Create a job overview

Kia ora. Welcome to Utopia. My name is Joshua. I am here to guide you through the Create a Job section. Let's explore the portal. Under the Create a Job section, you will find three key portals, each designed to meet your hiring needs efficiently. Create a Job, our standard booking portal, ideal for posting urgent bookings or bookings where you need a teacher to start within the next two weeks. Advanced Booking. Book in advance and receive an extra discount when scheduling 14 days ahead. This portal helps you plan while saving on costs. Permanent Job Trial. This portal is specially designed for our UR-free feature, giving centers the flexibility to explore, connect, and trial teachers before making a final decision. Let's take a closer look at how each of these portals works in more detail. Let's take a look at how to create a job through the standard booking portal. As you can see, we have clearly listed the rates for your reference, distinguishing between qualified and unqualified teachers. Our rates are demand-based, meaning they fluctuate depending on the number of available teachers in your area who are ready to work. We aim to bring down your costs when there are enough teachers to accept your job invites. Let's go through an example. I need a qualified teacher for February 19th from 830 a.m. to 4 p.m. First, I'll select qualified teacher as a role. The number of teachers I need is one. The age group may vary and I don't have a gender preference. I can also include specific job descriptions like please prepare for mat time. Anything you'd like to request for this booking can be outlined there. Now, let's move to the calendar section. Since I need the teacher to start at 830 a.m. on February 19th, I'll select start date February 19th, start time 830 a.m., end date February 19th, and time 4 p.m. If you have a booking spanning multiple days, you can set the end date as the final day on the calendar. We will cover multi-day bookings in more detail in a later session for your reference. Once you've submitted the booking details, you'll be taken to the confirmation page where you can review a summary of your booking for reference. You may notice a post option on this page. This is where you can choose to send the job invite to either the public teacher pool or your favorite teacher pool if you've built one. For now, I will choose to send this booking to the public teacher pool. Upon clicking confirm, your booking will be processed and available teachers within your center's commuting range will be notified. For your reference, this is what will be displayed on the teacher side. Your booking will also move to the next portal, Your Bookings, under Processing Bookings. If you have planned your roster in advance, don't forget to create your job through the Advanced Booking Portal. Please note that to claim the discounted rate, the booking must be made through this portal. The rates displayed here are already discounted compared to those in the advanced booking portal is the same as in the standard booking portal, with one key difference. On the calendar, you can only select a start date at least 14 days from today. To keep things more streamlined, we will discuss this portal alongside our UR free feature. Thanks for watching!