

Job Posting on Company Websites

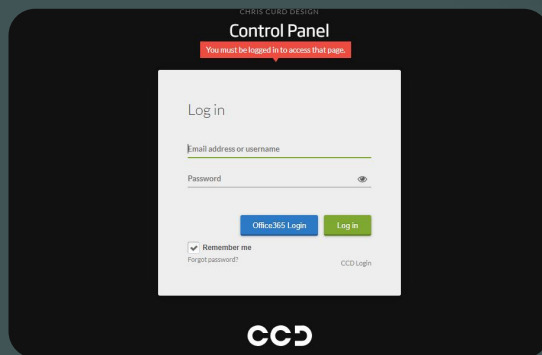


Before posting a job, ensure you have access to the appropriate website. Refer to **Step 1** to check your access. If you are unable to gain access, speak to your manager or email marketing@greencastlesolutions.co.uk to request login details.

Step One

To begin posting job vacancies on the website, you will need to access the control panel. To do this, go to your brand website and press 'Ctrl + Alt + Space', which will open the login page.

To log in, select the Office 365 button (as shown in the screenshot below) and continued using your laptop credentials.



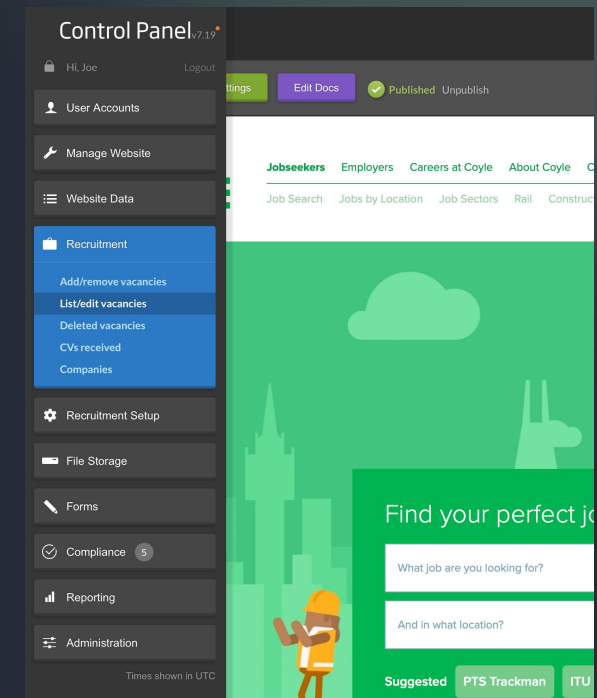
Step Two

Once you have logged into the website, you will see the screen shown in the preview on the right.

From the control panel on the left-hand side, select 'Recruitment'. This will display a dropdown menu, from here click 'List/Edit Vacancies'.

This page allows you to view all existing job listings, along with the number of applications received. You can return to this page at anytime to edit or remove a job.

To create a new job vacancy, click the '+New' option at the top of the page.



Step Three

You should now see the New Vacancy page. Ensure that all sections are completed.

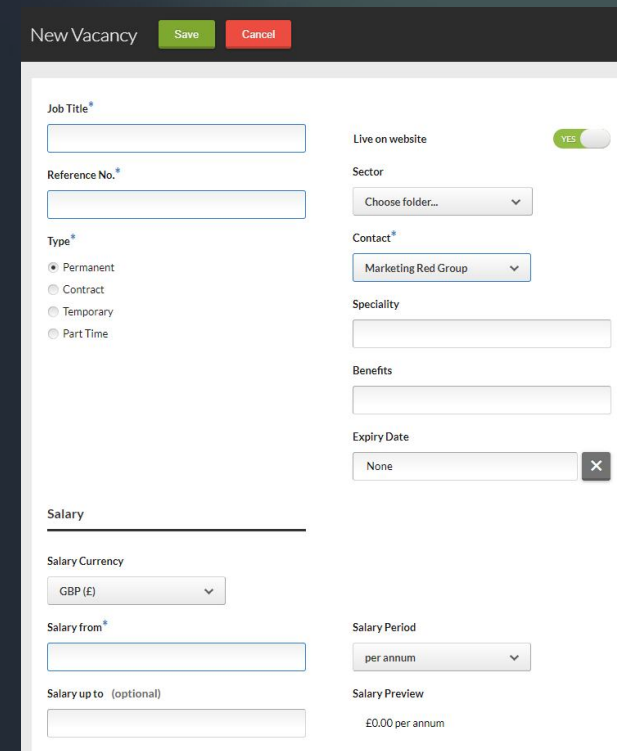
Please make sure to select if the vacancy is Temporary, Permanent or Contract.

Select the appropriate contact and sector from the dropdown menus, and choose a location that correctly populates on the map.

At this stage, you will also need a job description. The Marketing team provides job post templates to support this. If you do not already have a suitable template, speak to your manager or email marketing@greencastlesolutions.co.uk for assistance.

For roles involving work with vulnerable individuals or within regulated environments, job adverts must clearly state that the successful candidate will be subject to an Enhanced DBS (Disclosure and Barring Service) check.

Examples of such roles may include (but are not limited to) positions within healthcare, homecare, education, or other support services.



The screenshot shows the 'New Vacancy' form with the following fields and options:

- Job Title***: Text input field.
- Reference No.***: Text input field.
- Type***: Radio buttons for Permanent (selected), Contract, Temporary, and Part Time.
- Contact***: Dropdown menu showing 'Marketing Red Group'.
- Speciality**: Text input field.
- Benefits**: Text input field.
- Expiry Date**: Dropdown menu showing 'None' with a close button (X).
- Live on website**: Toggle switch set to 'YES'.
- Sector**: Dropdown menu showing 'Choose folder...'.
- Salary**: Section header.
- Salary Currency**: Dropdown menu showing 'GBP (£)'.
- Salary from***: Text input field.
- Salary up to (optional)**: Text input field.
- Salary Period**: Dropdown menu showing 'per annum'.
- Salary Preview**: Text showing '£0.00 per annum'.

Step Four

Once all fields have been completed, click '**Save**' at the top of the page. Your job will then be automatically published on the website. It is recommended to view the job on the front end of the site to ensure it is formatted correctly.

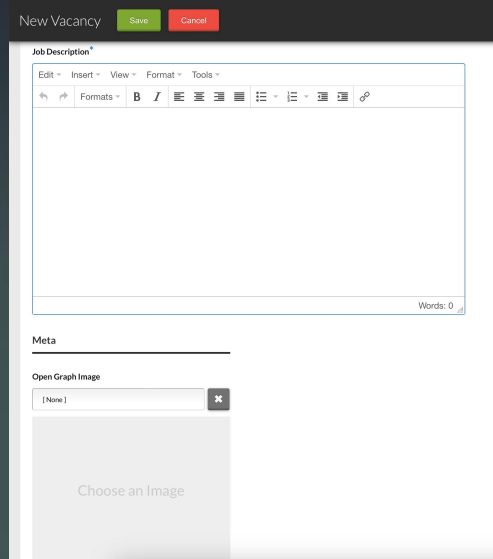
You can also confirm the job is live by checking the '**Active**' status. If the toggle is green, the job is live. If it is red, click the toggle activated the job.

Step Five

If you intend to share the job on external platforms (e.g. LinkedIn), you will also need an Open Graph (OG) image. This can be added within the vacancy page.

To create this, use Canva to design a relevant job post graphic. The Marketing team provides editable Canva templates that can be quickly adapted for your role.

Request access to your brand's job posting Canva template, then update the text to reflect the role you are advertising.



The screenshot shows a 'New Vacancy' form. At the top, there are 'Save' and 'Cancel' buttons. Below is a 'Job Description' section with a rich text editor containing a menu (Edit, Insert, View, Format, Tools) and various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, undo, redo). The text area is currently empty, and a 'Words: 0' counter is at the bottom right. Below the 'Job Description' is a 'Meta' section, followed by an 'Open Graph Image' section. This section has a dropdown menu currently set to '[None]' and a 'Choose an Image' button.

Step Six

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](#)