

WMJobs isn't your average job board! It is delivered by West Midlands Employers, a not-for-profit organisation that's part of the public sector and owned by the 32 councils of the West Midlands. Our resourcing team deliver a wide range of services to support the sector, with WMJobs at its heart. Rather than being driven by profit, we're committed to attracting the best talent for the sector, with any surplus being reinvested to support the region.

WMJobs attracts over 2 million candidates annually and continues to grow. We're able to fit seamlessly into your recruitment processes, directing candidates through to your applicant tracking systems, websites or other preferred method of application.

To find out how to create or use your WMJobs Account, how to advertise or manage your vacancies, or for further guidance on upgrading or paying for your jobs, please read below.

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'.

You must meet our [Terms and Conditions](#) in order to register an account with WMJobs – we will carry out compliance checks to ensure that our recruiters have accepted and understood these.

Please note: If you are a charity, please remember to tick the 'VAT exempt' box – you are entitled to VAT free services when it's related to recruitment advertising.

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.

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).

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).

If it's your first time advertising with WMJobs, head to the pricing page – here you can see the options available to you. Please select the most relevant, depending on your upcoming recruitment needs.

We would recommend thinking about the next 12 months – how many jobs are you likely to advertise? All our job packs are valid for 12 months from purchase, so if you purchase a 3 Job Pack now but only have 1 vacancy, the other two credits will remain in your account for when you need them in a couple of months' time.

Your first few payments should be made via a card payment – if this doesn't work for you, [please get in touch](#).

If this isn't your first time advertising, you may have multiple options available to you. If you've previously purchased a Job Pack and want to use these 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'.

Remember, you may want to upload documents relating to the vacancy including job descriptions, shift patterns and application forms. 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.

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. You can find out more about the upgrades available, here - <https://adviceforrecruiters.wmjobs.org.uk/job-posting-upgrades/>.

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

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.

Editing your Live Advert

Please be aware that we do not check adverts for accuracy and this responsibility lies with the recruiting organisation. Once your advert is live, please double check your advert, including the attachments and formatting.

Please pay particular attention to what guidance you've provided to candidates on how to apply for your role – this is especially important if you do not include a redirect link and you're expecting candidates to fill in a downloadable application form.

Remember, WMJobs does not store any applications for you. The 'applications' statistic in your account is the number of jobseekers who have clicked the apply button. Some jobseekers have provided consent to share their details with you – please only use these in line with the job advert you can see the details on. Please refer to 'Methods of Application' in Appendix 1.

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. This is for your internal reference.
Publication Date & Duration	<p>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.</p> <p>You can choose to advertise the job in future – just change the start date for when you're ready.</p>
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. These will help candidates search for your job and will be included in job alerts.
Contract Type	The type of contract the successful candidate will be appointed to.
Working Pattern	The pattern of working for the position.
Hours	<p>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.</p> <p>You may select both here if you are willing to accept applicants for full or part time hours.</p>
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	<p>Enter job advert content here. You can copy and paste this from an existing document should you have it saved elsewhere.</p> <p>Please try not to copy from the job description – your adverts need to be engaging for jobseekers to read and be interested in your roles.</p>
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.

<p>Recruiter Logo <i>This will be available already if you have previously uploaded it to your recruiter profile.</i></p>	<p>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 your organisation name.</p> <p>This will help WMJobs easily locate your logo if required.</p>
<p>Applications</p>	<p>Indicate how you want your candidates to apply for the position and complete the fields as required.</p> <p>Applications are not stored on WMJobs, so your guidance to candidates really matters!</p>
<p>Methods of Application</p>	<p>WMJobs does not store applications. The ‘applications’ statistic next to your job are based on the number of candidates who have clicked apply. Depending on the consent candidates have provided on their profile, you may be able to see their personal details. You can use these details to contact candidates about their application or interest in their role.</p> <p>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.</p> <p>Once you have done this, the system will validate the format of the link to ensure it is correct.</p> <p>We advise 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.</p> <p>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. The “telephone” field must be completed.</p> <p>Please remember to include in your advert how the candidate can apply and submit their application.</p> <div data-bbox="608 1525 1209 1854" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Applications</p> <p><input type="radio"/> By email</p> <p><input type="radio"/> Stored in 'Your jobs' only (no emails)</p> <p><input type="radio"/> Via a company website</p> <p><input checked="" type="radio"/> Offline (only show contact information)</p> <p>First Name <input type="text" value="firstpartofemailaddress"/></p> <p>Last Name <input type="text" value="@secondpartof emailaddress.org.uk"/></p> <p>Telephone <input type="text"/></p> </div>
<p>Alternate Recruiter Name</p>	<p>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.</p>