



Coyle Homecare Job Posting Guide

How to post a job on the Coyle Homecare Website

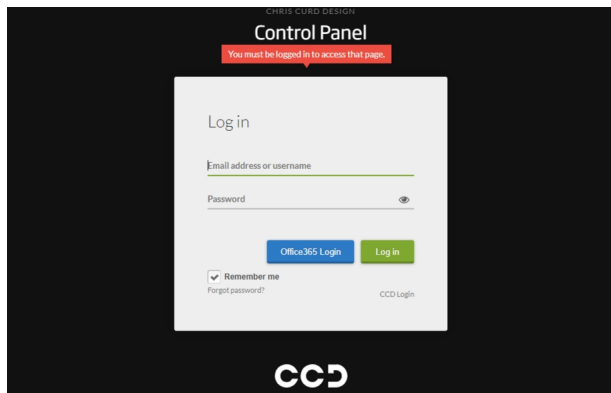
Step One

Before posting a job, you first need to ensure that you have access to the appropriate website. Try **Step 2** to see if you can gain access and if not, speak to your manager or email marketing@greencastlesolutions.co.uk to request a log-in.

Step Two

To begin posting job vacancies on the website you need to go to the control panel. To do this you need to go to the following link - <https://www.coylehomecare.co.uk> and press '**Ctrl + Alt + Space**' which will bring you to the following page.

To login, use the Office 365 option as shown in the below screenshot and continue with your laptop credentials.

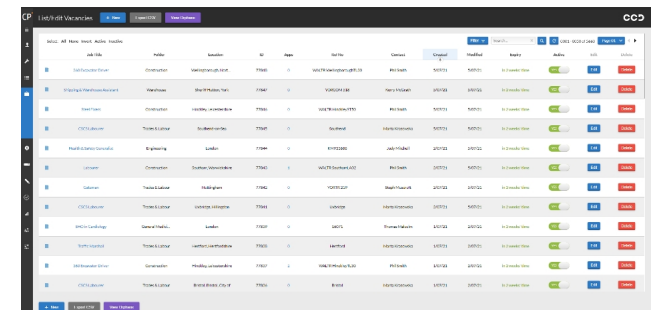
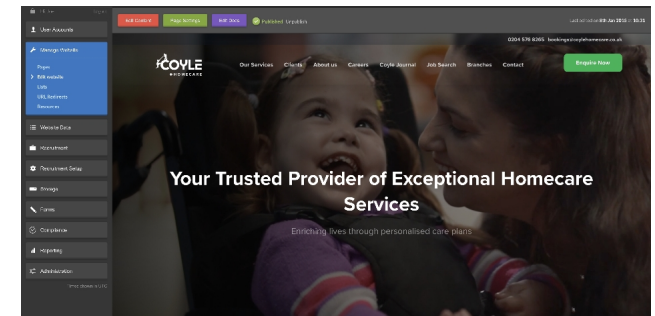


Step Three

Once you have logged into website you should see the screenshot to the right. Go to the control panel on the left and click '**Recruitment**'. This will then show a dropdown, from here click '**List/Edit Vacancies**'.

This page will let you see of your existing jobs and the number of applications they have received. You can come to this page at any time to remove or edit a job.

To start creating a job click on the '**+ New**' option at the top of the page.



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Step Four

You should now see the new vacancy page; you need to make sure to fill in every section on this page.

Ensure that you have selected the appropriate contact and sector from the drop-down boxes, as well as choosing a location that pulls through on the map.

It's also at this stage that you'll require a job description. Marketing assists teams by providing job post templates so if you don't already have one of these for the role you're posting then again, please either speak to your manager or email marketing@greencastlesolutions.co.uk

We have a wide range of job post templates which can be found on the Wiki - under Marketing.

Quick Links -

- [Coyle Doctors - Job Description Templates](#)
- [Coyle Education - Graduate Cover Instructor - Job Description Template](#)
- [Coyle Homecare - Complex Care HCA - Job Description Template](#)
- [Coyle Homecare - Compliance Officer - Job Description Template](#)
- [Coyle Homecare - Support Worker - Job Description Template](#)
- [Coyle Medical - RGN - Job Description Template](#)
- [Coyle Medical - CPN - Job Description Template](#)
- [Coyle Personnel - Maintenance Engineer - Job Description Template](#)
- [Coyle Rail - LU Plate Laying Gang - Job Description Template](#)
- [Coyle Rail - Job Description Templates](#)

New Vacancy

Save

Cancel

Job Title*

Reference No.*

Type*

☒ Permanent

☐ Contract

☐ Temporary

☐ Part Time

Live on website

YES

Sector

Choose folder... ▾

Contact*

Marketing Red Group ▾

Speciality

Benefits

Expiry Date

None

✕

Salary

Salary Currency

GBP (£) ▾

Salary from*

Salary up to (optional)

Salary Period

per annum ▾

Salary Preview

£0.00 per annum

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Step Five

Once you have finished filling all the fills just click '**Save**' at the top of the page and your job will automatically be posted onto the site. It's worth, at this point, to view the job on the front end of the site to see if it's formatted correctly.

You can also make sure that the job is live by checking the Active button is green, this shows that you job is live on the website. If red, just click on the toggle button and the job will now be live.

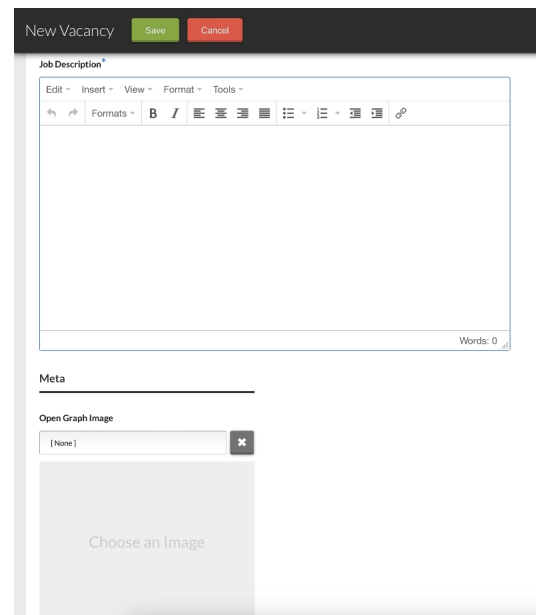
Expiry	Active	Edit	Delete
n/a	☒	Edit	Delete

Step Six

If you're intending on sharing the job to somewhere else i.e. LinkedIn, then you'll also require an open graph image. This can be added within the existing vacancy page, but you'll first need to create a relevant job post graphic on **Canva**.

Similarly to job post templates, Marketing also provide editable Canva templates that you can easily amend to create your open graph image.

Simply request access to the Coyle job posting Canva template and edit the text to suit the role you are posting.



The screenshot shows a 'New Vacancy' form. At the top, there are 'Save' and 'Cancel' buttons. Below is a 'Job Description' field with a rich text editor toolbar. At the bottom, there is a 'Meta' section with an 'Open Graph Image' dropdown menu currently set to '[None]' and a 'Choose an Image' button.

Step Seven

Now your job is at a point where it can be shared to LinkedIn. For more information on posting on LinkedIn, please visit the dedicated guide we have created in the link below:

[LinkedIn Job Posting Guide](#)



For any questions please
contact marketing at

✉ MARKETING@COYLES.CO.UK