

Publishing Roles

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When you create a new role through the Job Tracker you will be prompted by the window above to input the Job Title, Job Type, and Job Level.

You will then be taken to the job editing screen. In order to post a role on Jopwell, all sections must be filled out in their entirety. You should see [green checkmarks](#) for each section you've correctly completed after pressing [Save Edits](#). You must [Preview the Job](#) before being able to [Publish Live](#).

The screenshot shows the Jopwell job editing interface. On the left, the job title 'Client Success Lead, SaaS' is displayed with an 'UNPUBLISHED' status. Below this, the 'DETAILS & STATS' section shows the recruiter as 'Christina Licata' with 0 job views and 0 applications. The 'JOB HISTORY LOG' indicates the job was edited by Jopwell on 03/04/2021 and imported from the Job Board by Jopwell on the same date. The main editing area has a 'JUMP TO' navigation bar with links for Basics, Application Method, Job Description, and Qualifications, all marked with green checkmarks. A yellow box at the top right states 'To publish live, you must first: Complete all content sections' and 'Save all edits and preview job'. A 'Publish Live' button is in the top right corner. The 'Save Edits' button is circled in green. The 'Preview Job' button is also visible. The 'Basics' section is expanded, showing fields for Job Title (Client Success Lead, SaaS), Recruiter (Christina Licata), Job Type (Professional), and Job Level (Mid-Career).

Client Success Lead, SaaS
UNPUBLISHED

DETAILS & STATS
Recruiter: Christina Licata
Job views: 0
Applications: 0

JOB HISTORY LOG
Edited by Jopwell on 03/04/2021
Imported from Job Board by Jopwell on 03/04/2021

To publish live, you must first:
✓ Complete all content sections
! Save all edits and preview job

Publish Live

JUMP TO ✓ Basics ✓ Application Method ✓ Job Description ✓ Qualifications

Save Edits **Preview Job**

Basics
Job Title: Client Success Lead, SaaS
Recruiter: Christina Licata
Job Type: Professional
Job Level: Mid-Career

Basic

- Job Title
- Assign a Recruiter
- Job Type
- Job Level
- Locations
- Immediate Start or Future Start Date
- Remote options

Application Method

Applicants can apply to your role in three ways:

Instant Apply - For Greenhouse and Lever integrated clients, Jopwell sends the candidate's resume and basic information directly to your ATS.

Application on your internal job board - Members will apply directly on your career site. In order to best track Jopwell candidates, please create a unique tracking link from your ATS and enter it into the Job Page URL

Application on Jopwell only - The member's application will only appear on your Candidate Tracker on Jopwell.

Remote Job

If you are posting a job that is 100% remote or has a remote option, you'll be able to indicate that by selecting the checkbox that says **This job is a remote/virtual job**. You'll still be able to add the other respective location too if you'd like.



Job Description

Enter the **Job Description** for the role in this section. You must also enter at least one (1) **Job Role Tags** that best describe the opportunity. Add as many relevant role tags since it will increase the reach of the job posting and will allow more candidates to view this job posting.

Enter the job role(s) that best describe this opportunity

Important: Adding all relevant tags help candidates search and discover your job

Sales & Account Management ×

Customer Success & Engagement ×

+ ADD ROLE TAGS

Qualifications

Enter the [Qualifications](#) for the role in this section. You must also enter at least one (1) [Skills & Tools Tag](#) that are essential for the role. Add as many relevant skill tags as you like. A varied set of tags increases the reach of the job posting and will allow more candidates to view this job posting.

Add skills and tools essential to this role

Important: Adding all relevant skills helps candidate search and discover your job!

Account Management ×

Leadership ×

SQL ×

Excel ×

Salesforce ×

+ ADD SKILLS

Preview and Publish

Before you're able to [Publish](#) any job you must return to the top of the window and select both [Save Edits](#) and [Preview Job](#).

To publish live, you must first:

- ! Complete all content sections
- ! Save all edits and preview job

Publish Live

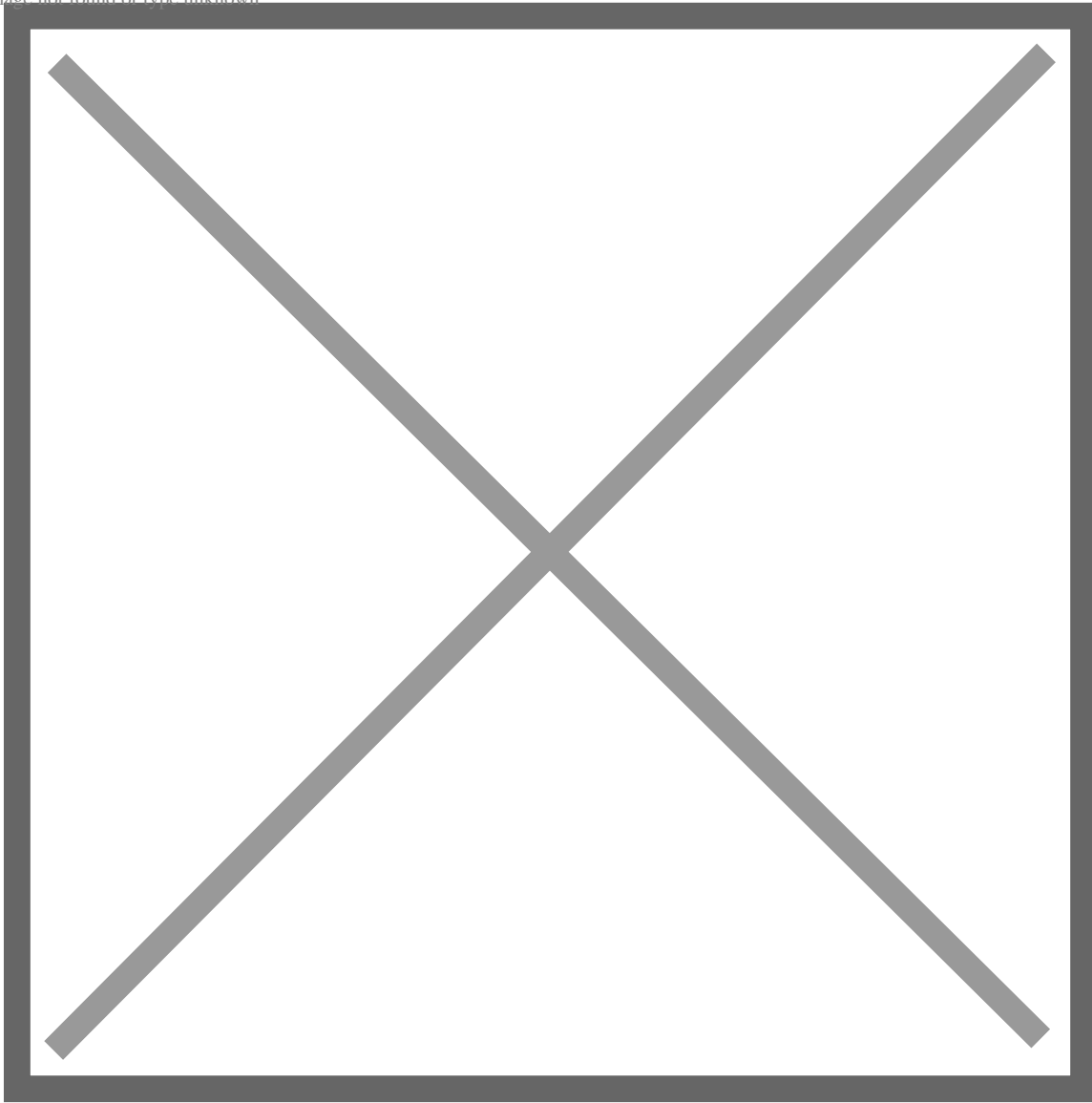
JUMP TO [! Basics](#) [! Application Method](#) [! Job Description](#) [! Qualifications](#)

Save Edits

Preview Job

You will be shown a preview of the Candidate View for your Job Post. Select [Publish Live](#)

Image not found or type unknown



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