Working with Job Boards

Below are some tips on how to use your job link. Remember, you can also post your link to your social pages too. If you need assistance, please let us know.

When posting on LinkedIn, click *Direct applicants to an external site to apply* and paste your job link into the box.

How would you like to receive your applicants? *

○ **Recommended:** Let candidates apply with their LinkedIn profile and attach their resume. You get notified by email.
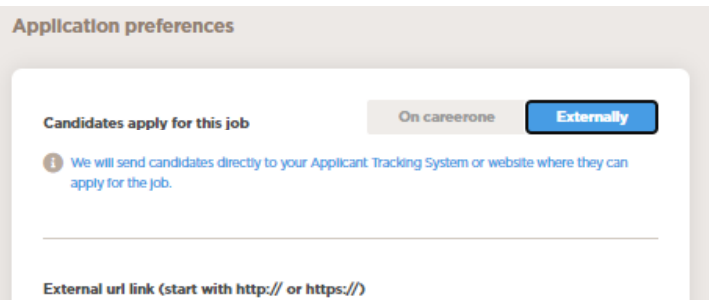
☑ Require applicants to attach a resume

● Direct applicants to an external site to apply

https://imyournew.com.au/job9393830

When posting on CareerOne, select *Candidates apply for the job Externally* and paste the link.

Note: I'm your new clients receive discounts from Careerone. Contact us to find out more.

Application preferences

Candidates apply for this job   On careerone   **Externally**

ⓘ We will send candidates directly to your Applicant Tracking System or website where they can apply for the job.

External url link (start with http:// or https://)

When posting on Adzuna, click the *Via a link to your website* option and paste your job link into the box.

How would you like to receive applications?

○ Via email

● Via a link to your website

URL for applications:

https://imyournew.com.au/job02890   ?

When posting on CareerJet, click the *External application link* option and paste your job link into the box.

How to receive applications *

Email   ○   contact@example.com   ?

External application link   ●   https://imyournew.com.au/job2339380   ?

Phone number   ○   ?

* Field required   **Save**

jobactive

For Jobactive postings, select Please see description then ensure your job link is linked inside the job description above. It's worth noting that jobs from Jobactive are often displayed on other job boards.

How to apply *

Please see description ▾

Number of positions *

1

Expiry date (dd/mm/yyyy) * ⓘ

Mumbrella

On Mumbrella, add your job link along with any other details you want to provide to the *How to apply* section.

How to apply (please also include contact details) *

Please visit https://imyournew.com.au/job292722 to apply.

Ⓖ

Job location *

bluecollar
.com.au

On bluecollar, select the Apply by URL option and paste your link.

How to Apply   ◯ Apply by Email   ⦿ Apply by URL

https://imyournew.com.au/job92393

Applicants will go to the URL you specify to apply for this job.

Additional Application Instructions

uWorkin

On uWorkin, paste your job link into the Job Application URL field.
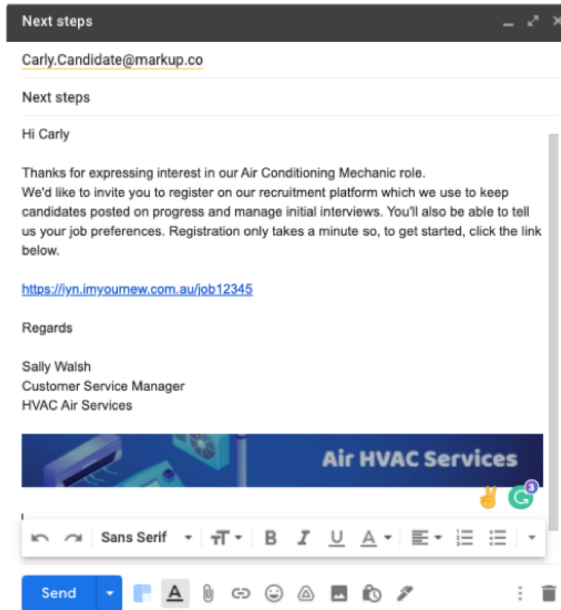
Location*

https://imyournew.com.au/job83830

Application Email To Address*

indeed®

Indeed doesn't support clickable links in job ads but you can still paste the link into your ad and you can also email candidates after they've applied and direct them to the link.

At the bottom of your job ad, provide a How to Apply section that advises the candidate to copy and paste the link to a browser.
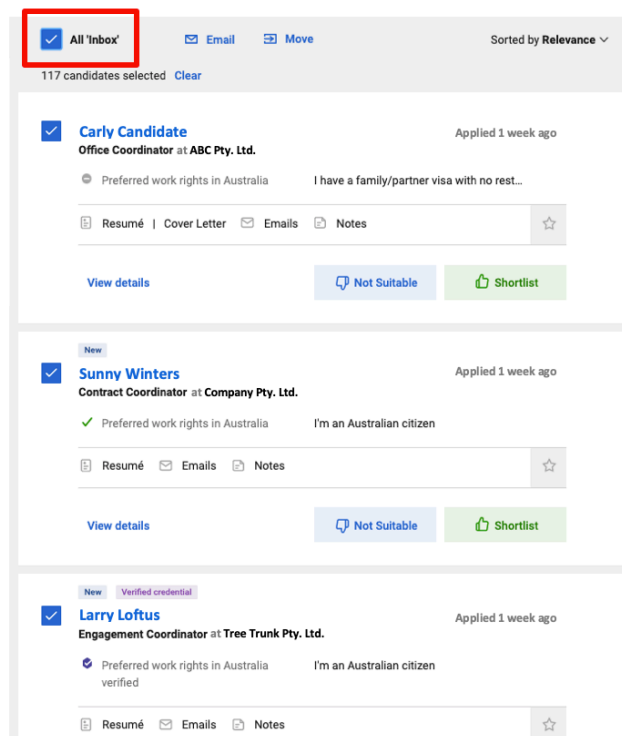

seek

Seek doesn't support clickable links in job ads but you can do the following:

Add a How to Apply section
At the bottom of your job ad, provide a How to Apply section that advises the candidate to copy and paste the link to a browser.

Email Candidates
If candidates don't follow the link and apply using Seek, you can easily email them directing them to the link. You can do this from inside Seek (as shown) or from your own email account.

<u>Important:</u> Advising candidates that their application will not be considered if they apply using Seeks process is disallowed under Seeks terms and conditions.

Please note: This is a guide only. Job-board functionality and terms & conditions can change without notice. I'm your new Pty. Ltd. takes no responsibility for incorrect use of job-board functionality or the results obtained when using any of the above information.