



Australian Government



**Australian JobSearch  
Employment Services Industry Jobs Board  
Employer User Guide**

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## **Contents**

Employment Services Industry Jobs Board.....	3
Overview .....	3
Accessing the Employment Services Industry Jobs Board.....	4
Employer Registration .....	4
Already Registered.....	4
Creating Job Vacancies .....	5
How to Find Staff.....	6

# 1. Employment Services Industry Jobs Board

## Overview

The Employment Services Industry Jobs Board provides information on jobs available in the employment services industry. As an Employer looking for staff in the employment services industry you can search for job seekers and contact them regarding any job opportunities that may be available.

The information provided in this Guide is intended to provide specific advice relating to the Employment Services Industry Board. For more general information on using this site, including more detailed information on the registration and sign in processes, please refer to JobSearch Help > How to use this site (which can be accessed from the Help menu located in the top navigation bar).

### Employment Services Industry Job Board



Employment Services Industry Jobs Board – Connecting employment services providers with job seekers looking to work in the employment services industry.

#### Are you a job seeker looking to work in the Employment Services Industry?

There are currently **6 jobs available** on the JobSearch Employment Services Industry Jobs Board.

Let current and future employment services providers know you are looking to join the employment services industry!

##### New Users

Register now with Australian JobSearch to apply online for current vacancies to let employers know you are looking for work in this industry.

##### Existing Users

Sign in to JobSearch and make sure your Job Match Profile is up to date so employers know you are looking for work in this industry.

Need assistance?

- [Guide to finding Employment Services Industry Jobs and creating a Resume \(DOCX 2.8 MB\)](#)
- [Guide to finding Employment Services Industry Jobs and creating a Resume \(PDF 1.2 MB\)](#)

#### Are you an Employment Service Provider looking for staff?

There are currently **6 registered job seekers** who are interested in work in the employment services industry.

Are you a registered Employer? Sign in now and use our Find Staff function to contact job seekers ready to work in the employment services industry.

##### Employer Registration

Create a new employer account with Australian JobSearch to advertise and jobs and find staff for free. It's quick and easy to register so why wait?

##### Already Registered?

Sign in to JobSearch now and start looking for your next employee!

For more information, please refer to:

- [Guide to creating job vacancies and finding staff in the Employment Services Industry \(DOCX 1.6 MB\)](#)
- [Guide to creating job vacancies and finding staff in the Employment Services Industry \(PDF 0.8 MB\)](#)

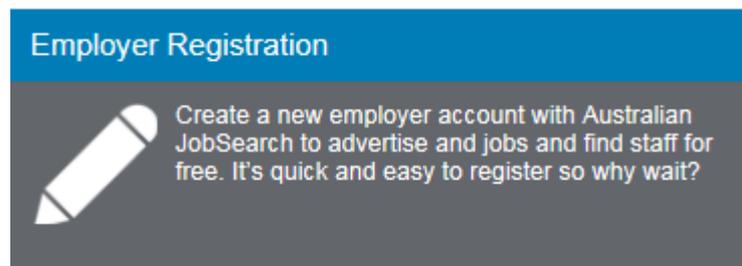
## 2. Accessing the Employment Services Industry Jobs Board

The Employment Services Industry Jobs Board can be accessed via the site navigation bar under Find a Job.



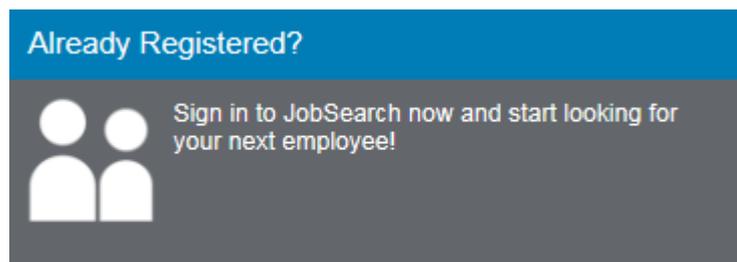
## 3. Employer Registration

Employers can register by clicking the Employer Registration tile located on the Jobs Board. This will take Employers to a Registration Form where they can register on Job Search. Once registered employers can advertise jobs and find staff at no cost.



## 4. Already Registered

Employers already registered with JobSearch can sign in to their account by clicking the Already Registered tile located on the Jobs Board. When the tile is clicked it will take you to a secure sign in page where you enter your User Id or email address and Password to sign in to your account. Once you have signed in you can start looking for your next employee.



## 5. Creating Job Vacancies

When you are creating vacancies you can select a special vacancy type that will target job seekers looking for jobs in a specific field or industry.

### Steps:

- Step 1: Click Create a Job from the left hand navigation on your Dashboard page.
- Step 2: Complete the Title and Occupation and Description sections of the job.
- Step 3: Within the Additional Details section select Employment Services Industry Job from the Special Vacancy Type section.

### Additional details

Job type\*

Hours

Salary

Your reference

Special vacancy types ⓘ

Australian employment covenant

Employment Services Industry job

Fly-in, fly-out job

Indigenous Identified Position

- Step 4: Complete the rest of the fields within the create a job section.

**Please Note:** For full details on how to create a job please see the Employer User Guide located on the How to Use this Site page.

## 6. How to Find Staff

Employers can use the Find Candidates page to locate and contact potential candidates.. To use the Find Candidates functionality you must have at least one active job to search for potential candidates.

### Steps:

Step 1: Click the Find Candidates link from the left hand navigation on your Dashboard page.

This will display the Find Candidates information to be completed.

Step 2: Select a Location, Industry and if required Specific Occupations, and enter any Skills relevant to the job seekers you are looking for.

Find Candidates

Location*	Select a location	▼
Industry*	Select an industry	▼
Specific Occupations	Please select an industry	
Skills	Add a skill	

Clear Search Search

Additional filters +

In the Additional Filters section enter the required information to assist you to find candidates for your job.

Step 3: Select the Employment Services Industry Jobs option from the Type of Job section.

Additional filters ⊖

Years of Experience in Industry	<input type="text"/>
Required Licence	-- Please Select -- <span>▼</span>
Tenure Type	-- Please Select -- <span>▼</span>
Required qualification level	No minimum requirement <span>▼</span>
Type of job	<input type="checkbox"/> Apprenticeships or Traineeships <input type="checkbox"/> Relocating for Suitable Positions <input type="checkbox"/> Fly in - Fly out Jobs <input type="checkbox"/> Graduate Positions <input type="checkbox"/> Shift Work Positions <input checked="" type="checkbox"/> Indigenous Identified Positions <input checked="" type="checkbox"/> Employment Services Industry Jobs
	<input type="checkbox"/> Job Seeker must have their own transport
Availability	<input type="checkbox"/> Weekdays <input type="checkbox"/> Weekends Times <input type="checkbox"/> Afternoons <input type="checkbox"/> Mornings <input type="checkbox"/> Nights

Complete the rest of the Find Candidate information and click Search. Your search results will display a summary of job seekers who have indicated they are interested in work in the employment services industry in your area.

Employers can save their Find Candidate searches to enable quicker searching for possible suitable candidates for their jobs.

**Please Note:** For full details on how to run a Find Candidate search please see the Employer User Guide located on the How to Use this Site page.