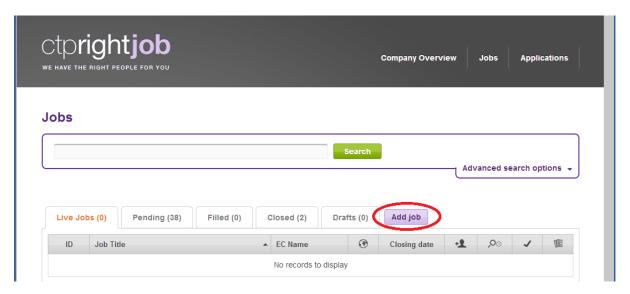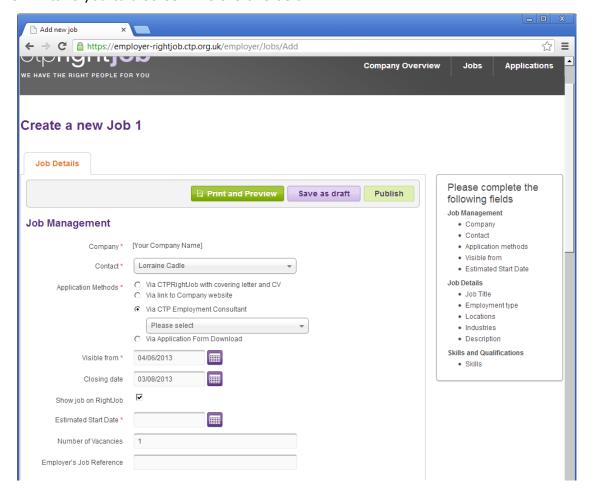# CTP RightJob
Employer Guide to Creating a Job

Once you have logged in, you will be on your own jobs management screen. Here you have a number of tabs that divide your jobs into categories. There is also a lilac 'add job' button – click this to get started:

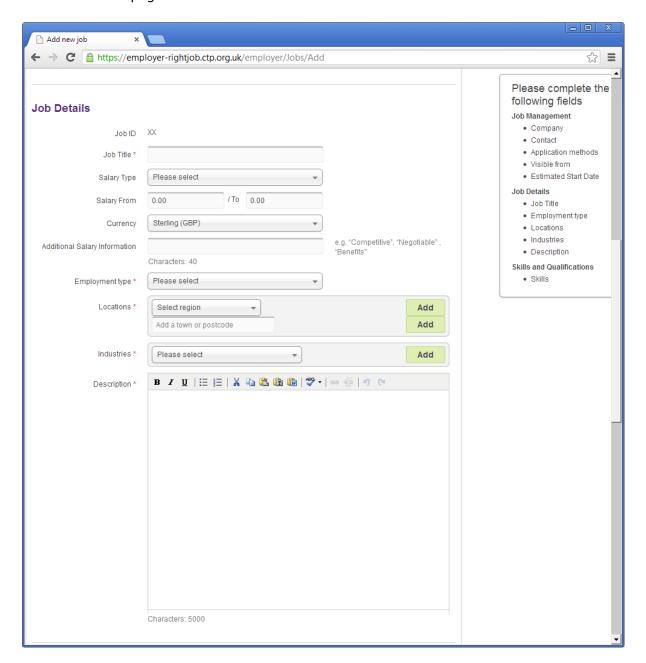This will take you to a screen like the one below:

Mandatory fields are marked with an orange asterisk (*). You can select different application methods – please be aware that if you are uploading an application form for Service leavers to download, you will need to provide details either on the form itself or in the job description for how you want the form to be returned to you.

JOB MANAGEMENT

- Visible from date - when the advert will first appear on Right Job.
- The job advert will run until 23:59:59 on the date you select for your 'closing date'.
- Estimated start date - for you to provide a rough idea of when the position might be available.
- If you have more than one job in the same role, you can increase the 'number of vacancies' to the appropriate value.
- If you have an internal job reference number of your own, you can enter it in the 'employer's job reference' field.
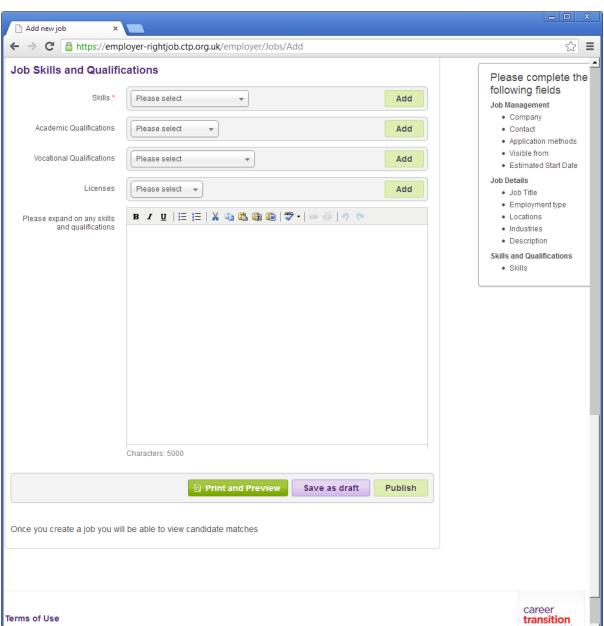
JOB DETAILS

Scroll down the page to fill in the Job Details.

- Job ID – initially this will appear as XX – the job won't be allocated a Right Job ID number until you either publish it or save it as a draft.
- Job title – the name of the job
- Salary type – select from hourly, daily, weekly, monthly or annual.
- Salary from/to – to give a rough idea of the pay on offer. You can add notes in the 'additional salary information' box just below if you want to state that, for example, the salary is negotiable depending on experience.
- Currency – by default this is in pounds Sterling.
- Employment type – pick the most appropriate option.
- Locations – you can either use the drop down menu to select one or start typing into the 'add town or postcode box' just beneath. **Once you have made a selection, you will need to click the 'add' button to the right**.
- Industries – pick one or more applicable industry sectors. Again, **you will need to click the 'add' button to the right once you have made your selection.**
- Description – here you can add a description of up to 5000 characters.

JOB SKILLS & QUALIFICATIONS

- Skills – similar to the list of industry sectors, you must select at least one option and **remember to click the 'add' button to the right for each selection that you make**.
- You can optionally add academic and vocational qualification requirements, as well as licences in the next 3 drop down menus. If you do, you will need to click the add button to the right of each option.
- Finally, there is another text box for you to elaborate on any academic/vocational/licence requirements.

SAVING A JOB

So long as you have entered a job title, you will be able to save your work as a draft at any point.

In order to publish your job to appear on Right Job to service leavers, you must complete each of the mandatory (*) fields. The publish button will change from green to lilac when all mandatory fields have been completed:

Please be aware that you will be timed out of the RightJob website after 20 minutes of idle time, so we recommend that you have your job description saved in another document to enable you to copy and paste from this into RightJob.

Frontline support for RightJob is available via the Central Employment Team Call 0121 236 0058 or email <u>rightjobsupport@ctp.org.uk</u>