per year - *hourly rate in upper and lower, but Yearly selected in Pay Frequency
   ==FIXIT== - change to hourly

8) Hyperlinks in job description – most boards do not like or allow apply to email addresses or website URL's in job descriptions
   ==FIXIT== – remove from job description

9) National in Alt Location Field – job boards do not recognise place called National
   ==FIXIT== – remove from job description

10) Rate Description too long – keep to 120 or less characters – E.G. Excellent Salary plus fully expensed BMW Company Car with Private Healthcare, 26 days holiday and subsidised canteen
    ==FIXIT== – change to something like Excellent Salary, Quality Car and Benefits Package