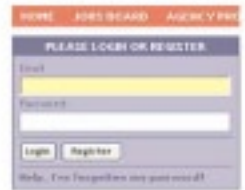




Welcome to **Recruitment UK**. This is a guide to the Management Features contained in the website. From our home page www.recruitmentuk.net log on using your log in details to access job posting, changing your details. Email info@recruitmentuk.net if you have any problems logging in.



Once you are logged in your Management Features will appear.

HOME JOBS BOARD AGENCY PRO

YOUR DETAILS
Edit your personal details
Edit your agency/company details
Edit agency/company users
Posted jobs
Post a job
Job applications
Your account
Purchase job credits
Logout

By clicking on the text it will direct you to each of the pages.

- Personal Details are the account holder,
- Company details appear in the profile list the way you enter them
- Users would be different contact at your office accessing the system.

JOB CREDITS ARE NEEDED ON YOUR ACCOUNT BEFORE JOB WILL BE MADE LIVE. YOU SHOULD NOT HAVE THIS PROBLEM BUT IF THIS IS THE CASE CONTACT OUR TEAM

POSTING JOBS

Complete the job details in full, drop down menus are provided for the search facility used by the candidates. Specific roles will require more details and information to reduce confusion. The list below provides information about candidate levels.

- LEVEL 1 = Not able to work in the UK and would require a Sponsor.
- LEVEL 2 = Candidates are manually screened and able to work in the UK, includes CV.
- LEVEL 3 = Full details including CV, Photo and fully screened.

LEVELS DEFAULT AT LEVEL 2 - YOU MUST CHANGE THE LEVEL WHEN ENTERING A JOB MANUALLY

HOME JOBS BOARD AGENCY PRO

YOUR DETAILS
Edit your personal details
Edit your agency/company details
Edit agency/company users
Posted jobs
Post a job
Job applications
Your account
Purchase job credits
Jobs awaiting posting (1)
Logout

JOBS AWAITING POSTING

This page contains jobs that you have just inputted into the job board. ****BEFORE**** they go LIVE this give you a final check before advertising the position. It also give you the chance to see its layout.

JOB BOARD UPLOADERS????

When using job baord uploaders, jobs default to LEVEL 2 and the above statement is false. You will NOT need to check this file if you have suffciient JOB CREDITS.



CLOSING JOBS

- Select Posted Jobs from the menu
- Click the Close button beside the desired job.

ADDING ADDITIONAL USERS

As the primary user of RUK, you are able to give access rights to additional users. These users can post jobs and have full access to the site, however they cannot edit the Agency Profile or add new users themselves.

- Select Edit agency/company users from the menu
- Add the user's first name, last name and email address into the appropriate fields.
- Click Update
- An email will be sent to the new user asking them to set up a personal password and complete additional details
- Users can be removed by selecting Remove

AGENCY PROFILES

The more detailed your agency profile is, the more effective it will be in attracting potential candidates. Use it as a platform to tell users exactly what your agency can offer them! You can edit your agency profile by selecting Edit your agency/company details from the menu.

From this screen you can update contact details, including the email address you would like general applications to be sent through to, as well as upload a company logo and edit your agency description.

Changes are saved by clicking Next

If you have any difficulty using the website or have any questions please contact:

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