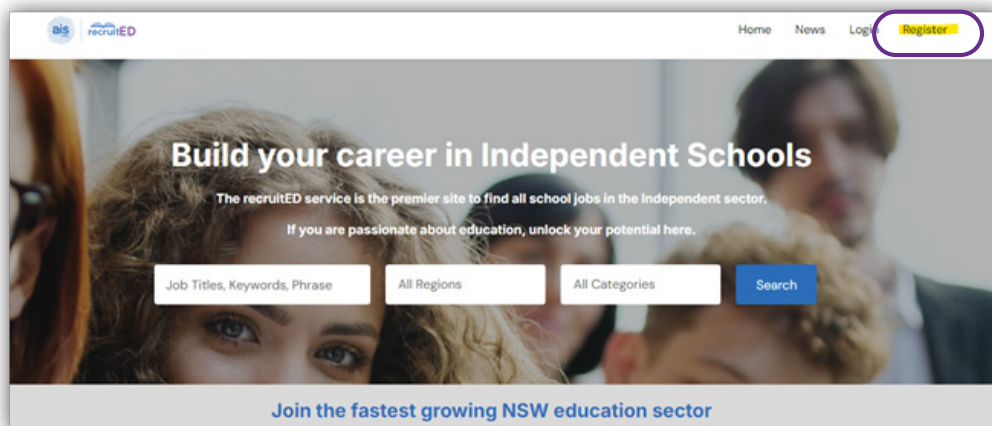




Employer User Guide

Creating an account in the recruitED service

- 1 Click on the register button at the top right-hand side of the window.



- 2 Enter your desired Username and current Email Address.

! We suggest that you do not use your email as your username.

- 3 You will receive an email that looks like this.

Click on the link in your email to set your password.

From: AISNSW <wordpress@aisnswjobportal.kinsta.cloud>
Date: 2 August 2024 at 8:21:47 AM GMT+10
To: evidence@aisnsw.edu.au
Subject: [AISNSW] Login Details

Username: Evidence Institute

To set your password, visit the following address:

https://aisnswjobportal.kinsta.cloud/wp-login.php?action=rp&key=pjHAASL8x828rzHLNVpD&login=Evidence_Institute
<https://aisnswjobportal.kinsta.cloud/wp-login.php>

- 4 Once you have created a password, log into your account.

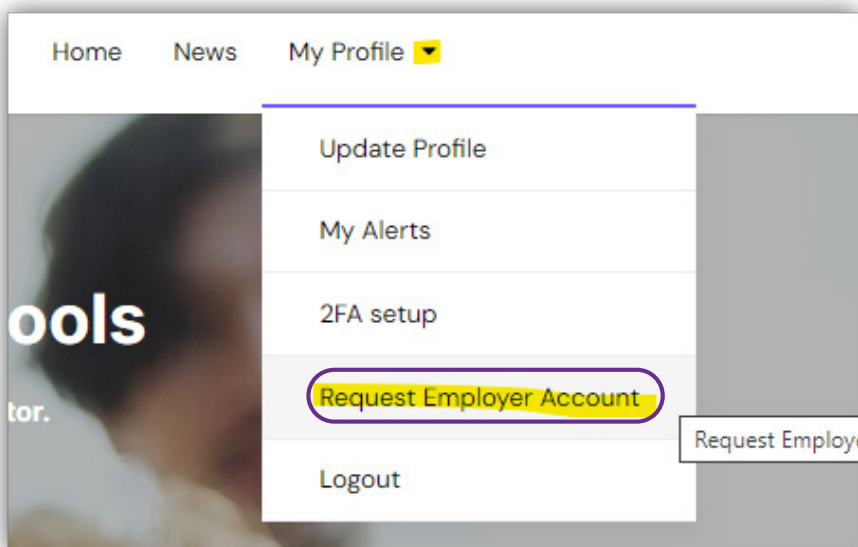
How to request an Employer Account



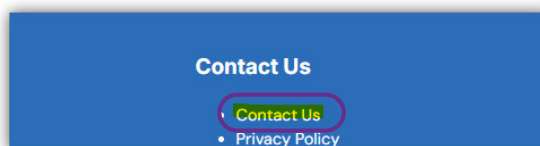
- 1 Access to an Employer Account will be provided to the Principal or delegate of any AISNSW Member school that requests access.

To gain access, submit a request via the contact us form.

You can access the form from the menu under the heading Request Employer Account.



- 2 The request form is also accessible via the contact us page.



- 3 From the drop-down menu, select the option "Request Employer Account".

Name
Kate Ponsford

School
AISNSW

Email
kponsford@aisnsw.edu.au

Your contact is related to
Request Employer Account

Details
Provide details of your enquiry

Send

- 4** Using the same form, you can delegate access to a member of your team.

This person will be responsible for posting jobs on behalf of your organisation.

Name

Kate Ponsford

School

AI NSW

Email

kponsford@aisnsw.edu.au

Your contact is related to

Delegate Employer Access to team

Details

As Principal of my school, I would like to provide EMPLOYEE NAME, who is the JOB TITLE at SCHOOL NAME delegate access to post jobs on my behalf.

Send

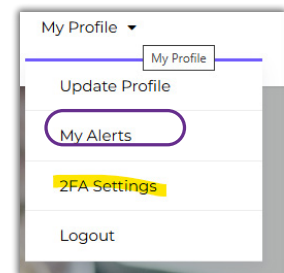
Setting up Two Factor Authentication



2FA was set up for use on Employer accounts to ensure that there is an additional level of security for your account. We understand that setting up 2FA might take a little time, but it is worthwhile for the added security.

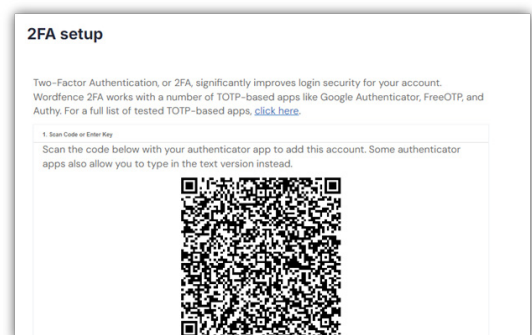
There is a grace period of 30 days to set up your 2FA before you will be required to contact the recruitED team to gain access to the portal.

- 1 Set up your two-factor authentication by clicking the 2FA setting button.

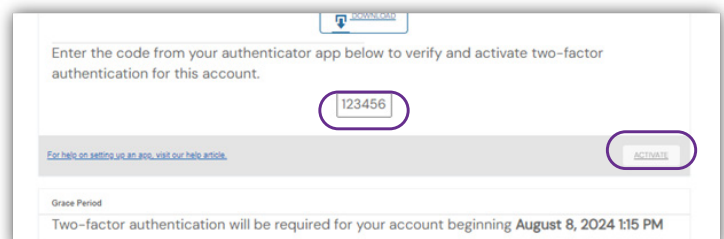


- 2 You will be taken to a page that looks like this.

Use an authenticator app to scan the QR code, this will set up two-factor authentication on your recruitED service account to ensure it is secure.

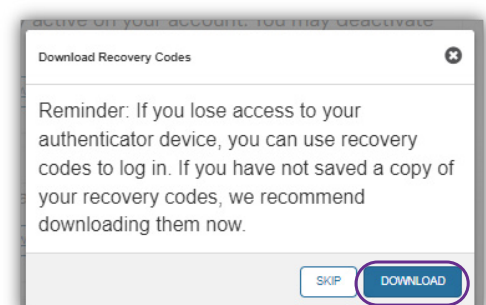


- 3 Once you have scanned the code into your authenticator app, you should enter the 6-digit code into the Activate box and click Activate.



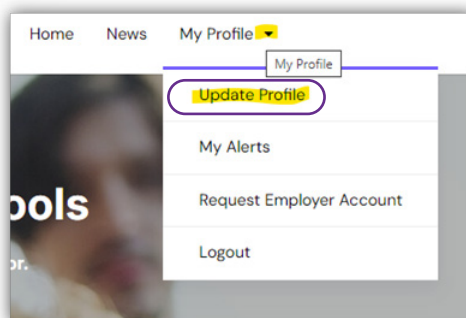
- 4 The website will ask you to download your recovery codes.

Click Download and save the document somewhere safe. This will enable you to log into your account in the future should you lose access to your authenticator app.



Managing your profile

- 1 At any stage you can make updates to your profile by clicking the My Profile button.



- 2 There are several settings you can update including your email address and resetting your password.

A screenshot of two stacked web forms. The top form is titled 'Personal Options' and includes sections for 'Admin Color Scheme' (with radio buttons for Default, Light, Modern, Blue, Coffee, Ectoplasm, Midnight, Ocean, Sunrise), 'Toolbar' (with a checked box for 'Show Toolbar when viewing site'), and 'Name' (with fields for Username, First Name, Last Name, Nickname (required), and a dropdown for 'Display name publicly as'). The bottom form is titled 'Contact Info' and includes an 'Email (required)' field with the value 'evidence@aisnsw.edu.au' and a note: 'If you change this, an email will be sent at your new address to confirm it. The new address will not become active until confirmed.' Below this are multiple empty input fields for 'Website', 'Facebook profile URL', 'Instagram profile URL', 'LinkedIn profile URL', 'MySpace profile URL', 'Pinterest profile URL', 'SoundCloud profile URL', 'Tumblr profile URL', 'Wikipedia page about you (if one exists)', 'X username (without @)', and 'YouTube profile URL'.

How to submit a job



- 1 Click on the Submit Job button.

[Home](#)[News](#)[Jobs Dashboard](#)[Submit Job](#)[My Profile](#) ▼

- 2 Complete all mandatory fields in the form.

Submit Job

Your account

You are currently signed in as Evidence_Institute.

Sign out

Job Title

Job Region

Select Region

International Opportunities
(optional)

☐ Select if this is an international opportunity.

Job type

Choose job type...

Job category

Choose a category...

Description

[Description Template Link](#)

B *I* [List Bulleted] [List Numbered] [Link] [Image] [Undo] [Redo]

Fields you can utilise for your job advertisement

Mandatory

- **Job Title**
- **Job Region**
Job region can be set at the State, Region or Major City/Town level. Within Sydney Metropolitan there are options to include suburb areas.
- **Job Type**
Options include Full Time, Part Time, Casual, Short Term Contract, Term Time Only, Internship and Professional Experience Placement.
- **Job Category**
This field provides options for you to be as specific or broad as you would like within the teaching category and includes Operational and Administration options. You can select more than one job category.
- **Description**
This field is where you place your job advertisement. Be concise yet specific when writing your job advert. There is a handy guide below this field to provide you an example should you need one.

Please note: ensure you look closely at the format of the text you are putting into the description box including bullet points, bolded text or italicised text. Formatting from an external file once copied into the description box is not applied on the recruitED portal.
- **Application URL**
This field defaults to your account email. If you keep it as the email address you will receive all applications to this email. If you would like applicants to submit a form within your HR system, simply copy the correct URL link into this field.
- **School Name**
List your school's name in this field.

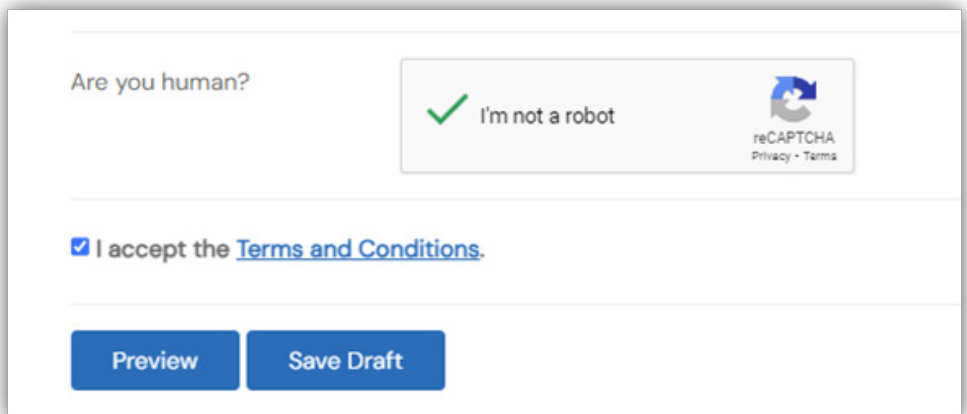
Optional

- **Closing Date**
By default job advertisements are automatically set to expire after 30 days. You can select a specific date outside of the default by using the Closing Date field.
- **International Opportunities**
Click this button if you are eligible to provide sponsored visa opportunities for overseas applicants.
- **Scheduled Date**
This field is used to schedule when a job posting goes live at a future date. If you wish for the job to go live once approved, leave this field blank.
- **Salary**
If you wish to provide a salary guide for the job advertised enter it in this field.
- **Salary Unit**
This drop-down menu compliments the Salary field. Choose the relevant unit of the salary you have listed.
- **Website**
Provide a link to your school website in this field.
- **Tagline**
Describe your school briefly in this field.
- **Video**
If you have a video you wish to share with job applicants provide the link in this field.
- **Twitter username**
If you would like applicants to visit your Twitter (X) page provide a link in this field.
- **Logo**
Upload your school logo to this field. Ensure you use a square sized logo when uploading to the portal. Recommended Field.

Fields you can utilise for your job advertisement

- 1 You can save a draft of your job advertisement at any time by clicking the Save Draft button. You will be able to return to your advertisement at any time via the Jobs Dashboard.

To proceed with submitting the job advertisement, complete the reCAPTCHA field, accept the Terms and Conditions, then click the Preview button.



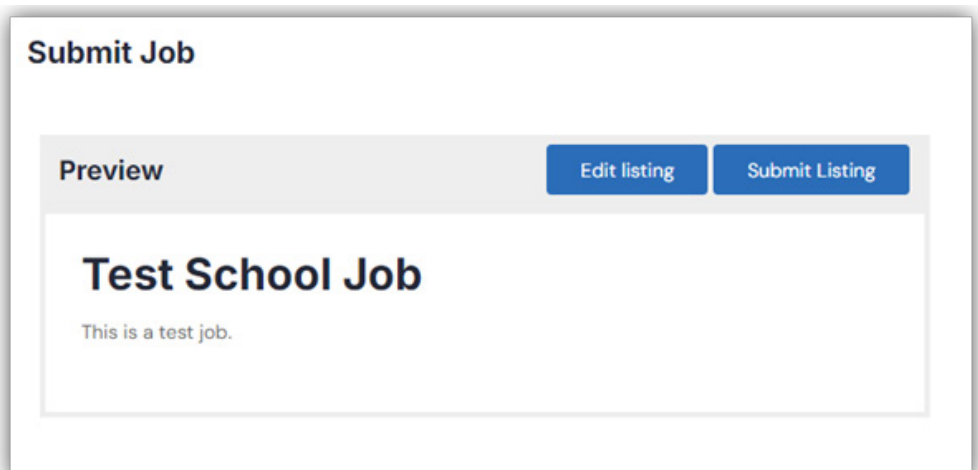
Are you human?

☒ I'm not a robot

☒ I accept the [Terms and Conditions](#).

[Preview](#) [Save Draft](#)

- 2 Once in the preview, you can return to edit the job advertisement or submit it for approval. Use the preview to ensure that the description reflects the formatting required.



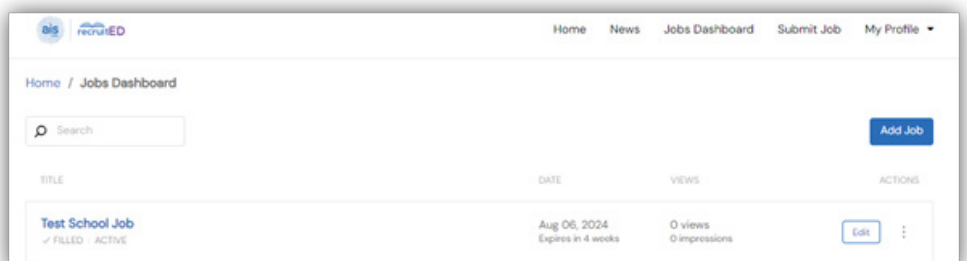
Submit Job

Preview [Edit listing](#) [Submit Listing](#)

Test School Job

This is a test job.

- 3 Once you have submitted the job advertisement, you can return to your Jobs Dashboard to review its status.



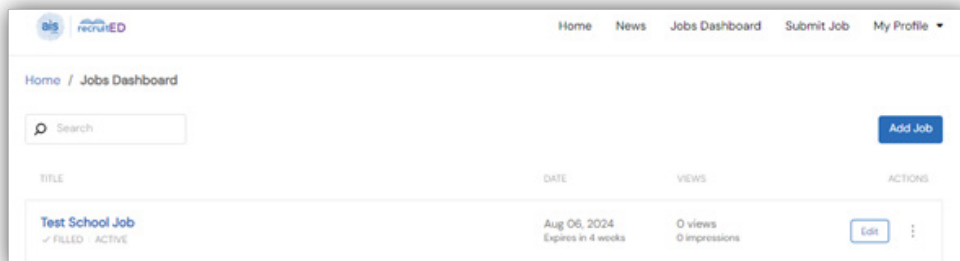
Home / Jobs Dashboard

[Search](#) [Add Job](#)

TITLE	DATE	VEWS	ACTIONS
Test School Job ✓ FILLED · ACTIVE	Aug 06, 2024 Expires in 4 weeks	0 views 0 impressions	Edit ...

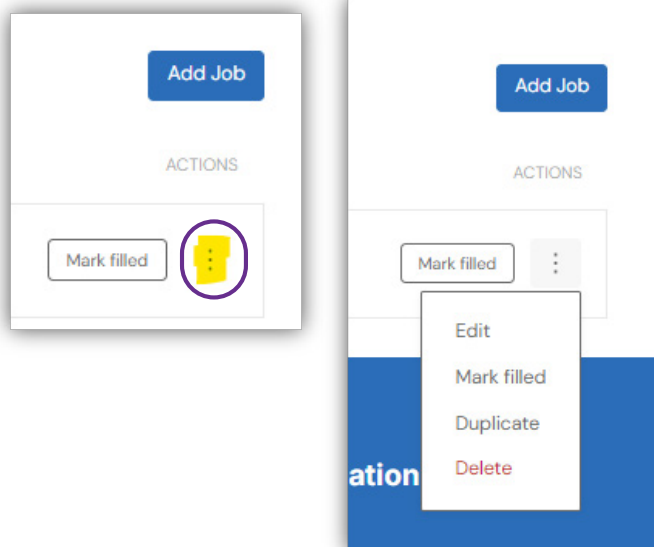
Your Jobs Dashboard

- 1 Once your job advertisement has been approved by the AISNSW team it will be set to ACTIVE. You will see the expiry date, views of your advertisement, and be able to “Mark Filled” if you find a successful applicant prior to the job advertisement expiring.

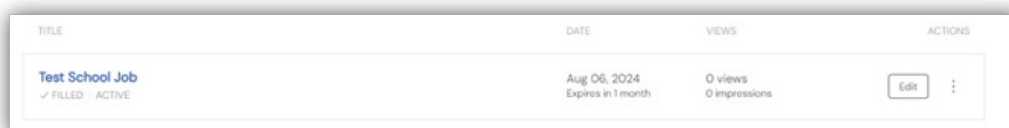


- 2 By clicking the Actions menu, you can also Edit, Duplicate, Mark filled, or Delete the advertisement.

At any time whilst an advertisement is live, you can Edit the text and resubmit for approval.



- 3 Once you tick the Mark filled button, the advertisement will be removed from the active listings on the recruitED service portal.



You will be able to access the archived listing in your Jobs Dashboard should you wish to change the status to “Mark not filled” or duplicate to use for a new position.

4 In your Jobs Dashboard you will also be able to see all job advertisements uploaded by your school. In this version of the portal you are only able to view these advertisements, not edit them at this stage.

However, there may be situations where you are required to edit an advertisement uploaded by a team member. We’re happy to assist with any changes you may need, please contact us via recruitED@aisnsw.edu.au.

TITLE	DATE	VIEWS	ACTIONS
Kate Test Job August ACTIVE	Aug 27, 2024 Expires in 4 weeks	6 views 16 impressions	Mark filled ⋮
AINSW Test Job ACTIVE	Aug 19, 2024 Expires in 3 weeks	8 views 11 impressions	Mark filled ⋮
Test Kate ACTIVE	Aug 04, 2024 Expires in 6 days	8 views 9 impressions	Mark filled ⋮