greater jobs

Login

Search & Apply

HOW TO GUIDE

Placing an Advert

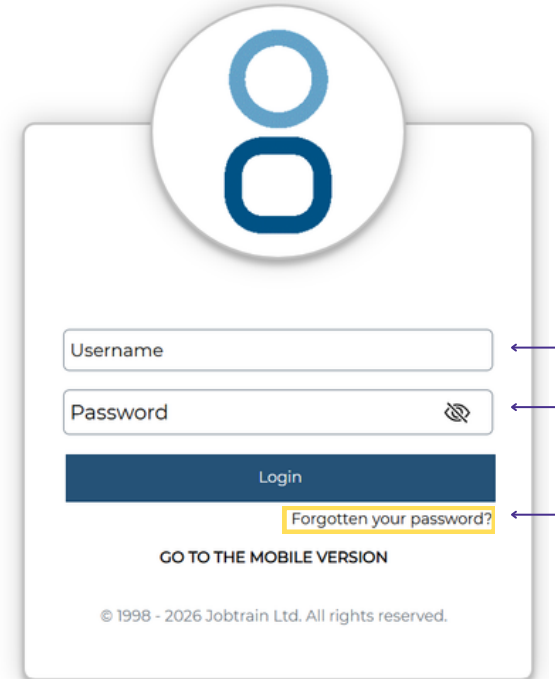
Greater Guidance

STEP ONE
Logging In

Welcome! You've been set up to raise advertising requests through our **online system.** We recommend bookmarking this link for future use. You can also find the link within the **Advertise With Us** section under **Customer Login**.

Select **'Forgotten your password'** and enter your email address to receive an email, where you can generate a password to access your account.

Once you have created a password, you will be prompted to complete a Two-Factor Authentication feature that generates a one-time password, which is time-based and helps add more security to your account.

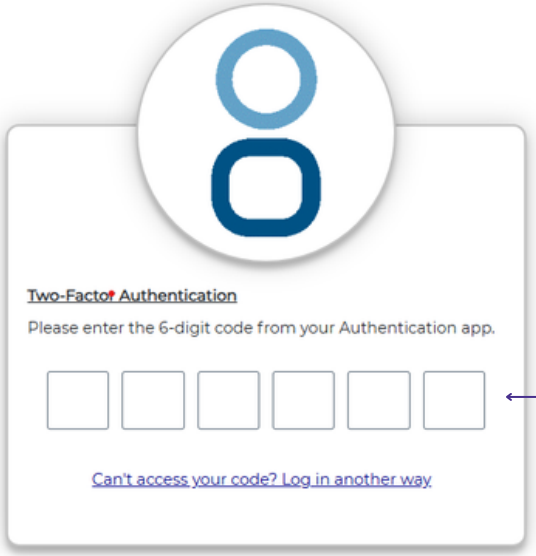


Username: Add in your work email address

Password: Add your chosen password once you've generated it

Forgotten Password: Generate your password

After pressing '**Get Started'**, a QR code will be displayed that you will be asked to scan using your preferred authentication app. After scanning the QR code and pressing '**Next'**, the following screen will appear, prompting you to enter the code in your selected authenticator app.



Code: Enter your code here.

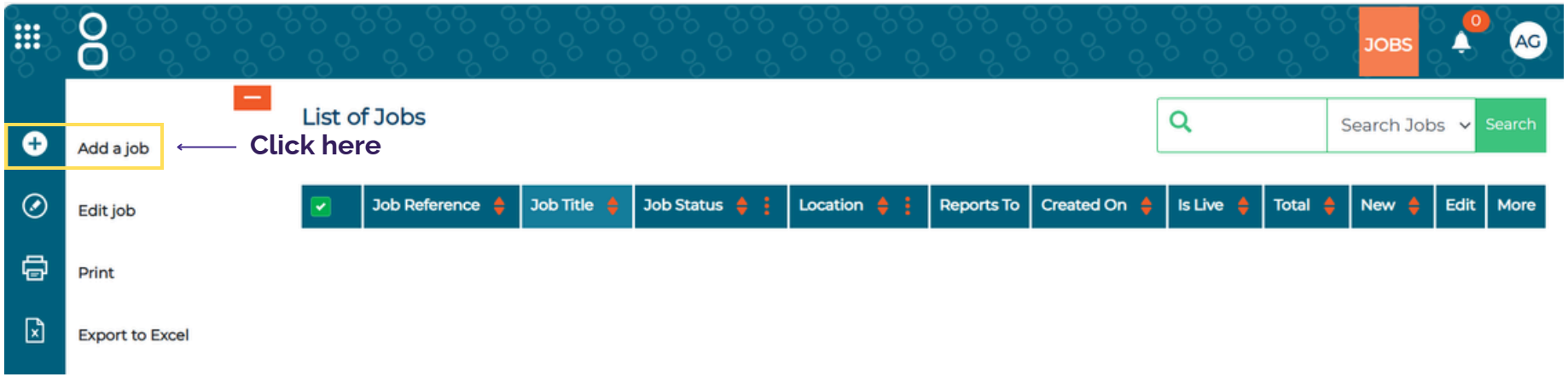
After entering the correct code, you will receive a pop-up message saying that Two-Factor Authentication is now enabled. The final step in this process is to press '**Finish'** to set up Two-Factor Authentication successfully.

After set up, you'll sign in with your email and password, then enter the one-time code from your authenticator app.

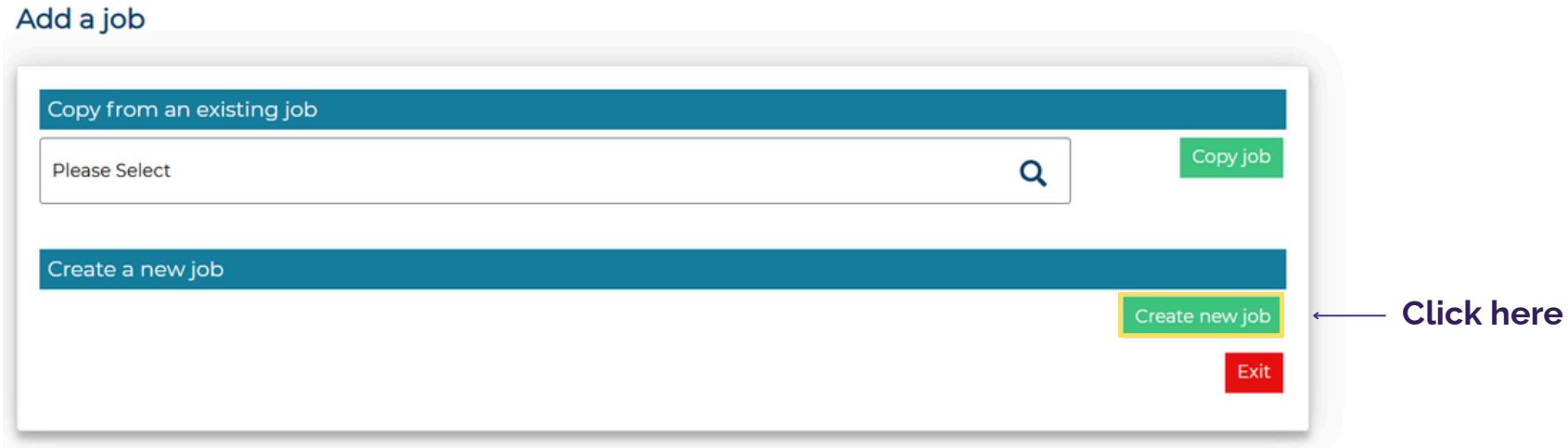
STEP TWO

Adding a Job

Once logged into the system, you will see the option to **'Add a job'** in the left-hand menu, where you can start your vacancy request.

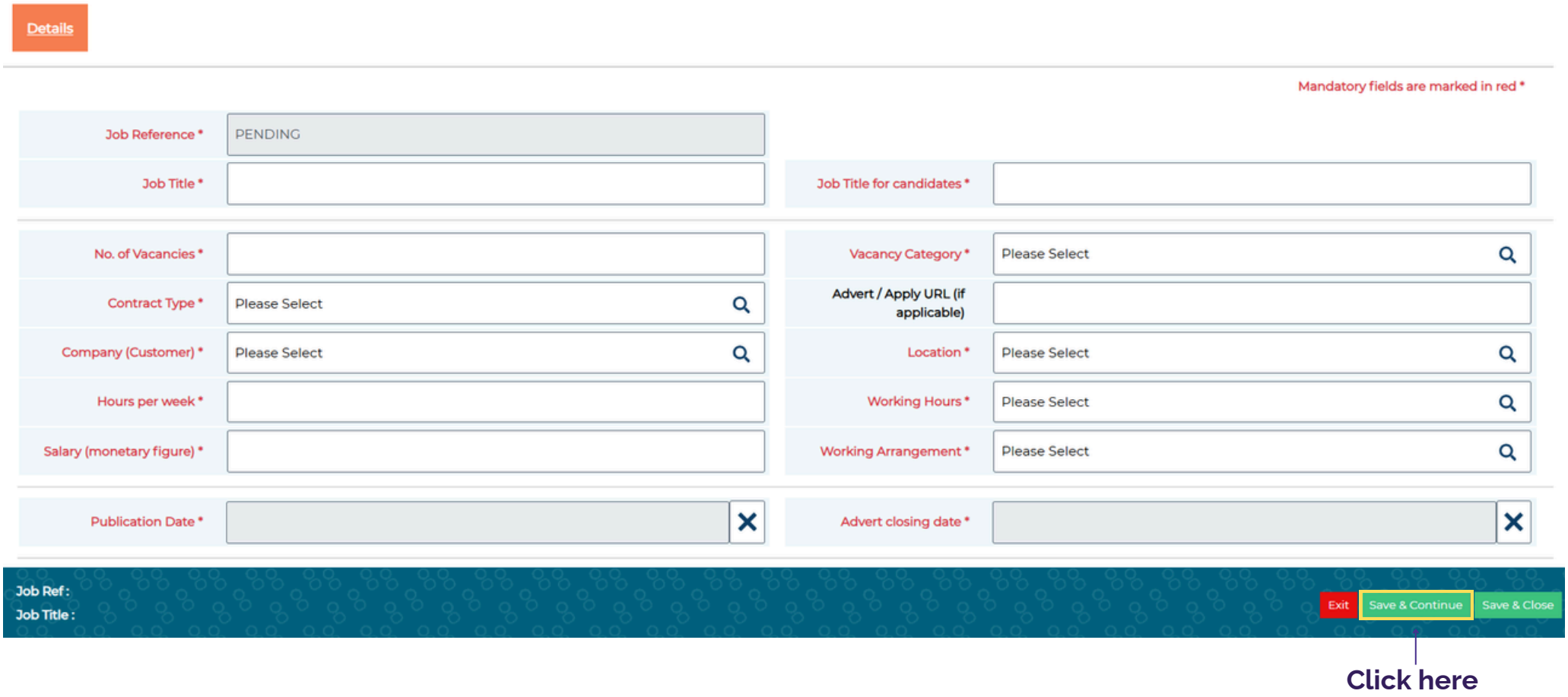


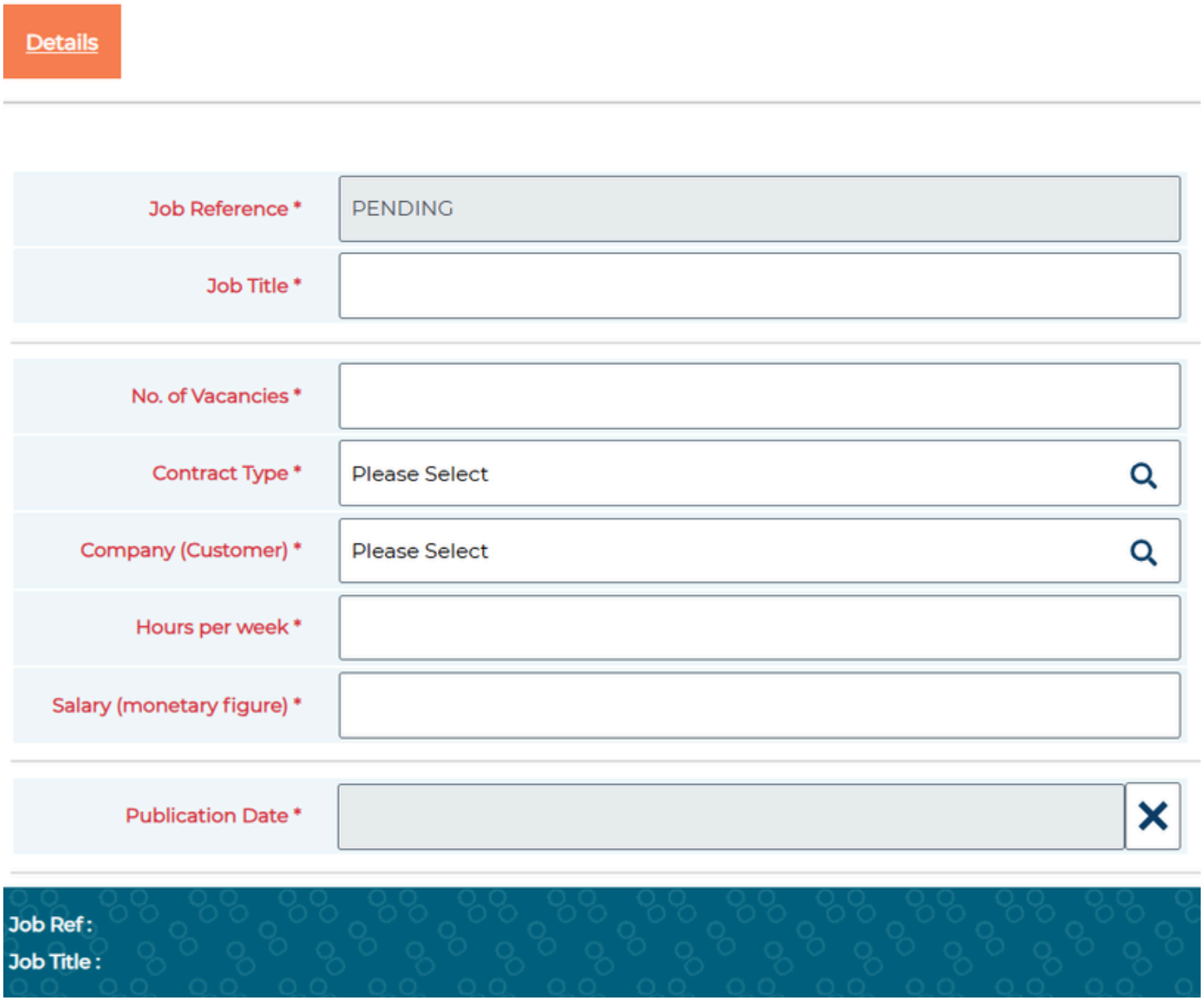
Click **'Create new job'** to start your advertising request.



Complete the relevant job information on the '**Details'** page. Fields in red are mandatory and will need to be completed before you can continue. Once you have completed the details in this section, click **'Save and Continue'.**

Please see pages **5-6** for a more in-depth look and explanation of the fields.





Job Reference: Pending will update to a number once your advert is live.

Job Title: Add in the job role name only, do not include location, maternity cover etc.

No. of Vacancies: Add the number of vacancies you're advertising for.

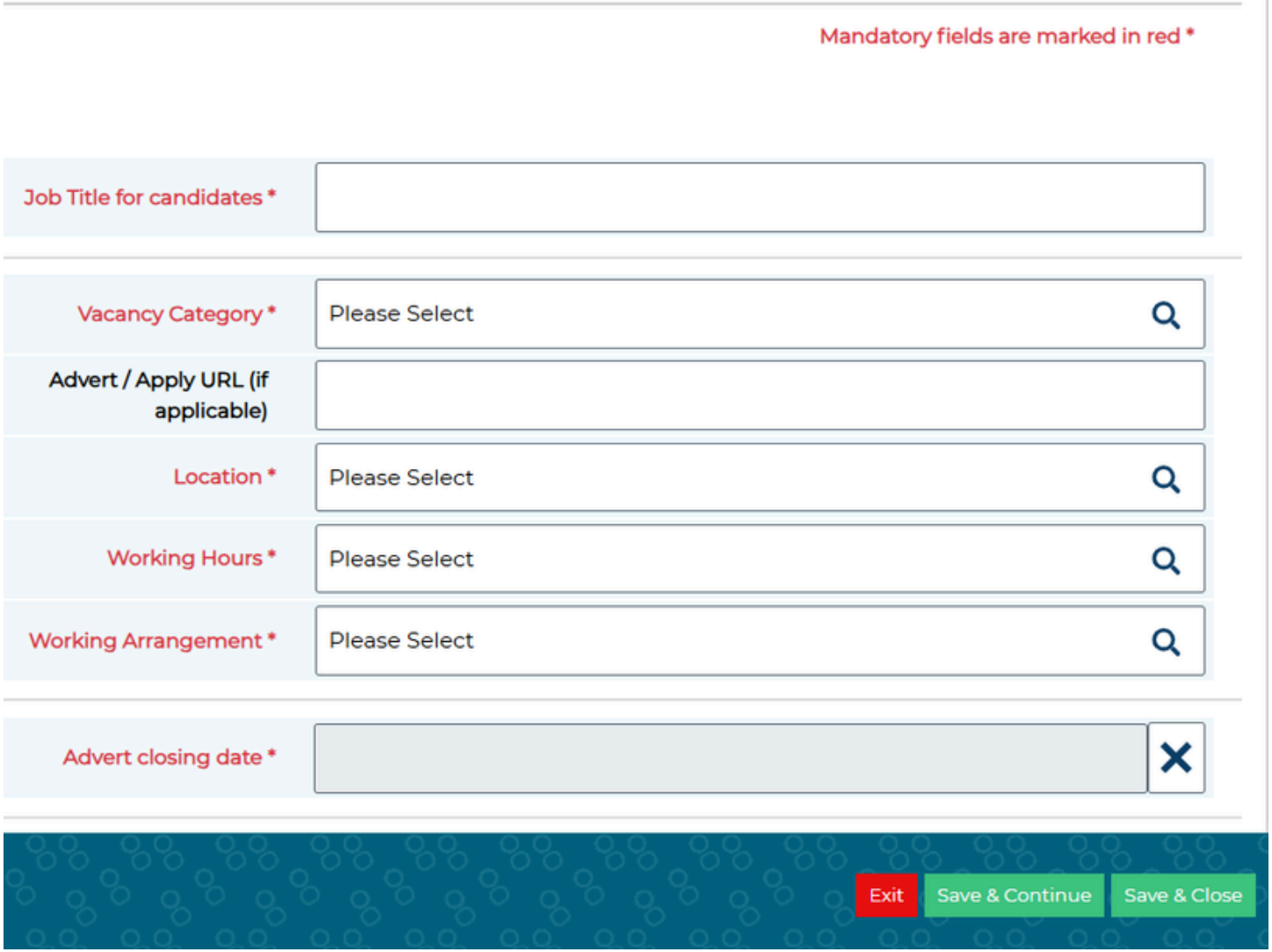
Contract Type: Use the dropdown to select the type of contract.

Company: Select your organisation from the dropdown.

Hours Per Week: Add in the hours that are worked per week.

Salary: Add in the monetary figure, excluding text. *Full salary details can be added on the **'Advert'** page.*

Publication Date: Add in the day you'd like the advert to go live. If you don't need it to be published on a specific date, choose today's date. *Please note we have a 48 working hour SLA.*



← **Title for Candidates:** This automatically pulls through the Job title.

← **Vacancy Category:** Select Customer.

← **Advert / Apply URL:** Add in the apply link. *Make sure to add this within the advert text on the '**Advert**' Page too.*

← **Location:** Select your organisation's location where the candidate will be based from the dropdown.

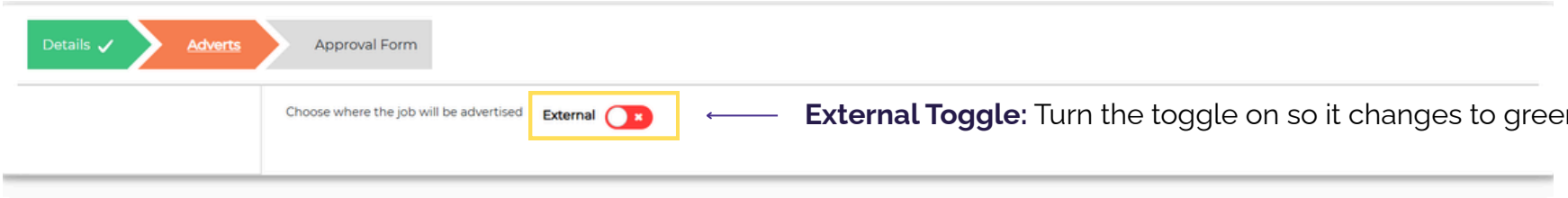
← **Working Hours:** Select the working hours from the dropdown.

← **Working Arrangement:** Select the working arrangement type from the dropdown.

← **Closing Date:** Single payment adverts have a maximum of six weeks from the publication date. Bundle adverts have an enhanced listing of eight weeks from the publication date.

Note: If your organisation doesn't appear in the customer or location tab please contact **admin@greater.jobs**

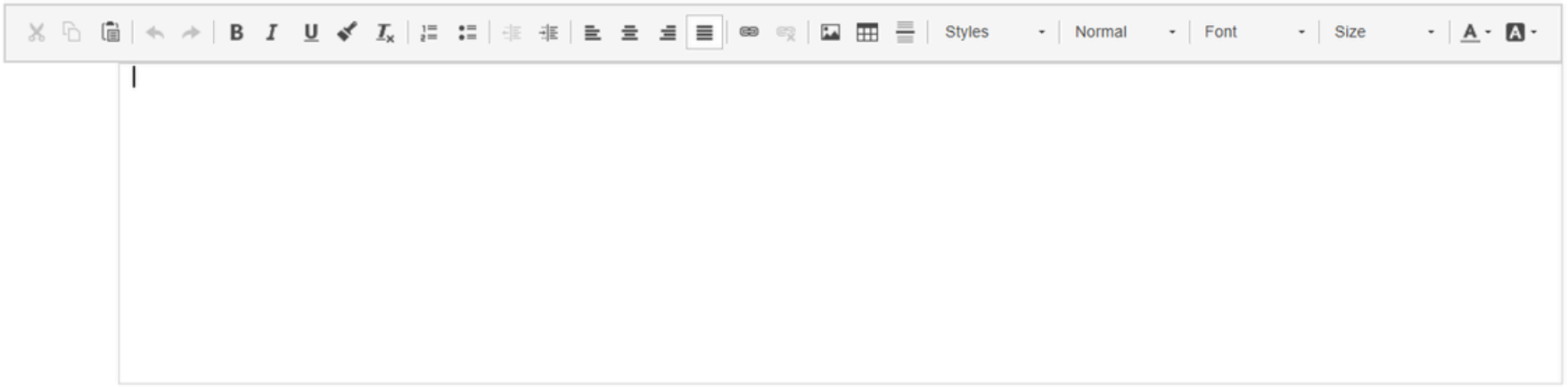
Within the '**Advert**' page, please select the '**External**' toggle which will allow your vacancy to feed through to the greater.jobs website.



External Toggle: Turn the toggle on so it changes to green.

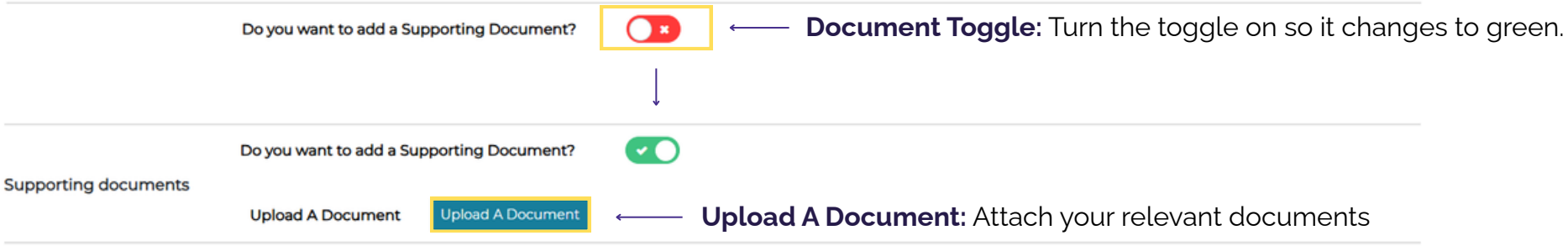
An advert text field will display where you can complete your vacancy text. If you are directing your candidates to apply through your own website, please include a hyperlink with in your advertisement.

Before adding your vacancy text, make sure to copy your text into Notepad from Word. Notepad will strip out any formatting uses that could occur.



You can attach any documents you wish to include on your vacancy within the **'Supporting Documents'** section. Here you can upload documents from your own files, naming them in away that helps your candidates find the key information they need for your vacancy.

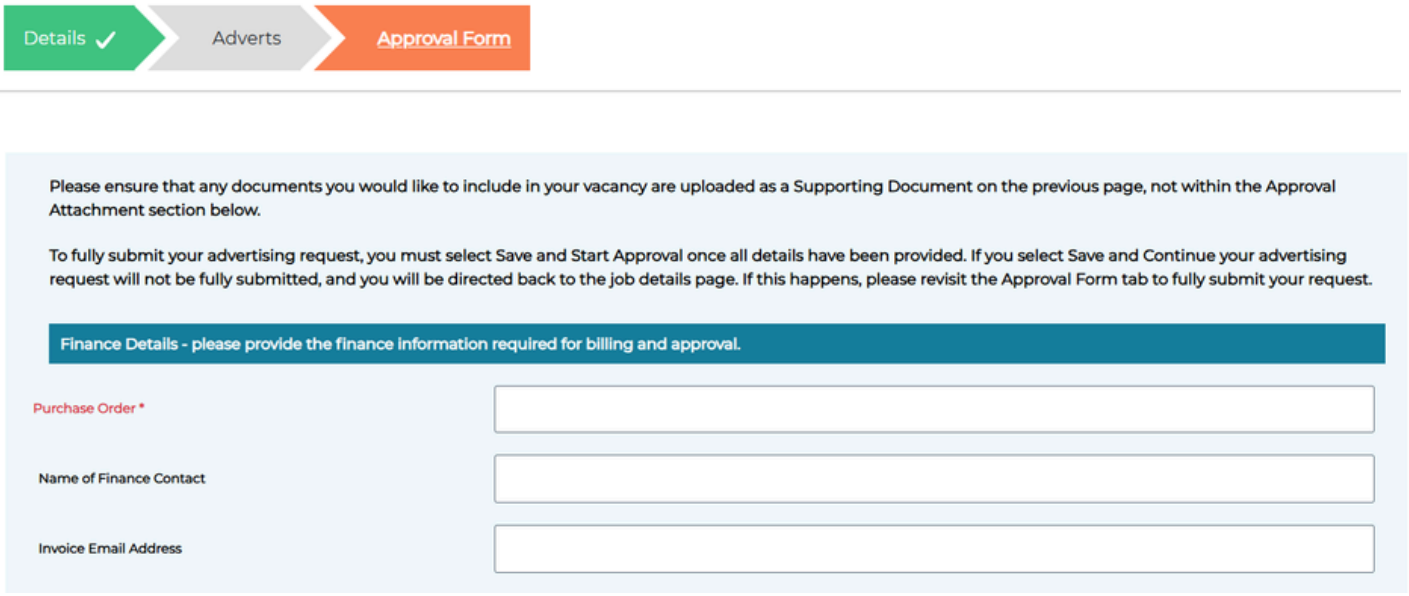
There is a file size limit within our online system of 1MB.



Once you have completed your vacancy text and uploaded any supporting documents, click **'Save and Continue'.**



Complete the invoice and other additional details within the '**Approval Form**' section. Mandatory fields marked in red must be completed before your advertising request can be submitted.

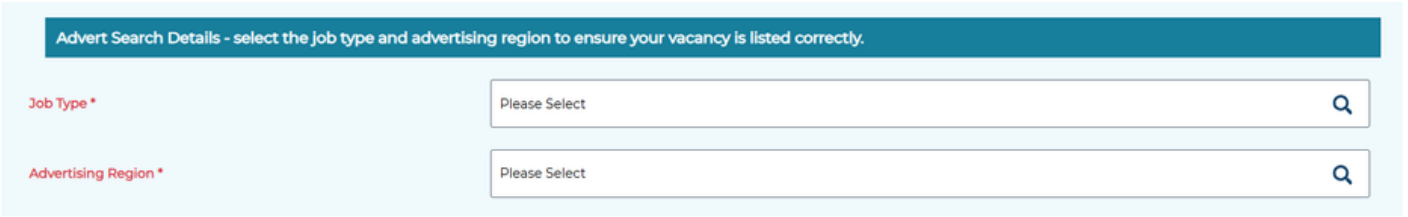


Purchase Order: You can obtain this from your finance team. If your finance team don't require a PO, please add N/A.

Name of Finance Contact: Add in your finance contact's name.

Invoice Email: Add in where you'd like the invoice to go.

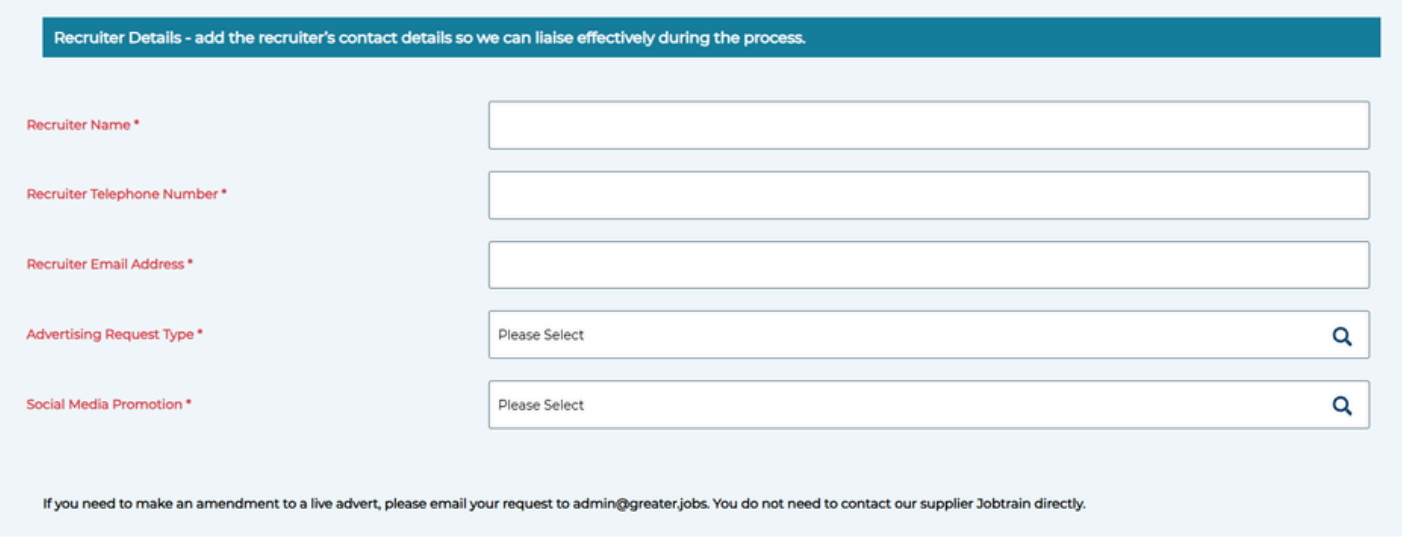
Note: Please ensure the finance details are correct as reinvoicing will incur a £15 charge



Job Type: Select from the dropdown the most relevant job type for the role.

Job Region: Select from the dropdown the region where the role is located.

Complete the invoice and other additional details within the '**Approval Form**' section. Mandatory fields marked in red must be completed before your advertising request can be submitted.



Recruiter Name: The name of the person placing the advert

Recruiter Tel Number: The number of the person placing the advert

Recruiter Email Address: The address of the person placing the advert

Advertising Request Type: Choose if you're PAY-G or if you've bought a bundle.

Social Media Promo: Use the dropdown to select whether you'd like this advert to be promoted using the social media credits included in your bundle. If this is a one-off advert that you want to promote, choose the final option in the list.

Please see our bundle offers **here**

Select **'greater.jobs Delivery and Development Team'** from the Job Approval Workflow drop down. An option to provide an approval attachment will display, however we do not need this information for your request.



Job Approval Workflow: Select from the dropdown.

Once you have completed the details, click **'Save and Start Approval'**. Your vacancy will now be sent to the greater.jobs Delivery & Development Team to process.



Click here

GOOD TO KNOW

You will receive email confirmation once your vacancy has been approved, and your vacancy will be live on greater.jobs within 48 hours of this, however the majority of vacancies we publish will go live much sooner.

Once an advert is live, only the Delivery & Development Team can make changes. Please email us at admin@greater.jobs and we'll be happy to assist.

We do offer a fantastic range of recruitment bundles which offer great value, especially for organisations with ongoing recruitment needs. To find out more information regarding advertising with us please see **here.**

CONTACT US

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