Recruiter Guide to WMJobs
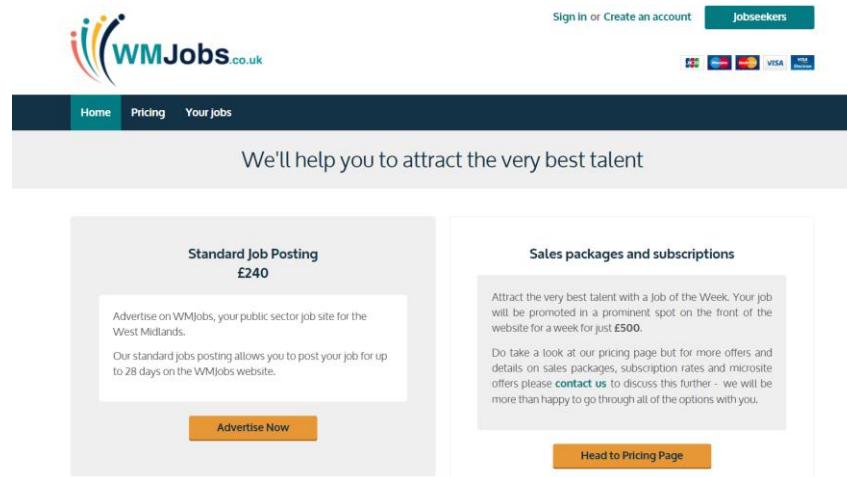
Welcome to your guide to WMJobs. This guide will outline how to manage your WMJobs account and how to post jobs.

Creating a New Account

To create a new account, navigate to https://recruiters.wmjobs.co.uk/ and select the option to 'Create an account' in the top, right hand corner.

Complete the fields on the form and then click 'Submit'.

Please note that if you are a **Registered Charity** you must add your Registered Charity Number along with the number of employees. E.g. 00000000 (xx employees).

Before you can advertise with WMJobs, you will be required to verify your account. An automated verification email will be sent to your email address. Click on the link in the email to verify your account.

Administration

You will need to sign into your account at https://recruiters.wmjobs.co.uk/

At the top of your screen you will notice the name of your organisation, with the option to 'Switch recruiter' alongside - here you can switch between your accounts if you have access to multiple recruiters for whom you post jobs.

Company Management

To access your company management area, click on the name of your organisation or the settings cog next to it. Here you can update your company profile which includes the information that is visible to job seekers on your recruiter page. You can also upload/update your logo and add additional users to the account.

Company management

You have an Administrator account for **WME TEST**. This means you are able to create and edit user accounts and set access privileges.

▶ Company profile

▶ Company users

Adding a Logo

Please ensure your logo is set to dimensions of 360 x 180pxs, does not exceed the file size of 244KB and is either a .jpg, .gif, .png or .jpeg file.

If you add a logo in this section, it will automatically display against each job advert created for the selected recruiter unless it is overridden by another logo when the job advert template is created.

Adding Users

To add a new user to the account, all you are required to do is to complete the mandatory fields and select the access required via the company management section.

Please note, access to the company management section should only be given to users who are required to make changes in this area of the account (not all users will require full access to the account).

Add a new user

Title	First name ●	Last name ●
-		

Email address ●

p.sall@wmemployers.org.uk

New user password ●	Confirm new user password ●
••••••••	

☐ Basic access
☐ Job posting
☐ CV searching
☐ Company management

Save

Advertising a Job on WMJobs

The process for advertising a job is self-service. You will need to sign in to your recruiter account (as detailed previously).

There are three options available to post an advert. To use any existing credits, use option 3.

1. Choose 'Standard Job Posting' to post a single advert by selecting 'Advertise Now'.

2. 'Head to Pricing Page' for sales packages and subscriptions to choose an alternative product.

3. If you have credits already available, navigate to the top right hand side of the screen and select 'Credit Balance', then click on advertise a job. Complete the job advert as detailed below (including adding attachments/upgrades) and then go to the basket to confirm credit usage.

Once an option has been selected, you will be directed to a job advert template (see Appendix 1 for guidance on field content). Once fields are complete select 'Save and Continue'.

If any documents need to be attached to the vacancy e.g. job description, person specification etc., select "Supporting documents" to add these. Any documents you wish to upload will need to be either .doc, .pdf, .docx, .txt or .rtf files and less than 1MB in size.

You may wish to consider removing large images from supporting documents and using a PDF format for ease.

Ideally, documents should be renamed once uploaded to identify what they are. If left without renaming, all documents will appear as "Supporting Document" on the vacancy.

Navigate to the "Edit job" tab to preview the job advert (this will open a new window). If you need to make any changes, return to the previous window to make any amendments (remember to save these).

Once you have selected "Save changes" you will be given the option to "Go straight to basket".

Upgrades

You will have the option to purchase an upgrade to enhance your advert should you wish to do so.

If you choose not to upgrade, select "Continue to basket".

Checking Out/Payment

If you have a discount code, you can apply this via your basket before checking out.

Paying by card is the easiest option however, if you are not able to do this, please contact us and we will advise you further.

If you are using a credit to pay for your advert, please confirm the credit usage via the basket.

Please allow 15 minutes for your advertisement to go live on the WMJobs website.

Reviewing your Live Advert

Please be aware that we cannot check adverts for acuracy and this responsibility lies with the recruiting organisation. Once your advert is live please double check your advert, and in particular, the guidance to candidates on how to apply for your role including any 'Apply' links.

Top Frequency Asked Questions

Can I amend my advert?

Yes, you can amend your adverts in recruiter account. If this is the first time you've used WMJobs we may need to activate this functionality for you. Please contact us and we will advise you further.

How do I receive applications?

WMJobs provides recruiters with a job advertising platform to promote your vacancies to a substantial number of potential candidates. However, it does not manage your applications or accept CVs – you will need to direct candidates to apply via your preferred method whether this is your Applicant Tracking System, an email address or a specified webpage.

How do I find the stats related to my advert?

Within your recruiter account you will be able to see two key stats related to your vacancies – 'views' the number of times your advert has been viewed on WMJobs and 'applications' the number of times candidates have clicked on the 'Apply' button.

What upgrades or enhancements are available?

We have a wide range of upgrades available from 'Job of the week' to 'Promoted Job'; all our enhancements are designed to help your vacancies get noticed, receive more views and hopefully more applications! Please view our 'Job Enhancements' document to find out more.

Can I pay via purchase order?

Yes this is possible, please contact us and we will advise you further.

Appendix 1

You may find the following table a useful guide to completing your job advert.

Field Name	Required Content
Job Title	The title of the position that the candidate will be applying for.
Job Reference	The reference number of the vacancy if this is applicable.
Publication Date & Duration	Insert the posting period (date and time you want the vacancy to be advertised). Unless you change this, the vacancy will be live immediate effect for the duration of one posting period. Unless specified, the vacancy will be posted immediately and will close at 23:59 on the closing date.
Location	Enter the town that the job is located in. You can set up to 2 locations if required. This will help candidates to find your vacancy when searching by location.
Location Description	Please enter the details of where the job is located (address). This will display in the job advert.
Sector	The sector your organisation belongs to.
Job Type	Please select the job type(s) relevant to your vacancy. You can choose as many categories as required.
Contract Type	The type of contract the successful candidate will be appointed to.
Working Pattern	The pattern of working for the position.
Hours	Please indicate if the vacancy is full or part time. If you want the candidate to see the number of hours per week, please include this detail in the Job Summary.
Site	Select "wmjobs.co.uk". The option for "Internal/Redeployment" is an option only available to Local Authorities.
Salary Band	Select the appropriate salary bands. These options will not be visible on the advert but will help jobseekers who are searching based on salary.
Job Description & Summary	Enter job advert content here. You can copy and paste this from an existing document should you have it saved elsewhere.
Job Summary	You have the option of using the first 150 characters of the job description or writing your own job summary. The summary will be seen on the search results pages and will sell your job to your candidates.

Recruiter Logo *This will be available already if you have previously uploaded it to your recruiter profile.*	Ensure your logo size is 360 x 180. The system will only allow you to upload this size. Ensure your logo is one of the following file formats: .jpg / .gif / .png / .jpeg and is a file size less than 244 kb. When saving your logo, ensure that the filename given is "yourorganisationname-logo.fileformat). This will help WMJobs easily locate your logo if required.
Applications	Indicate how you want your candidates to apply for the position and complete the fields as required.
Methods of Application	**By Email:** The candidate will be able to upload their CV and you will receive a CV by email to the email address entered into the field. **WMJobs advises that you do not select this option if you do not accept CV applications.** **Stored in 'Your Jobs' Only (no emails)** The candidate will be able to upload their CV. All applications will sit in your account under "Your Jobs". **WMJobs advises that you do not select this option if you do not accept CV applications.** **Via a Company Website** This will re-direct the candidate to the job advertisement on your company website. To do this, go to the page on your website where you want to direct the candidate. Select and copy the URL link in the browser and paste it into the field. Once you have done this, the system will validate the format of the link to ensure it is correct. **WMJobs advises that you ensure the link works when you preview your job to ensure it is correct. If the link does not work, the candidate will not be directed to the correct page and will receive an error message.** **Offline (Only show contact information)** This will redirect the candidate to a contact information page. If you want the candidate to be directed to an email address instead of a "First Name" and "Last Name" please input the information as shown below. **Applications** ○ By email ○ Stored in 'Your jobs' only (no emails) ○ Via a company website ● Offline (only show contact information) First Name Last Name firstpartofemailaddress @secondpartof emailaddress.org.uk Telephone The "telephone" field must be completed.

Alternate Recruiter Name	Complete this if you wish the recruiter name to be different to the recruiter name on your account. If completed, this is the information that will be seen on the advertisement.