



Posting a Vacancy on Company's Website

Post job vacancy on the company's official website, specifically under the careers page.

Don't forget to share this on your socials!

1. 📄 Create a Dedicated Job Listing Page:

- **Job Title:** Begin with a clear and engaging job title.
- **Company Introduction:** Briefly introduce your company, focusing on aspects like culture, achievements, and values.
- **Detailed Job Description:** Provide a comprehensive description of the role, including responsibilities, day-to-day tasks, and any unique aspects.
- **Qualifications and Skills:** Clearly list the required qualifications, skills, and experience.
- **Benefits and Company Perks:** Highlight the benefits and perks of working at your company.
- **Application Process:** Explain the application process in a simple, step-by-step format.

2. 📄 Include a 'Submit Resume/CV' Button:

- Add a prominent button or form where candidates can upload their resume or CV directly on the page.
- Ensure the form is user-friendly and compatible with various file formats (e.g., PDF, DOCX).

3. 📱 Mobile-Friendly Design:

- Ensure that the careers page and the job listing are mobile-friendly, as many job seekers use mobile devices for job searches.

Share the Vacancy on Social Media

1. 📢 Create a Social Media Announcement:

- Craft a concise and attractive post announcing the job vacancy, with a link to the careers page on your website.
- Use engaging visuals or graphics that align with your brand.

2. 🌐 Utilise Various Platforms:

- Share the announcement on multiple social media platforms like LinkedIn, Facebook, and Instagram.
- Tailor the message and format to fit each platform's audience and style.

3. 🔄 Encourage Sharing:

- Ask your followers to share the post within their networks.
- Engage with comments and shares to increase the post's visibility.