

Therapy BC website

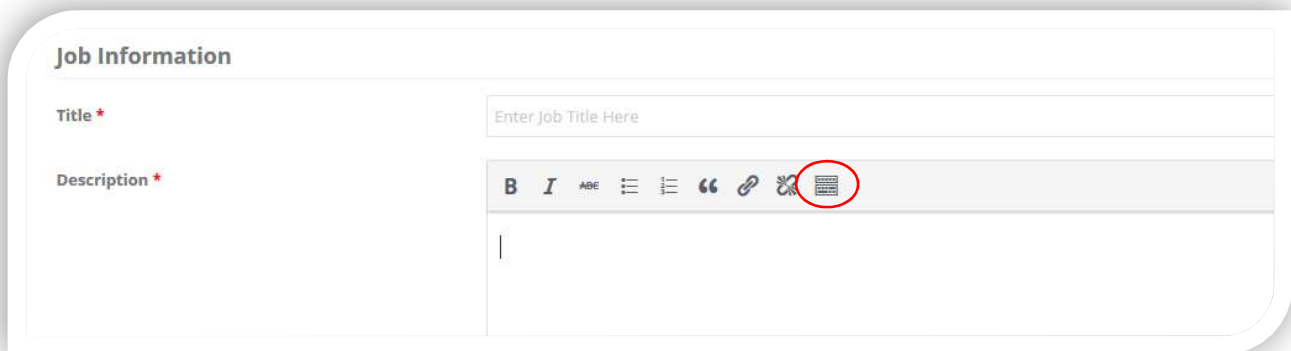
Instructions for employers posting jobs

Thank you for signing up to post jobs on the Therapy BC website. The Jobs Board is straightforward and simple to use; these hints are designed to help you get the most out of using the jobs board on the site, and answer any questions you may have about posting and editing jobs.

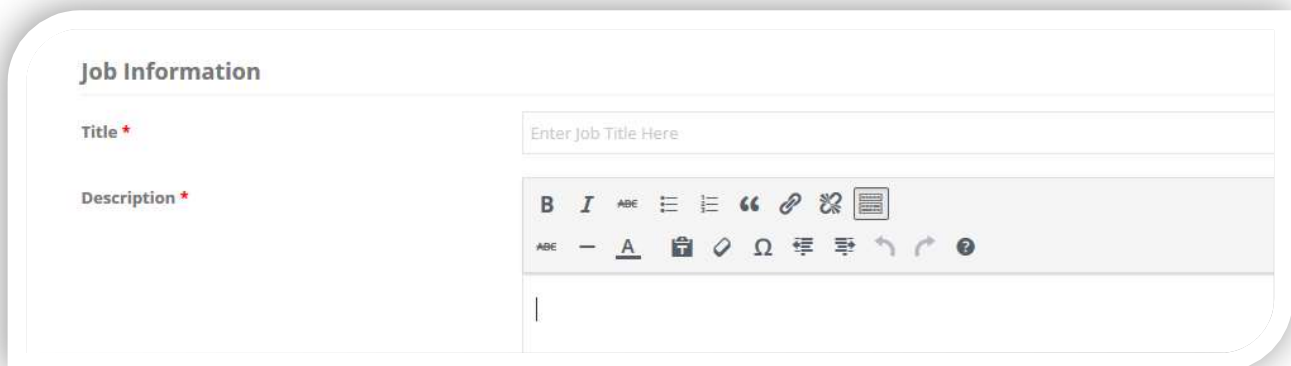
Posting jobs

Once you are registered and signed in to the site as an employer, simply click on the 'Post A Job' link under the 'Employers' menu, and complete the form. Fields marked with a red asterisk (*) are mandatory; you cannot post the job if any of these are not filled. All other fields are optional, but please fill in as much information as you can to give your posting the greatest chance of success.

In the 'Description' field, you have a number of formatting tools available to help your posting stand out – the basic ones are immediately visible, but clicking on the 'Toolbar Toggle' icon at the far right will reveal another row of tools for your use:



The screenshot shows the 'Job Information' form. It has two main sections: 'Title *' and 'Description *'. The 'Title' field is a text input with the placeholder 'Enter Job Title Here'. The 'Description' field is a rich text editor. The basic formatting toolbar is visible above the description field, containing icons for Bold (B), Italic (I), Text Color (ABC), Bulleted List, Numbered List, Quote, Link, Unlink, and a 'Toolbar Toggle' icon (a document with a plus sign) which is circled in red.



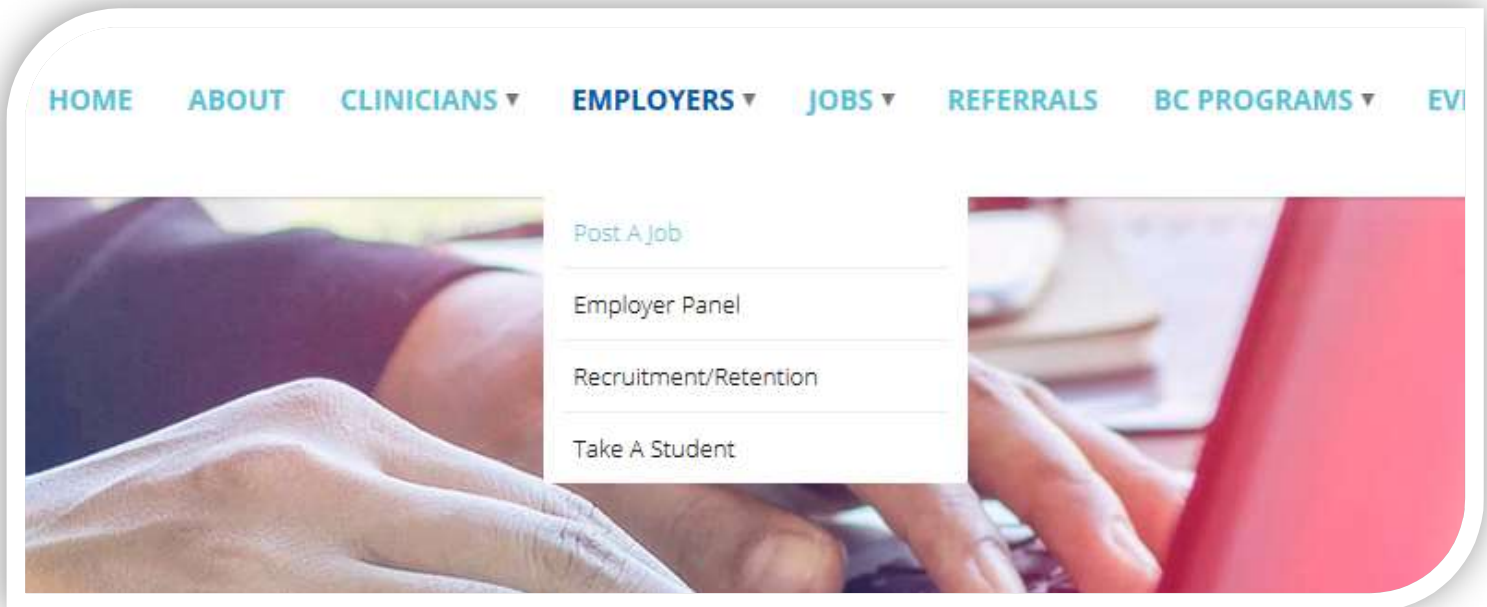
This screenshot shows the same 'Job Information' form, but with the 'Toolbar Toggle' icon clicked. This action has expanded the toolbar to show a second row of icons, including: Text Color (ABC), Underline, Text Background Color, Image, Link, Unlink, Text Color (ABC), Text Background Color, Bulleted List, Numbered List, Indent Left, Indent Right, and a Help icon.

NB: to create a link to the job on another website, please use the 'Link' button on the toolbar – simply typing in the web address will not create a link.

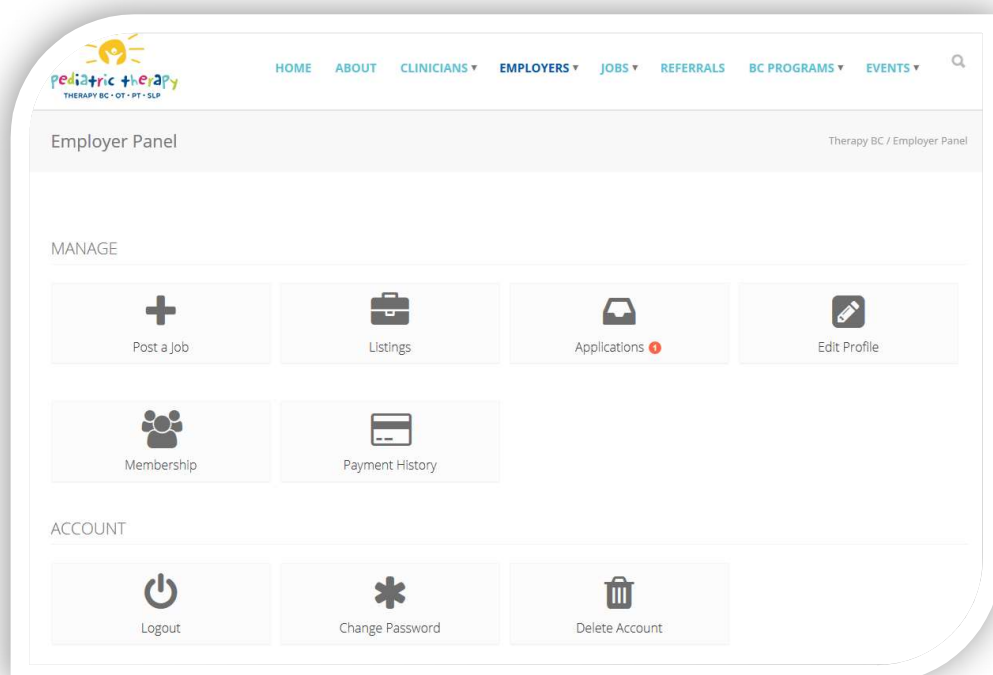
Once you have created your posting, use the 'Preview' button to check it, and then post once you are happy.

The Employer Panel – managing your postings

Once you have created at least one job posting, you will be able to manage it in the Employer Panel. This is accessed under the 'Employers' menu:



The panel is a small set of tools which allow you to manage both your account and the job postings you have made:

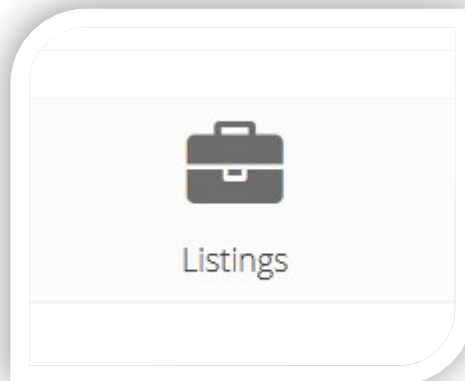


- **Post A Job** – you can also post a job from this link
- **Listings** – allows you to see all the jobs you have posted, including those which have expired or been filled. This is where you can make changes to jobs already posted (see below)
- **Applications** – here you can see any applications which have been received through the site
- **Edit Profile** – allows you to change your company profile, including the option for job seekers to read the profile.
- **Membership** – not in use
- **Payment History** – not in use

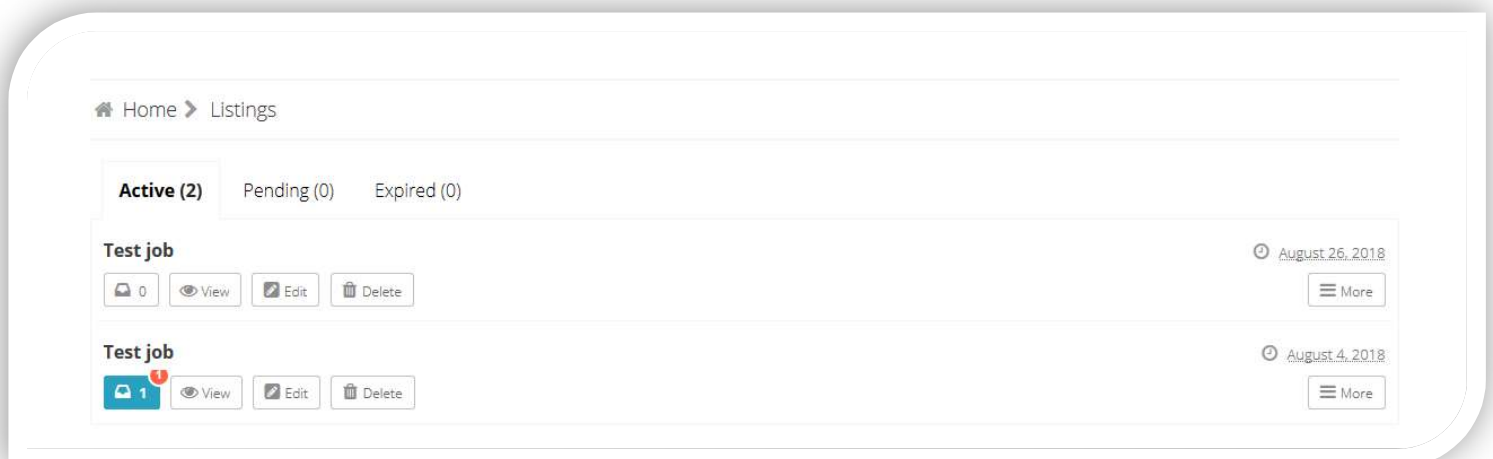
The 'Account' options allow you to manage your individual account, and are self-explanatory. Note that if you delete your account, you will lose the history of the jobs posted under that account.

Editing a job posting

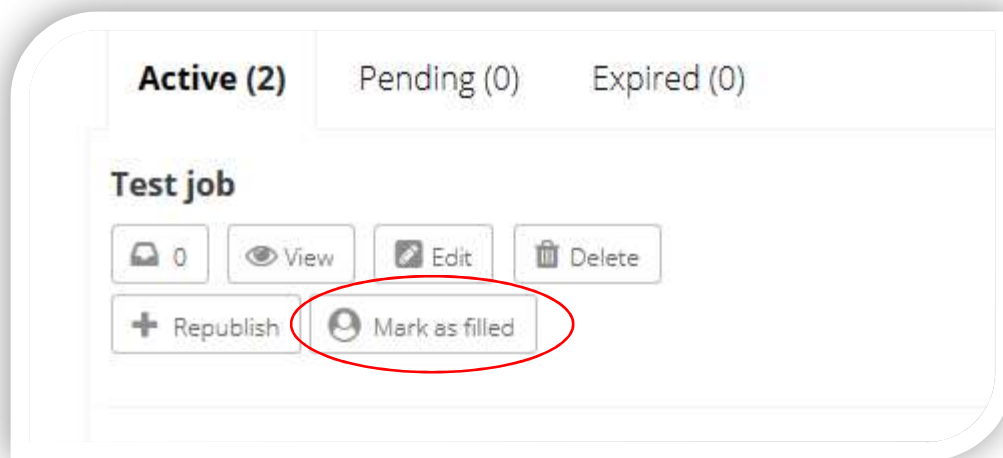
If you need to make a change to an existing posting, or mark it as filled, you need to click on the 'Listings' link:



Here you will see all the postings you have made:



Click on the 'More' button at the right hand side of the listing to see the button to mark the job as filled:



Marking a job as filled allows us to keep accurate statistics on the job market, and is key to us understanding how the job board is working. Please help us by keeping your job postings up to date.

Each job is active for 60 days, after which it automatically expires; you can use the 'Republish' button to make a job active again, with any relevant amendments you may wish to make. At the moment, you do not have the option to set a closing date on a job; this is something we will be looking into. The expiry date for your posting is shown at the right hand side of the 'Listings' page, above the 'More' button.

If you require more support on a job posting than the Employer Panel gives, please email support@therapybc.ca and we will take care of your request.

Thank you for using the Therapy BC website to post your job; if you have any questions, please contact us on the email address given below.

Richard Watt

support@therapybc.ca