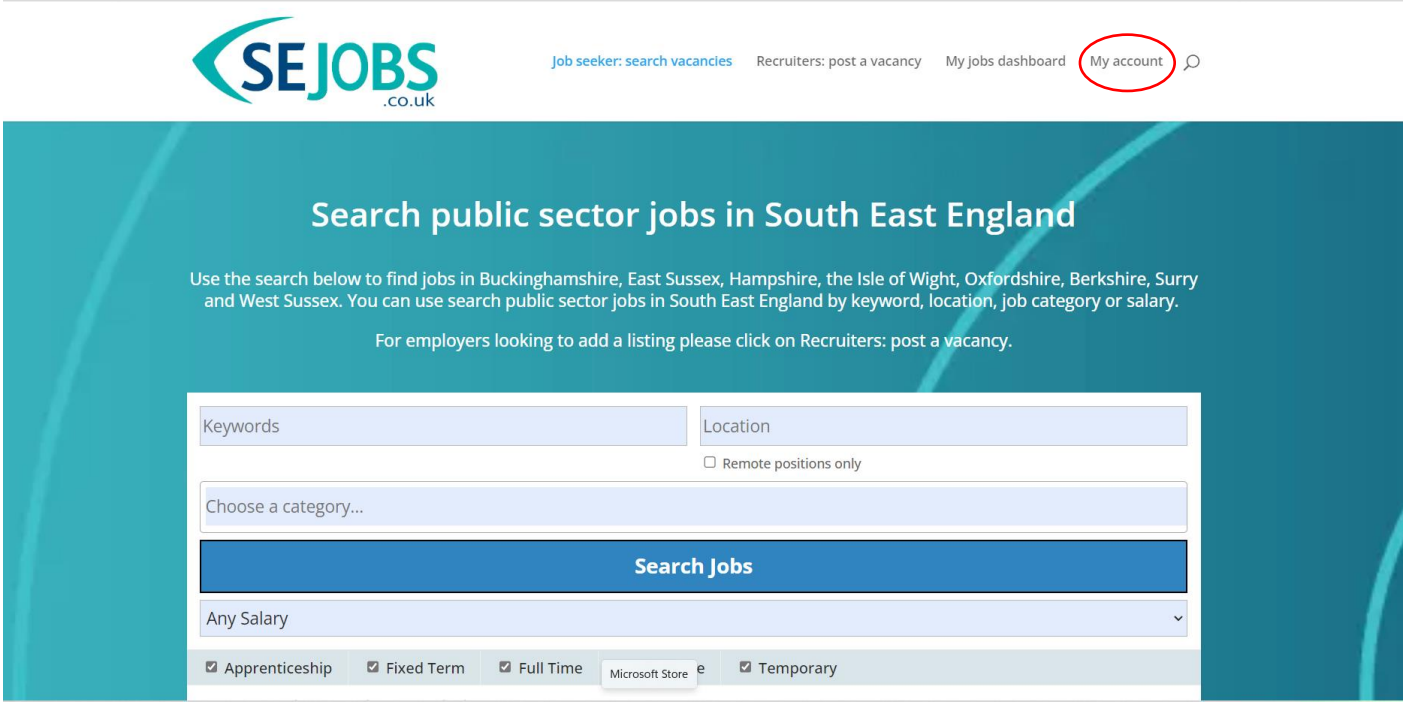
SEE
South East Employers

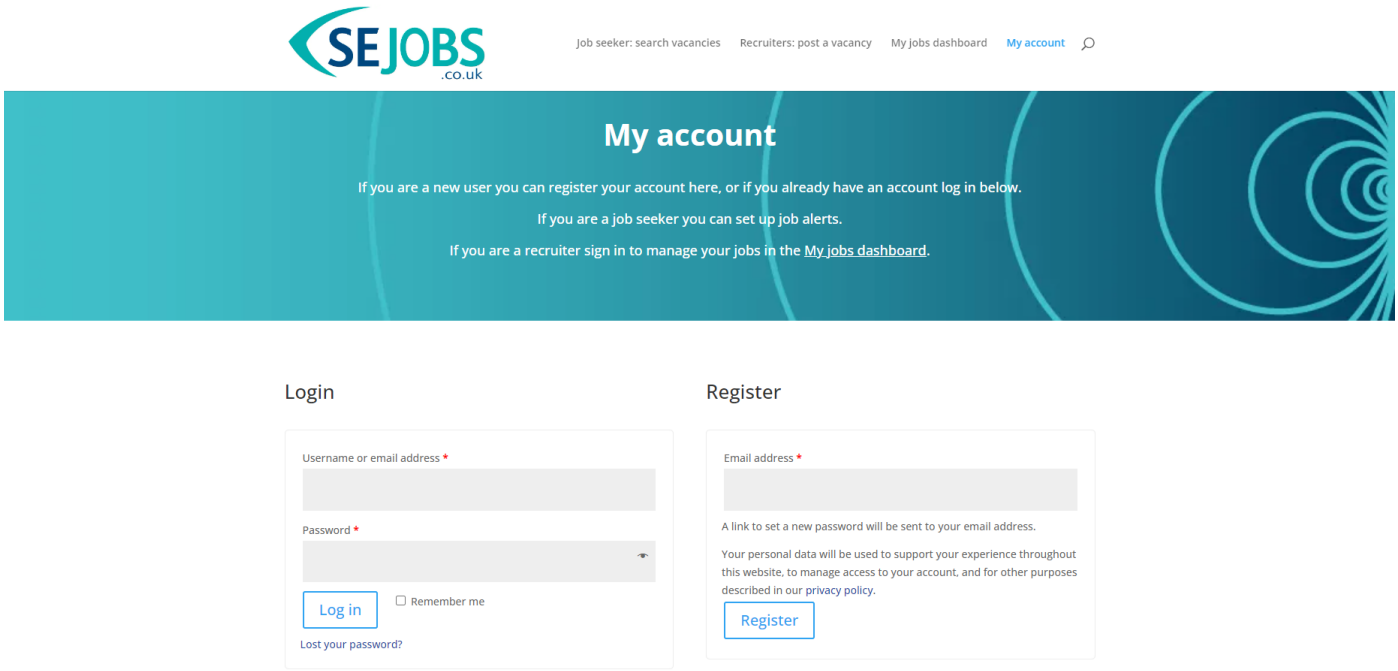
HOW TO ADD A JOB LISTING TO SEJOBS.CO.UK

POST A VACANCY

Visit sejobs.co.uk and go to ‘My Account’ in the header menu of the site

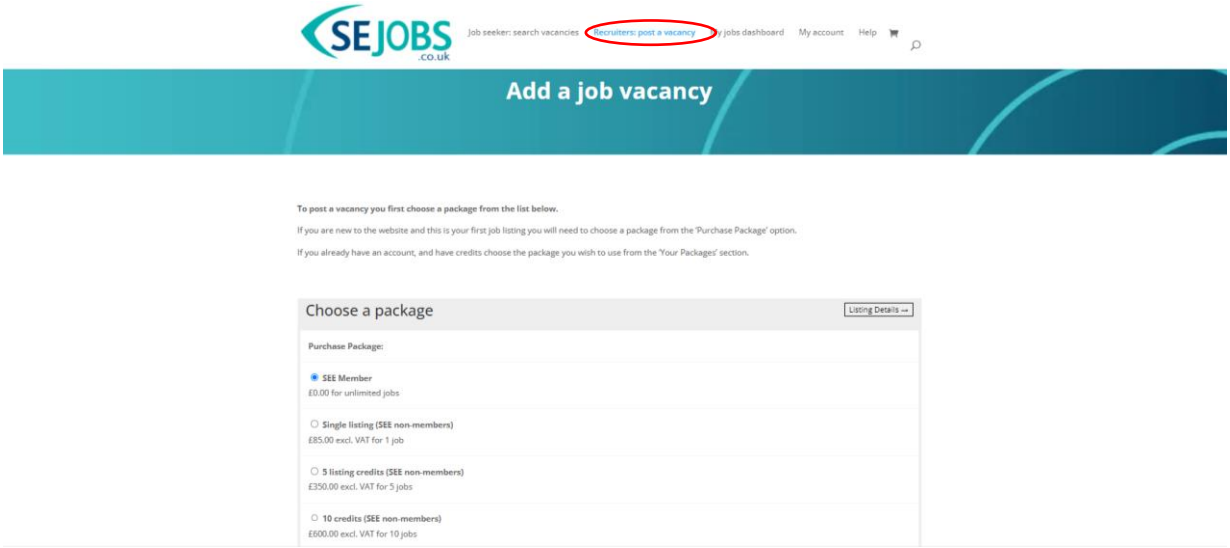


Log into your account or create one

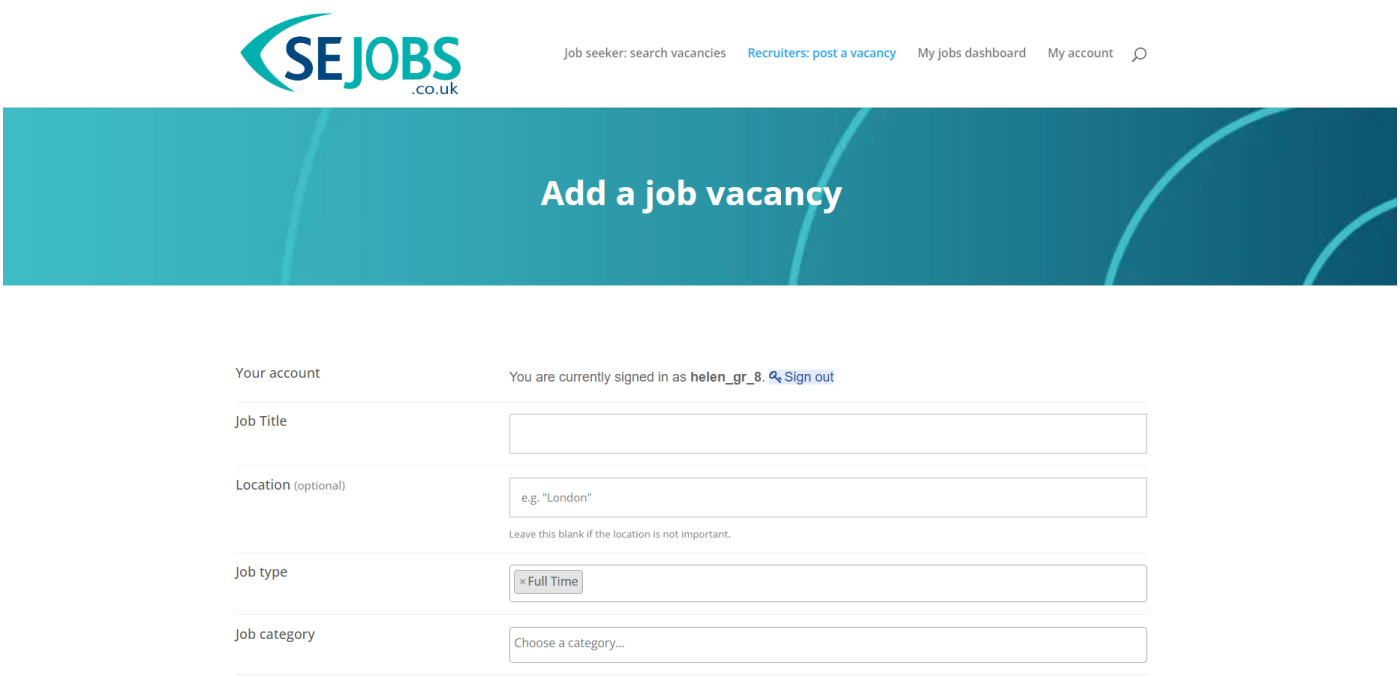


POST A VACANCY

Select ‘Recruiters: post a vacancy’ in the header menu
This will bring you to the page below – select whether you are a member of SEE. Non members will be charged to list their job adverts. Buying a set of credits will save you money on future listings.
When selected click on the ‘Listing Details’ button.



This will bring you to the job vacancy form to fill out. These details will appear on your job listing



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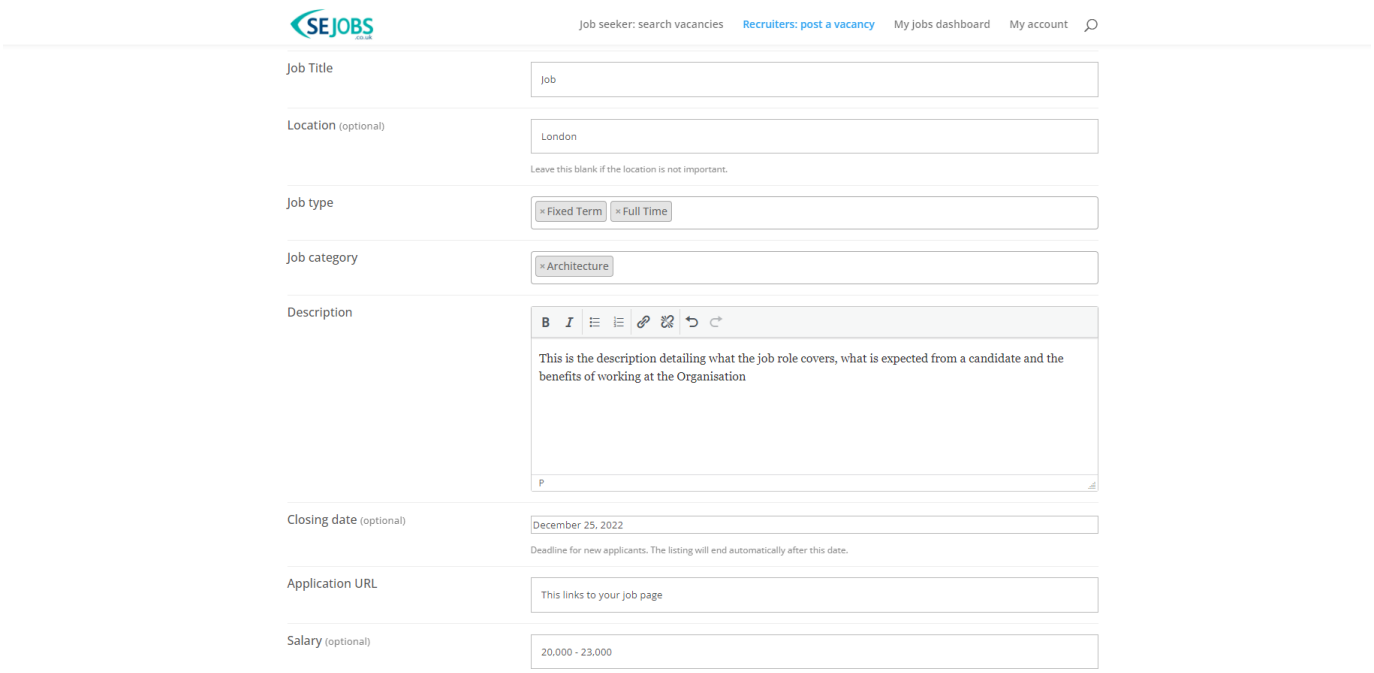
The first details needed relate to the job vacancy.

Job Title – the title of the job post
Location – the town or city where the job is available
Job type – this is the type of contract on offer (e.g. full time/part time etc)
Job category – the site has a large selection of job categories making filtering available roles easier to job hunters. Choose the one that fits your vacancy. If you can see one to fit please contact admin@seemp.co.uk
Description – this tells potential applicants the important details of the job. For example what the job role consists of, what attributes an ideal candidate would have, the benefits of working for the organisation etc.
Closing date – this is a drop down calendar
Application URL – this links to the job listing on your site where people can apply
Salary – this can be a single salary or a salary range. Please don't include any symbols (e.g.£, &) and format the amount 20,000 or 20,000 – 23,000

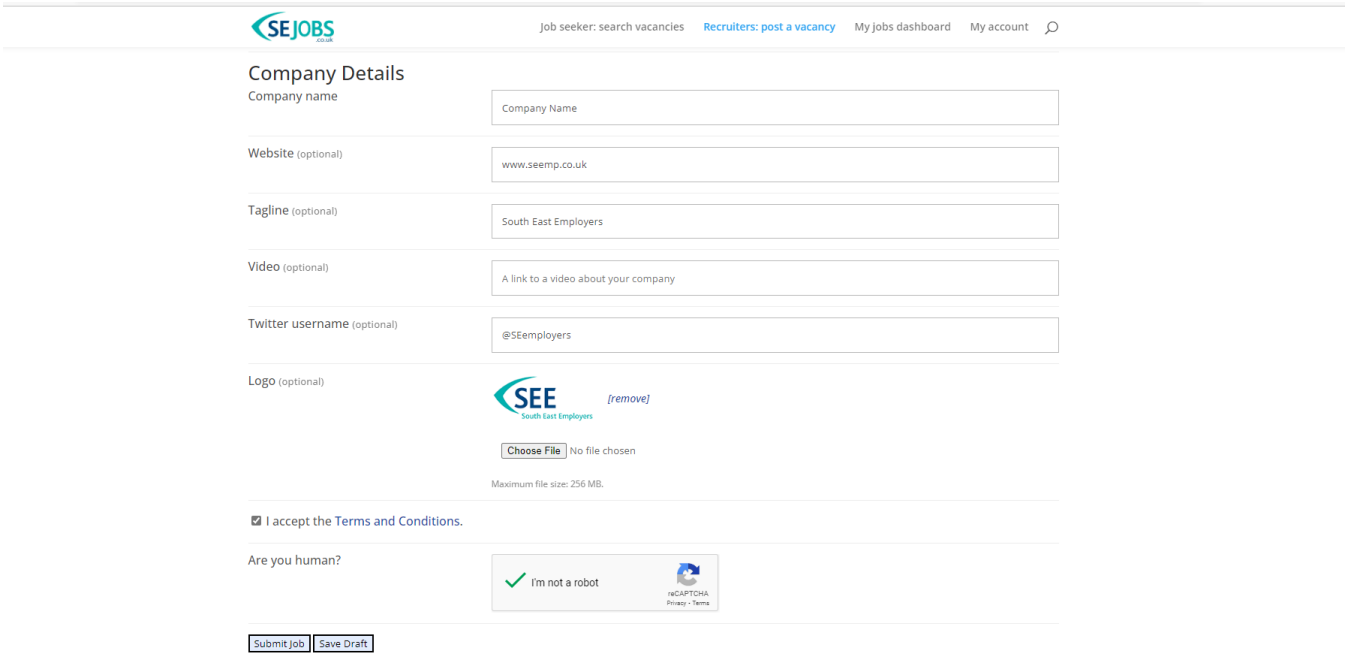


POST A VACANCY

Now you need to fill in the Company Details

Enter your company information into the form. If you don't have some of the information (e.g. a twitter account) leave it blank

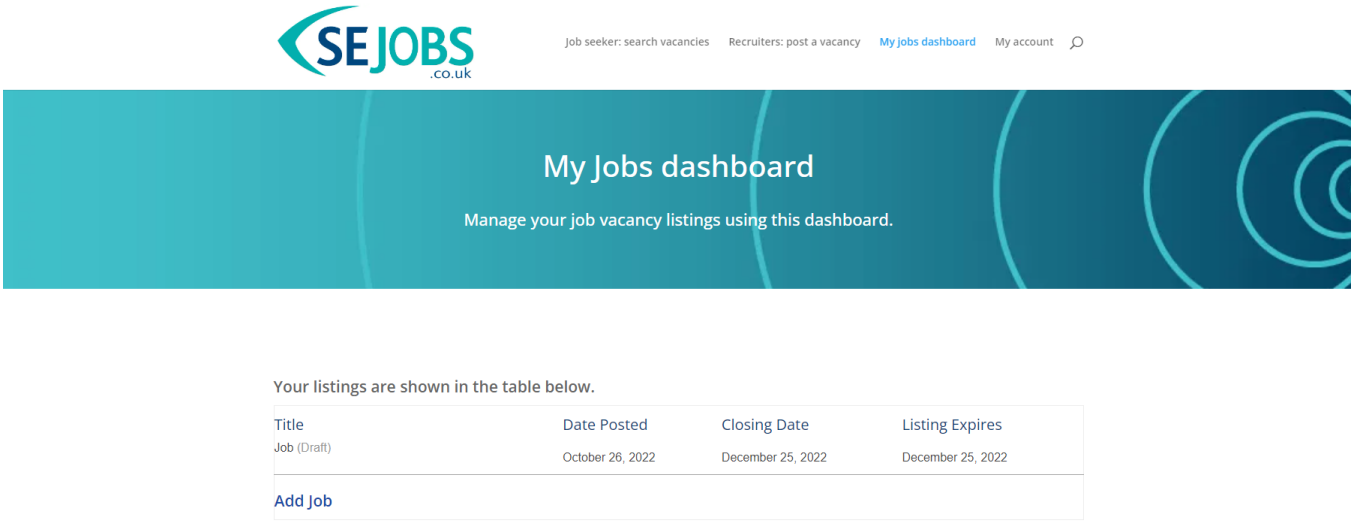
You need to read and accept the Terms and Conditions and complete the 'I am not a robot' checks to continue



You can list your job immediately by selecting the 'Submit Job' button, or save a draft of the listing to edit later with 'Save draft'

POST A VACANCY

If you save your job listing as a draft you can find it under ‘My Job Dashboard’ in the header menu



Complete your listing by clicking on the job title to re-open the form. You will need to reselect if you are a member or not and click the ‘Listing details’ button to access the job information.

Payment for a listing won’t be needed until you are ready to post the job live on the site.

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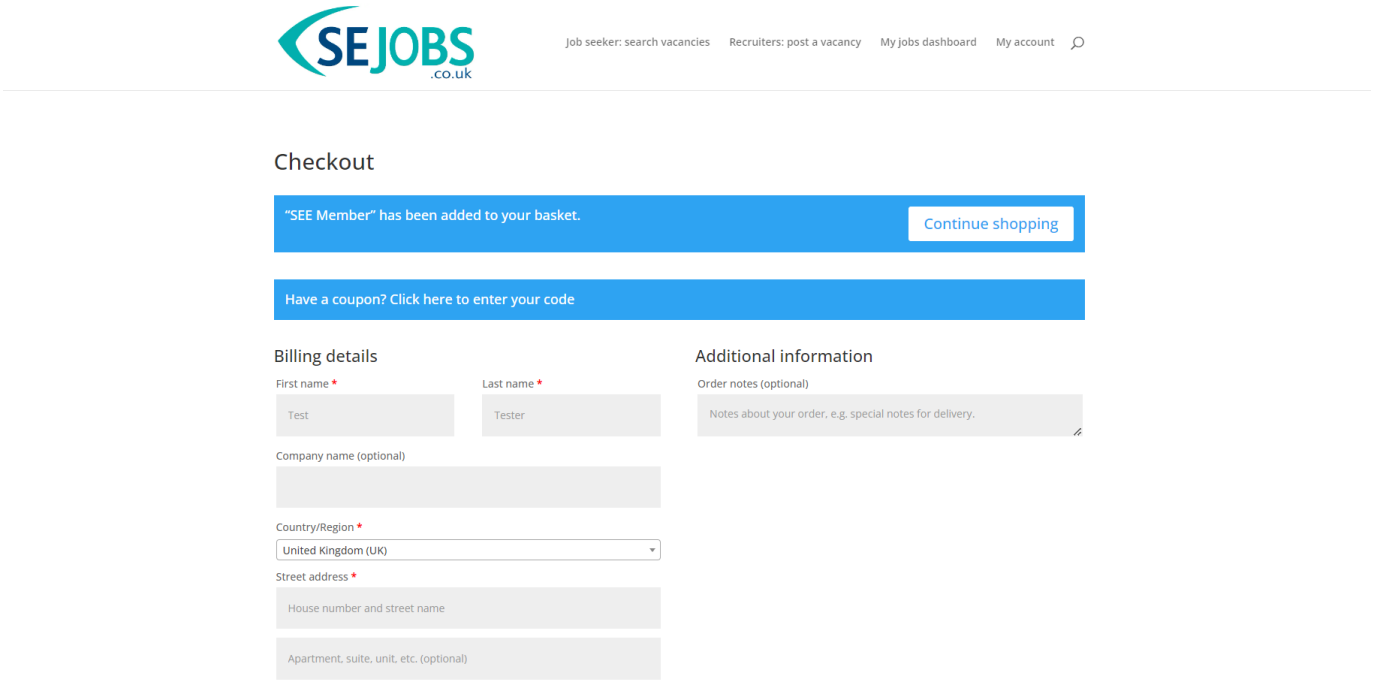
When you are ready to list your post click the ‘Submit Job’ button at the bottom of the job submission form. This will take you to the checkout for payment.



If you are a member you will still need to continue with checkout but the total will be £0.00

As a member you will only need to checkout once with the ‘Members Package’ – future listings will be submitted under your existing package for free

This will alert the SEE team a job listing has been submitted and is ready to approve. Once approved your listing will appear on the site.