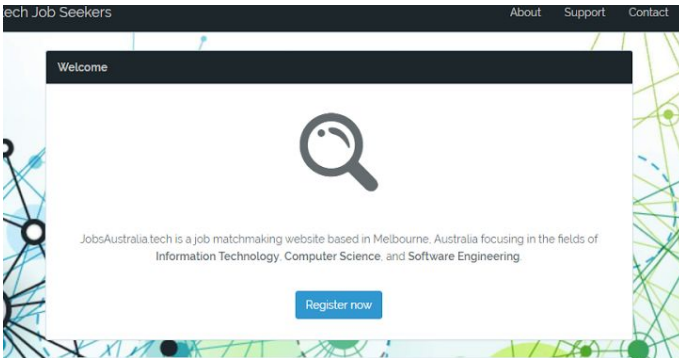
JobsAustralia.tech -
User Manual

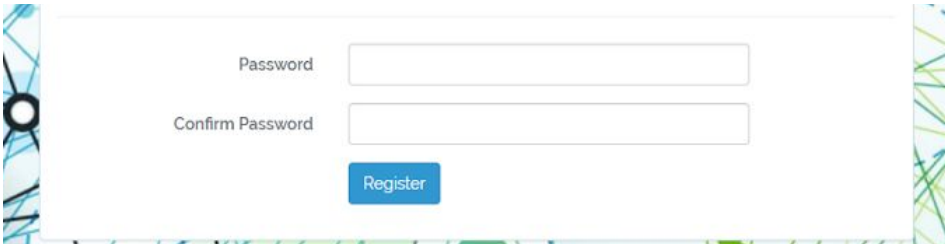
To begin first navigate to: https://jobsaustralia.tech/

1. Register as an employee or employer.
2. Login, logout, edit profile, upload resume, email notifications and delete account.
3. View matching jobs, apply for a job and delete application (for jobseekers/employees).
4. Post a job, edit or delete a job and view or reject applicants (for employers).
5. Reset forgotten password.
6. Contact JobsAustralia.tech.

1. Register as employee or employer.

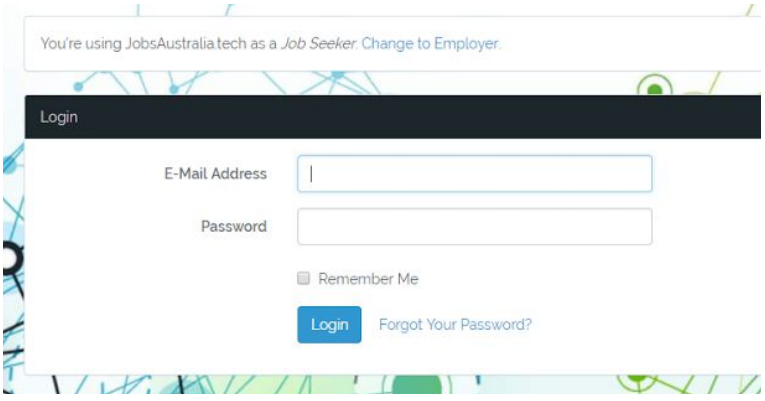
1. From the home page click on the blue button that says register now.
2. If you are a jobseeker/employee then please fill out the registration details and click on the blue button that says register. If you wish to post a job or an employer then please click on the Change to employer link at the top of the page, fill out the registration details and then press the blue register button.

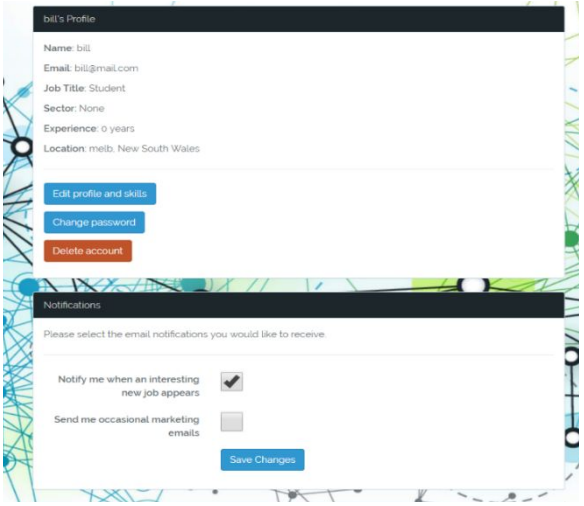




2. Login, logout, edit profile, upload resume, email notifications and delete account.

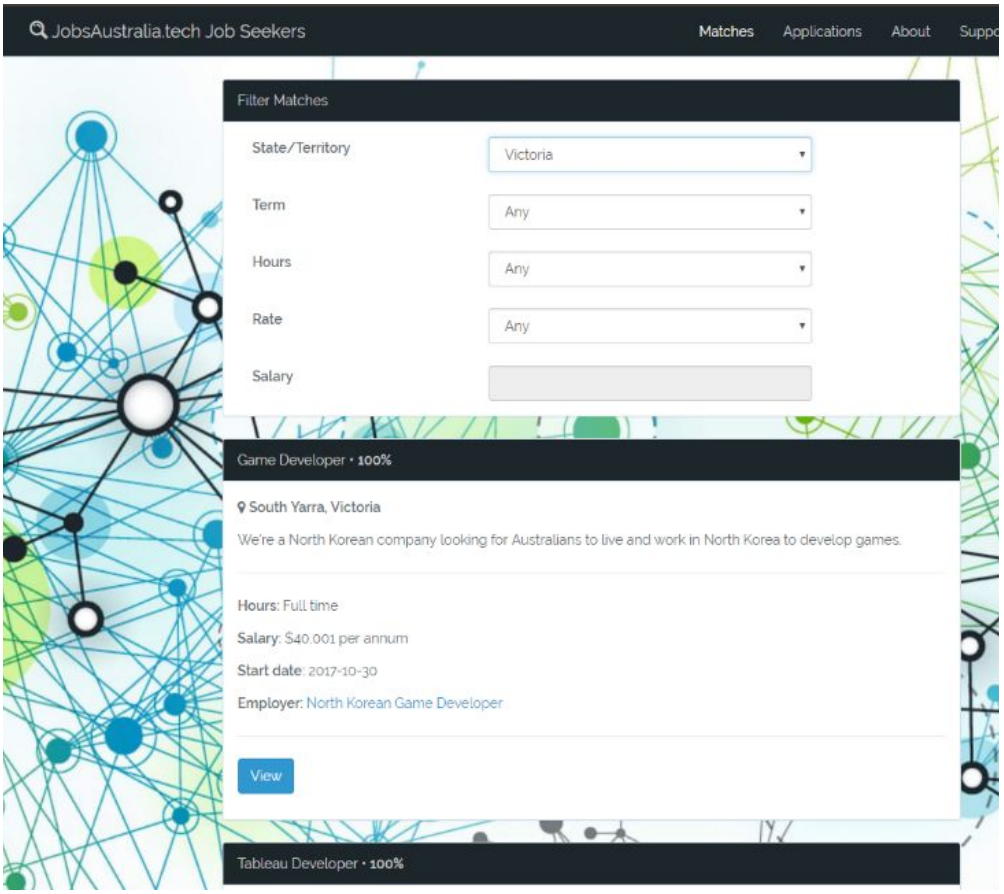
1. Click on the login link in the top right corner of the screen.
2. If you are an employee enter your relevant login details and press login. If you are an employer click the change to employer link, fill in your relevant details and press the login button.
3. To log out of either account, click on your name in the top right corner of the screen and click log out.
4. To edit your profile, click on your name in the top right corner of the screen and click profile. Click on the edit profile button, fill in the details you wish to change and then press the save changes button.
5. To upload or update a resume click on your profile, scroll down to the resume section, select your resume file and press the upload button.
6. To change email notifications, scroll down to the notifications section and select which option you wish then press the save changes button.
7. To delete your account, click the delete account button and confirm the prompts.





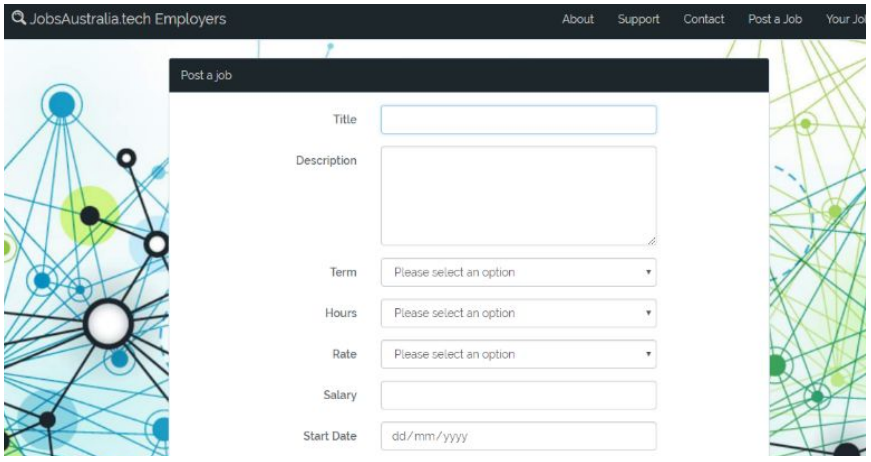
3. View matching jobs, apply for a job and delete application (for jobseekers/employees).

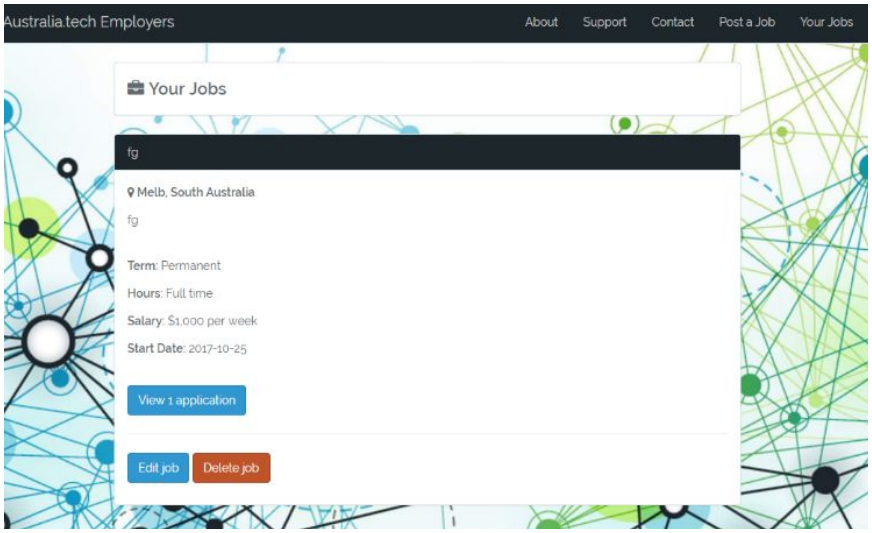
1. While logged in as en jobseeker/employee, click on matches in the menu bar and filter jobs by using the menu underneath.
2. When you find a job you like, click on view and if you wish to apply, press the apply button. You also have the option to add a message to the employer.
3. Once applied, you can delete the application if you wish by pressing the delete application and confirming the prompts.



4. Post a job, edit or delete a job and view or reject applicants (for employers).

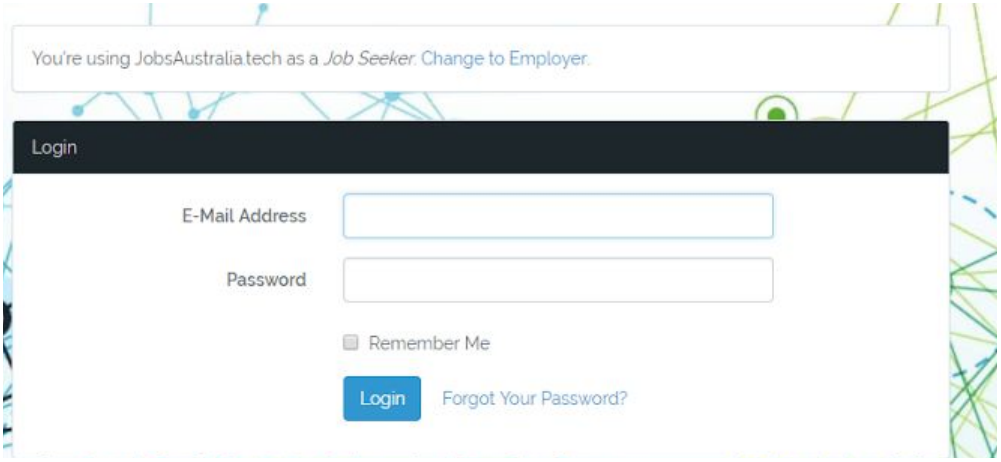
1. While logged in as an employer, click on post job in the menu bar and click on the blue button that says post a job. Fill out the job details and press the post button.
2. Once you have a job posted, you can click on your jobs in the menu bar and can edit a job or delete a job.
3. To edit a job, find the job you want and click on the blue edit job button. Change the relevant details and press the save changes button.
4. To delete a job, find the job you wish to delete the job and press the delete job button then confirm the prompts.
5. If a job has applicants, a button will appear that will tell you how many applicants there are that have currently applied. To view the applicants, click the view applicants button. You now can either discuss the application by emailing the applicant or can reject the applicant.

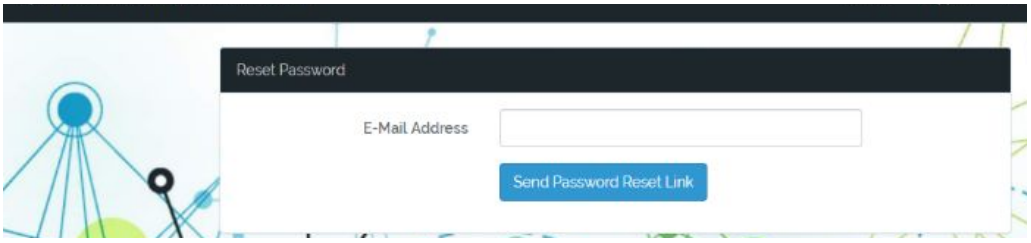


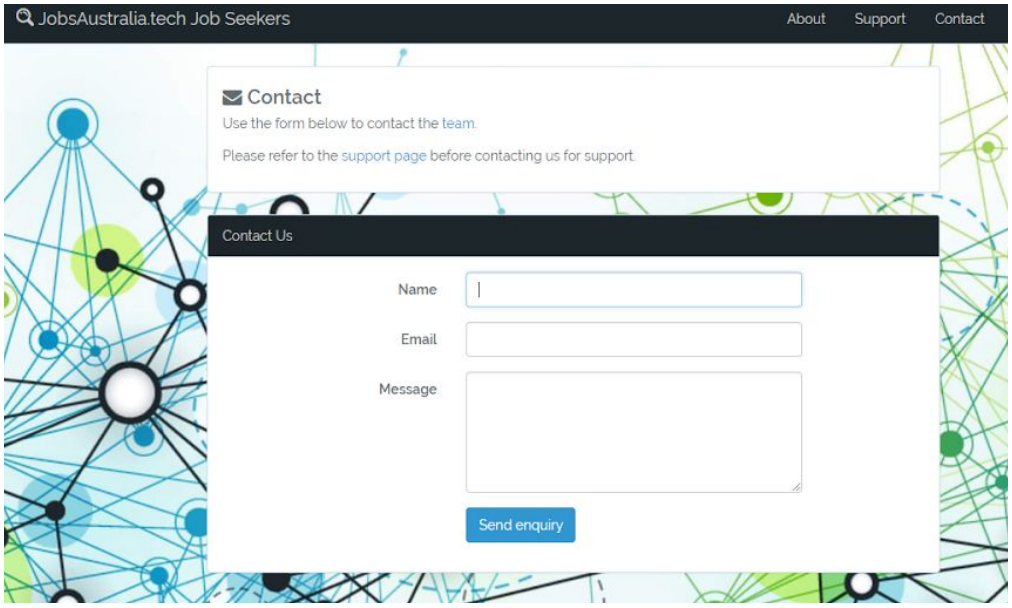


5. Reset forgotten password.

1. If you have forgotten your account password, on the login page, click the forgot your password link.
2. Enter the email address you have used when you registered an account.
3. Click the password reset link that will be sent to your email.
4. Select your new password.





6. Contact JobsAustralia.tech.

1. If you have any other issues or concerns, then you can contact us by clicking on contact us in the menu bar.
2. Enter the relevant details as well as your message and then press the send enquiry button and we will contact you as soon as possible.