Work In Jersey Website Employer User Instructions

Work In Jersey Website – HOW TO REGISTER

Visit the Registration Link as follows: https://workinjersey.org/register

Enter using the necessary details and tap "Register as employer"

Username

First Name

Last Name

E-mail Address

Password

Confirm Password

Confirm Password

Register as Employer

- Your registration will be sent to our admins for approval.
- After approval, you will receive a notification via the email address you provided.
- After approval, you can now login and enter the website using the username and password you provided.

Work In Jersey Website – HOW TO LOGIN

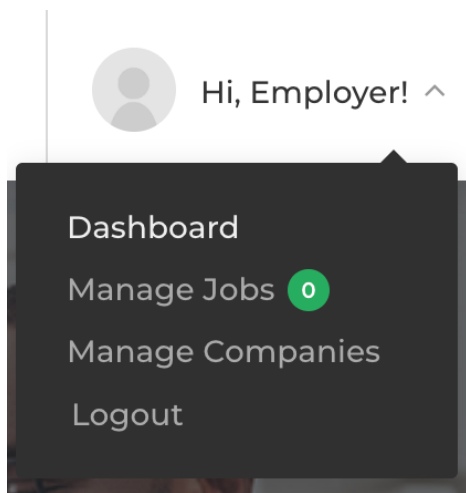Visit the website > Go to **Employer** > **Login** > Enter using your username and password:
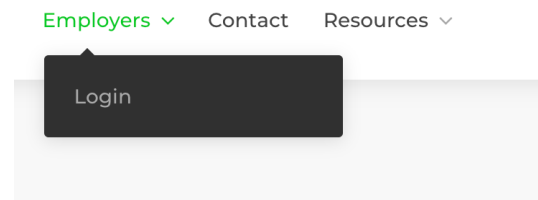
Employers ˅   Contact   Resources ˅

Login

Username

Password

☐ Remember Me

Login

Lost Password?

EEP Website - HOW TO ADD YOUR COMPANY

First – Login to your profile. (Follow login instructions)

1. Visit your **"Dashboard"**. Top Right menu > Go to > **Hi, 'Profile Name' > Dashboard**.

2. From the **Dashboard Screen**. Go to **Employer > Add Company**

3. Enter your **Company Details** (As much as possible)

Company Details

Company name

Company Tagline (optional)

Company tagline

Headquarters (optional)

e.g. "London"

Leave this blank if the headquarters location is not important

Latitude (optional)

Longitude (optional)

Company Logo (optional)

📤 Browse   Maximum file size: 16 MB.

Video (optional)

A link to a video about yourself

Since (optional)

Established date/year

Company Content (optional)

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Header Image (optional)

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Preview →

4. When finished entering your Company Details press **"Preview"**

Preview   ← Edit company   **Submit Company →**
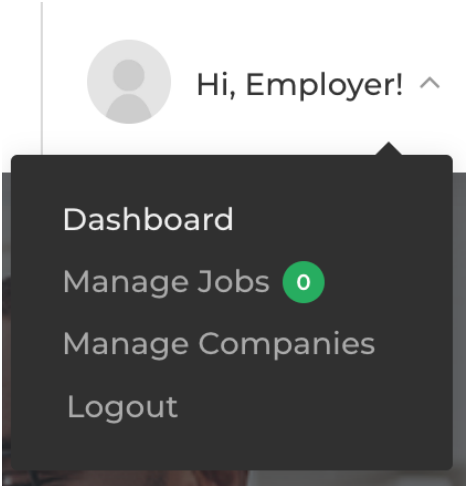
GProductions
GProductions
No reviews yet
% Website   ✉ info@gproductionsonline.com

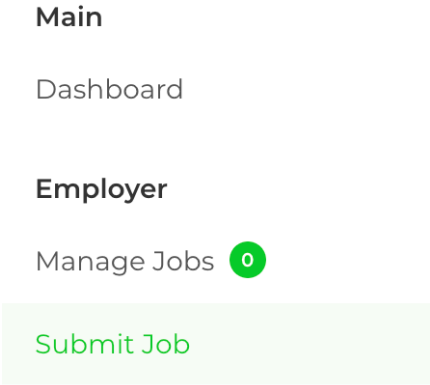5. Once you a satisfied with your preview, press **"Submit Company"**

EEP Website - HOW TO ADD A NEW JOB

First – Login to your profile. (Follow login instructions)

1. Visit your "Dashboard". Top Right menu > Go to > **Hi, Profile Name > Dashboard**.

2. From the **Dashboard Screen**. Go to **Employer > Submit Job**

3. On the **'Submit Job'** Screen. Fill in the boxes provided with your Job Information (as much as possible)

Post A Job
Home > Dashboard

Select Company

Select Company ⌄

Job Details

Job Title

Location (optional)

e.g. "London"

Leave this blank if the location is not important

Job type

Full Time ⌄

Job category

Job tags (optional)

Description

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Application email/URL

employer@gproductionsonline.com

Closing date (optional)

Deadline for new applicants.

Minimum rate/h (£) (optional)

e.g. 20

Maximum rate/h (£) (optional)

e.g. 50

Minimum Salary (£) (optional)

e.g. 20000

Maximum Salary (£) (optional)

e.g. 50000

Please note: when entering the Salary, only enter the numerical value. Do not enter "£" or "," only enter numbers eg: 20 or 100 or 5000.

Minimum Salary (£) (optional)

> e.g. 20000

Maximum Salary (£) (optional)

> e.g. 50000

External "Apply for Job" link (optional)

> http://

Header Image (optional)

> ⬆ Browse   Maximum file size: 16 MB.

> Preview

4. When finished press **"Preview"**

5. Once you are satisfied. Press **"Submit Listing"**

> Preview   Edit listing   Submit Listing