

Octopus Job Posting Guide

Octopus Team

2026

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1. Introduction

Welcome to Octopus, job posting platform connecting companies with talented professionals. This guide will walk you through every step of posting your first job vacancy, from creating your company account to seeing your job go live.

What you'll need:

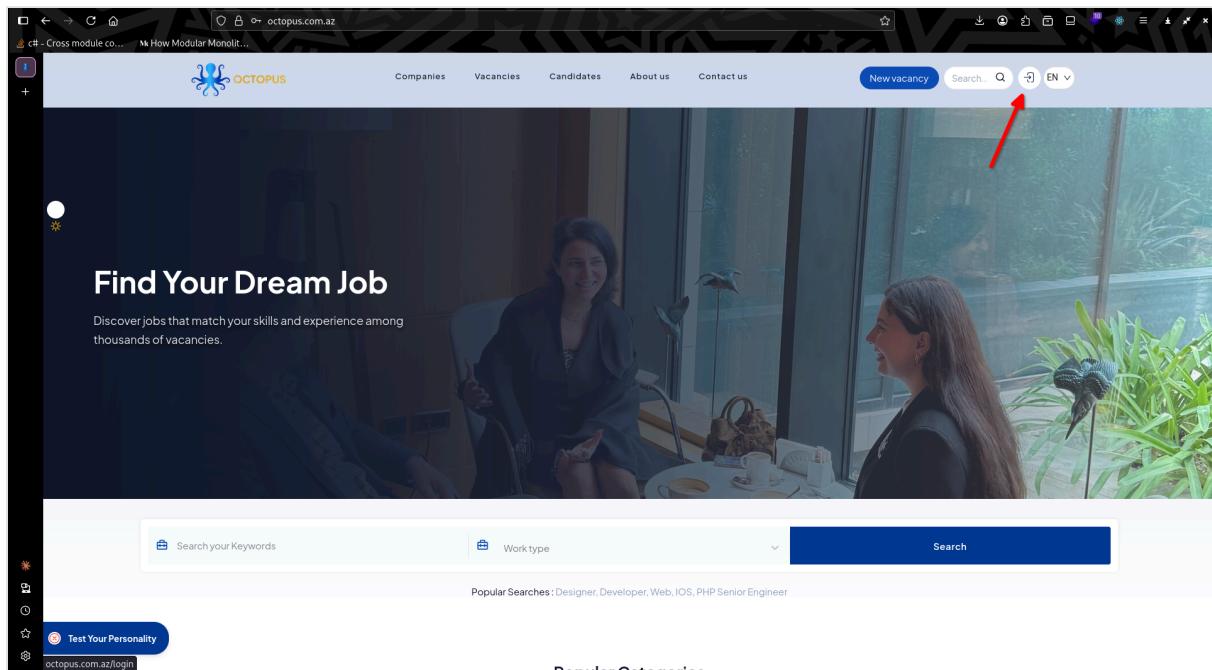
- Company email address
- VOEN (Tax Identification Number)
- Company website (optional but recommended)
- Job details and requirements
- Payment method (PayPal account or debit/credit card)

Estimated time to complete: 7-10 minutes

2. Getting Started

2.1 Accessing the Platform

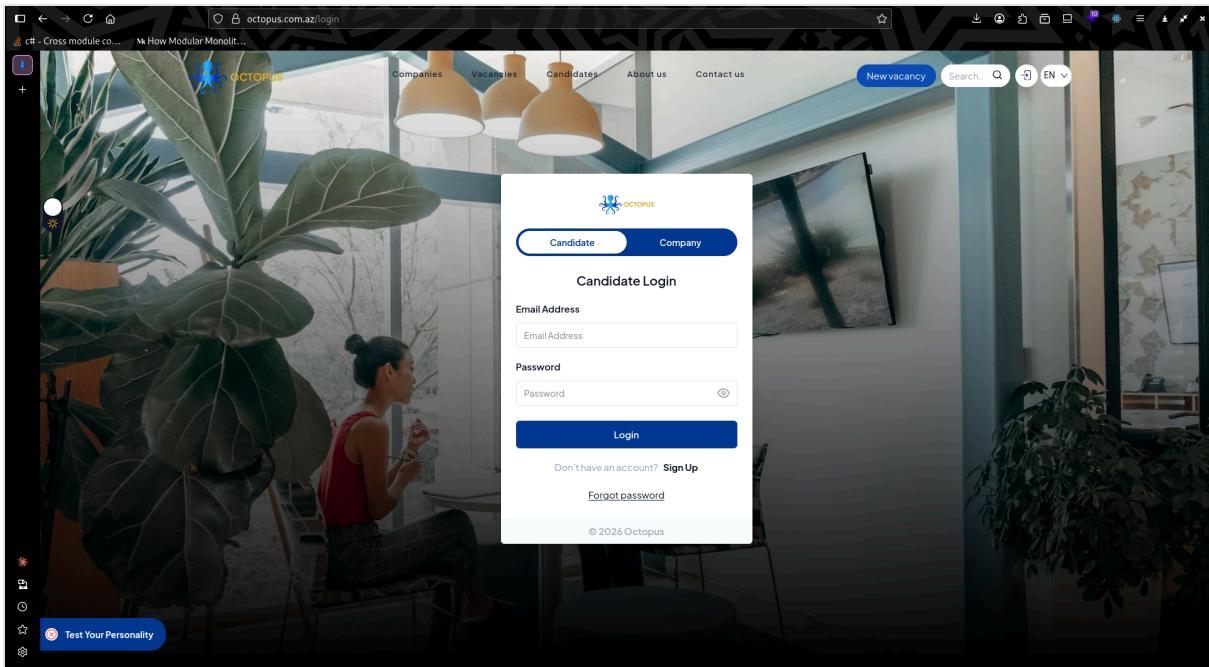
1. Open your web browser and navigate to <https://octopus.com.az> (<https://octopus.com.az>)
2. You will see the homepage with the main heading “Find Your Dream Job”



Octopus homepage showing the main landing page with navigation menu and “Find Your Dream Job” heading

2.2 Navigating to Registration Page

3. Look at the top-right corner of the page
4. Click on the **user icon**
5. A login/signup window will appear
6. Click on the “**Sign Up**” link at the bottom of the form



Login modal showing Sign Up link at the bottom

2.3 Selecting Company Registration

7. On the registration page, you'll see two tabs at the top:

- **Candidate** (for job seekers)
- **Company** (for employers)

8. Click on the "**Company**" tab to access the company registration form

Important Note: Make sure you select "Company" and not "Candidate" - this is a common mistake!

2.4 Completing the Registration Form

Fill in all required fields carefully:

Your Name (Company Name)

- Enter your official company name
- Example: "Core Branch OSF"
- This will be displayed on your job postings

Email Address

- Use your company's official email address
- This will be your login username
- Example: info@yourcompany.com

VOEN (Tax Identification Number)

- Enter your company's tax identification number
- This is required for verification purposes
- Format: numbers only

Website

- Enter your company's website URL
- Include the full URL starting with "https://"
- Example: https://corebranch.org

Password

- Create a strong password (minimum 8 characters)
- Include uppercase, lowercase, numbers, and special characters
- Example: MyCompany@2026

Confirm Password

- Re-enter the exact same password
- Both fields must match exactly

Terms and Conditions

- Check the box: "I accept the Terms and Conditions"
- Click on the Terms link to read them if needed

The screenshot shows a web browser window with the URL octopus.com.az/signup. The page displays a company registration form over a background image of a modern office interior with large green plants. The form fields are as follows:

Signup Company	
Your Name	Email Address
Core Branch OSF	[Redacted]
VOEN	Website
	https://corebranch.org
Password	Confirm Password
██████████	██████████
<input checked="" type="checkbox"/> I accept the Terms and Conditions	
Register	
Already have an account? Sign in	
© 2026 Octopus	

At the bottom left of the form, there is a button labeled "Test Your Personality".

Completed company registration form showing all filled fields

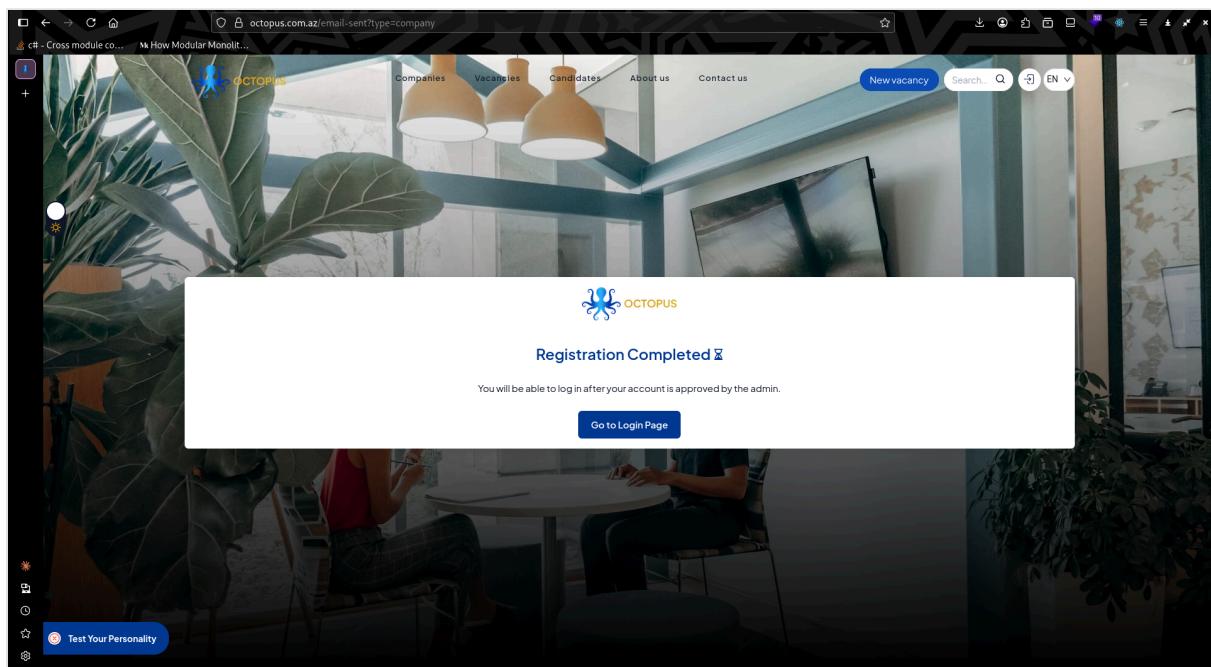
2.5 Submitting Your Registration

8. Review all information for accuracy
 9. Click the blue “**Register**” button at the bottom of the form
 10. Wait for the system to process your registration (usually 1-2 seconds)
-

3. Account Approval and Email Verification

3.1 Registration Confirmation

After clicking “Register,” you will see a confirmation screen with:

- A green checkmark 
- The message: “**Registration Completed** A screenshot of a web browser displaying the Octopus website. The page shows a modern office interior with people working at desks. A central modal window is open, featuring the Octopus logo at the top. Below the logo, the text "Registration Completed" is displayed with a small "X" icon to its right. Underneath this, a smaller message reads "You will be able to log in after your account is approved by the admin." At the bottom of the modal is a blue button labeled "Go to Login Page". The background of the browser shows the rest of the website's layout, including a navigation bar with links like "Companies", "Vacancies", "Candidates", "About us", and "Contact us". There are also search and language selection tools.

Registration completed confirmation screen with approval waiting message

3.2 What Happens Next?

Important Information:

- Your account is now created but **not yet active**
- An administrator will review your company information
- Approval typically takes **24-48 hours** during business days
- You will receive an email notification when approved

Why is approval needed?

- To verify company legitimacy
- To prevent spam and fraudulent postings
- To maintain platform quality

3.3 Email Verification

11. Check your email inbox (the one you registered with)
12. Look for an email from Octopus regarding account approval
13. The email will contain a message: "**Please verify your email by clicking this link or copy and paste into browser address bar**"
14. Click the verification link in the email, or copy and paste it into your browser's address bar
15. After verification, you can proceed to log in

Tip: Check your spam folder if you don't see the email within 48 hours

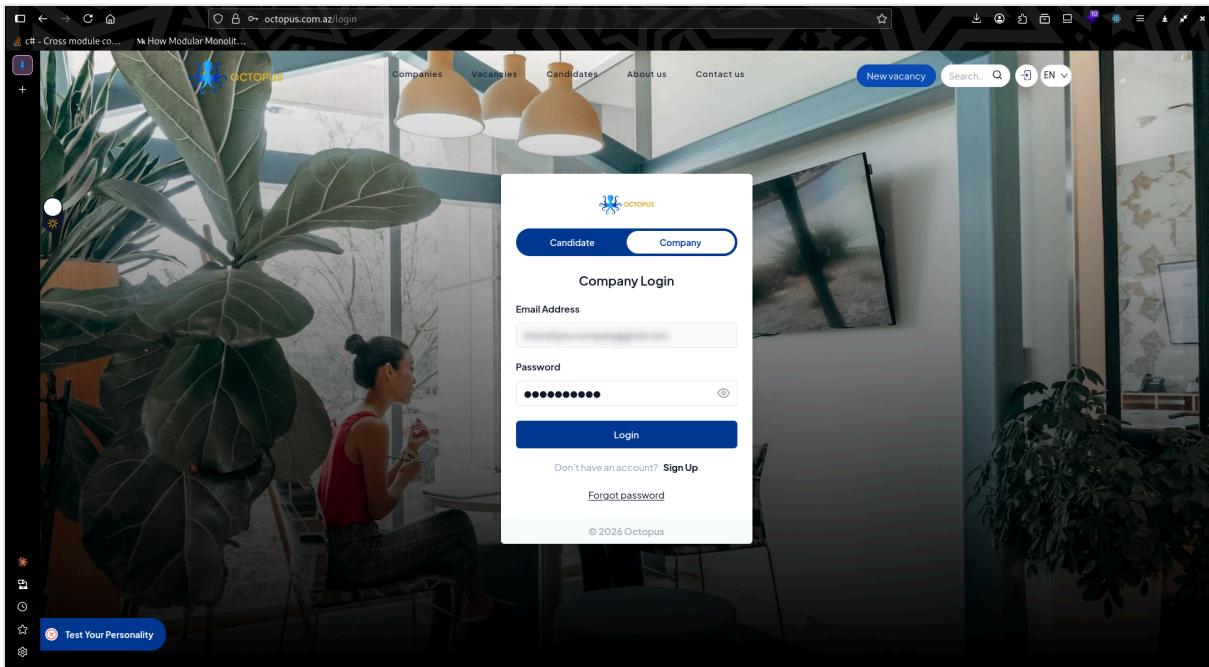
4. Logging Into Your Company Account

4.1 Accessing the Login Page

1. Go to <https://octopus.com.az> (<https://octopus.com.az>)
2. Click on the **user icon** in the top-right corner
3. The login form will appear

4.2 Selecting Company Login

4. You'll see two tabs at the top:
 - **Candidate**
 - **Company**
5. Click on the "**Company**" tab (very important!)



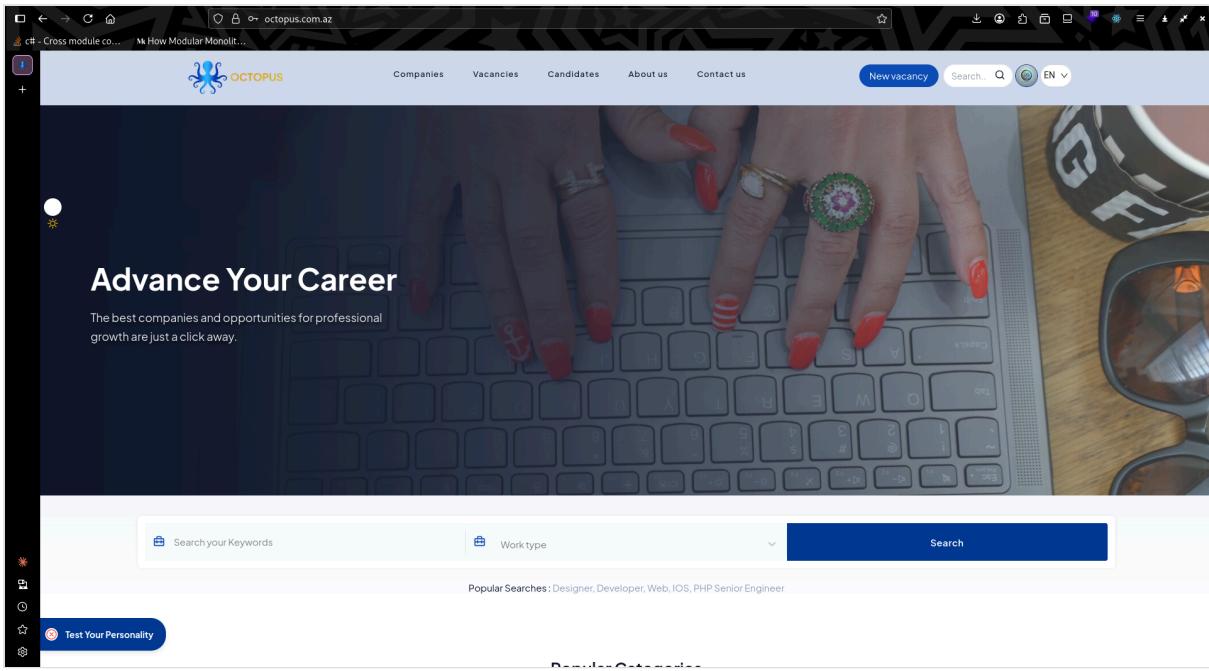
Login modal showing Company tab with email and password fields

4.3 Entering Your Credentials

6. Enter your **Email Address** (the one you registered with)
7. Enter your **Password**
8. Click the eye icon  if you want to see your password while typing

4.4 Logging In

9. Click the blue "**Login**" button
10. If credentials are correct, you'll be redirected to the homepage
11. You'll now see your **profile icon** in the top-right corner, indicating you're logged in



Homepage after successful login showing user profile icon in top-right

Forgot Password?

- Click the “**Forgot password**” link below the password field
- Follow the email instructions to reset your password

Don't have an account yet?

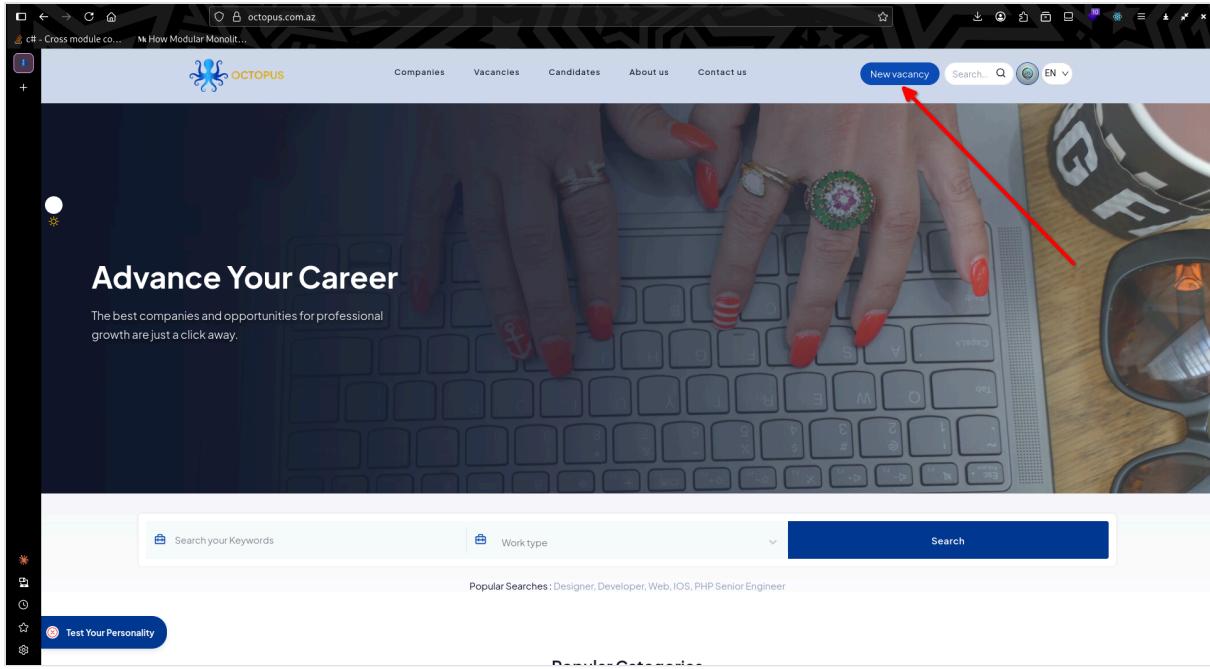
- Click “**Sign Up**” to register (this brings you back to step 2.2)

5. Creating Your First Job Posting

5.1 Accessing the Job Posting Form

After successful login:

1. You'll be on the homepage (octopus.com.az)
2. Look for the “**New vacancy**” button in the top-right corner
3. Click the blue “**New vacancy**” button



Homepage with New vacancy button highlighted in top-right corner

5.2 Starting a New Job Posting

You'll be taken to the job posting form. The form is divided into several sections - we'll go through each one

The screenshot shows the job posting form on the Octopus website. At the top, it says "Job Details:" and "Job Title: Senior Software Engineer". Below that is a "Job Description" section with a detailed paragraph about the role. Under "Categories", "Information technology" is selected. Under "Job Type", "Contract" is selected. In the "Salary" section, "USD" is chosen. The "Skill & Experience" section lists requirements like "Strong proficiency in Java, Python, C#, or Node.js" and "Experience in designing and developing RESTful APIs". The "Responsibilities" section lists tasks such as "Write high-quality, scalable code" and "Participate in code reviews and enforce coding standards". At the bottom, there are fields for "Education" (set to "Higher Education") and "Experience (Years)" (set to "5"). A "Test Your Personality" button is visible at the bottom left.

Job posting form showing the Job Details section at the top

5.3 Section 1: Job Details

Job Title

- Enter the position name
- Be specific and clear
- Example: "Senior Software Engineer"
- Avoid internal codes or abbreviations

Job Description

- Write a comprehensive description of the role
- Include what the candidate will do
- Mention your team and company culture
- Recommended length: 100-300 words
- Example:

We are seeking an experienced Senior Software Engineer to join our dynamic and innovative team. You will play a key role in developing complex software solutions, collaborating with the team, and making important technical decisions. You will work with both backend and frontend technologies, ensure code quality, and provide mentorship to junior engineers.

Categories

- Select the category from the dropdown menu
- Example: "Information Technology"
- This helps candidates find jobs in their field

Job Type

- Select the employment type from dropdown:
 - Contract
 - Freelance
 - Full Time
 - Hybrid
 - Internship
 - Part-time
 - Remote

5.4 Section 2: Salary

Currency

- Select from dropdown: USD, AZN, or EUR
- Example: "USD"

Salary Range

- Enter minimum salary: Example: \$3500
- Enter maximum salary: Example: \$5000
- Be realistic and competitive

Tip: Including salary information increases application rates by up to 30%!

5.5 Section 3: Skills & Experience

Requirements

List all technical and soft skills needed. Format as a clear list:

- Strong proficiency in Java, Python, C#, or Node.js
- Experience in designing and developing RESTful APIs
- Proficiency with SQL and NoSQL databases
- Knowledge of Git, CI/CD processes, and Agile methodologies
- Familiarity with microservices architecture
- Ability to read and write technical documentation in English
- Strong problem-solving and analytical thinking skills
- Excellent communication and teamwork abilities

Responsibilities

List what the employee will do day-to-day:

- Write high-quality, scalable code
- Prepare technical design documents
- Participate in code reviews and enforce coding standards
- Provide technical support and mentorship to Junior and Mid-level engineers
- Participate in project planning and estimation
- Optimize performance and reduce technical debt
- Collaborate continuously with the team and share knowledge
- Research and implement new technologies

5.6 Section 4: Education & Experience

Education

- Select minimum education level from dropdown
- Options include:
 - Full Secondary
 - Higher Education
 - Not Required
 - Secondary
 - Vocational

Experience (Years)

- Enter number of years required
- Example: “5”
- Be realistic about requirements

5.7 Section 5: Industry & Location

Industry

- Select the job's occupational category from dropdown
- Example: “IT Specialist / Consultant”
- This helps with job categorization

Note: The “Category” field earlier refers to job's industry, while this “Industry” field refers to the specific occupation type for this job.

Address

Enter your office location details:

- **Address:** Full address or building name
 - Example: “Premium” Business Center, 5th Floor
- **Country:** Select from dropdown
 - Example: Azerbaijan
- **State/City:** Enter city name
 - Example: Baku

5.8 Reviewing Your Information

Before submitting:

- Scroll through the entire form
- Check for typos and errors
- Ensure all required fields (marked with *) are filled
- Verify salary ranges are correct
- Confirm contact information is accurate

5.9 Submitting Your Job Posting

10. Click the blue “**Post Now**” button at the bottom of the form
11. Wait for the success message to appear

The screenshot shows the Octopus job posting interface. At the bottom center of the form, there is a blue button labeled "Post Now". A thick red arrow points from the left side of the image towards this button, indicating where the user should click to submit the job post.

Post Now button at the bottom of the job posting form

5.10 Success Confirmation

You'll see a green notification at the top of the page: - **"Job post submitted successfully"**

The screenshot shows the Octopus job posting interface after a successful submission. A green horizontal banner at the top right of the page displays the message "job post submitted successfully" next to a green checkmark icon. The rest of the page shows the completed job posting form with various input fields filled out.

Success notification banner showing job posted successfully message

Important: Your job is now created but in **Draft/Inactive** status. You need to purchase a plan and activate it (covered in sections 6-8).

6. Understanding Pricing Plans

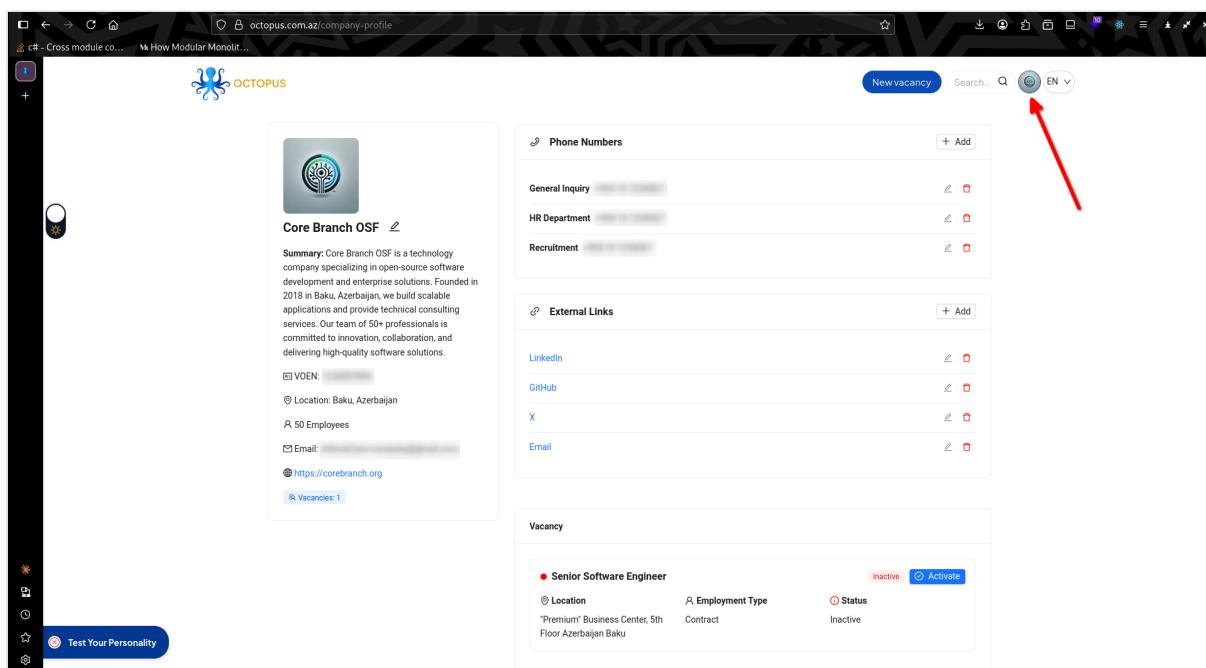
6.1 Why Payment is Required

After creating your job posting, it needs to be activated to appear on the platform. Octopus offers different plans based on your hiring needs.

6.2 Accessing Pricing Plans

Method 1: Through Profile Menu

1. Click on your **profile icon** in the top-right corner
2. A dropdown menu will appear with options:
 - o Profile
 - o Logout
 - o **Plans**
3. Click on “**Plans**”



Profile dropdown menu showing Plans option highlighted

Method 2: Direct Link

- Navigate to: <https://octopus.com.az/pricing> (<https://octopus.com.az/pricing>)

6.3 Available Plans

You'll see the pricing page with **four plan options**:

The screenshot shows a web browser window for octopus.com.az/company-profile. The main content area displays a company profile for 'Core Branch OSF'. On the right side, there is a sidebar with several sections: 'Phone Numbers', 'External Links', and 'Vacancy'. A red arrow points to a dropdown menu in the top right corner labeled '\$ Plans'.

Pricing page showing all four subscription plans

Plan 1: Single Vacancy Ad

Price: \$20/month

Includes:

- 1 vacancy posting
- Ideal for occasional recruiters

Best for:

- Small businesses hiring rarely
- Startups with limited hiring needs
- One-time recruitment projects

Plan 2: Starter Package (5 Vacancies)

Price: \$90/month

Includes:

- 5 vacancy postings
- Save 10%
- Cost per ad: \$18

Best for:

- Growing companies
 - Regular hiring needs
 - Companies hiring for multiple positions
 - **RECOMMENDED** for most businesses
-

Plan 3: 6-Month Subscription

Price: \$160/month

Includes:

- Unlimited vacancy postings
- Priority Listing: Ads appear higher in search results

Best for:

- Established companies with consistent hiring
 - Seasonal hiring needs
 - Medium-sized businesses
-

Plan 4: 12-Month Unlimited Subscription

Price: \$290/month

Includes:

- Unlimited vacancy postings
- Priority Listing
- **Bonus:** 1 free candidate placement assistance

Best for:

- Large companies
- High-volume recruiters
- Businesses with continuous hiring
- HR agencies
- **BEST VALUE** for long-term hiring needs

6.4 Choosing Your Plan

Consider these factors:

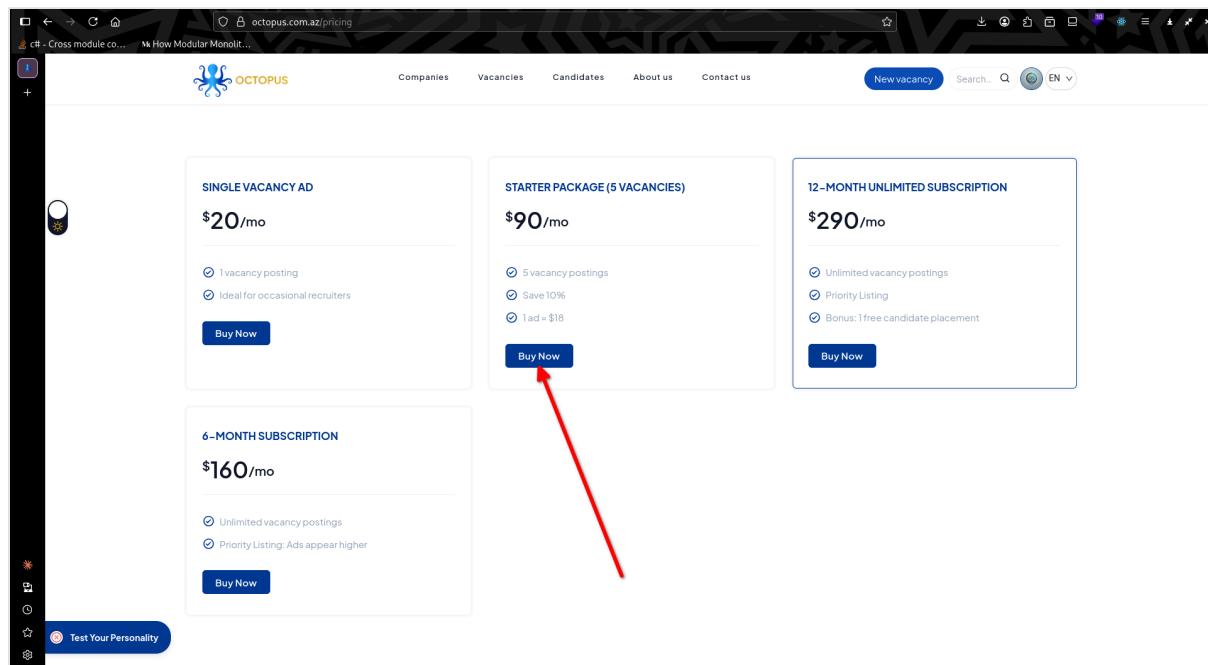
- How many positions do you need to fill this month?
- How often do you hire?
- What's your recruitment budget?
- Do you need priority listing?

Example Decision:

- If hiring 1-2 people: Choose **Single Vacancy Ad**
- If hiring 3-7 people: Choose **Starter Package ✓**
- If hiring regularly: Choose **6-Month Subscription**
- If constantly hiring: Choose **12-Month Unlimited**

6.5 Starting the Purchase

4. Click the blue “**Buy Now**” (Create Ad) button under your chosen plan
5. Example: Click “Buy Now” under “Starter Package (\$90)”



Buy Now button highlighted under selected plan

7. Making Payment

7.1 Payment Redirect

After clicking “Buy Now,” you’ll be redirected to PayPal’s secure payment page.

7.2 Payment Options

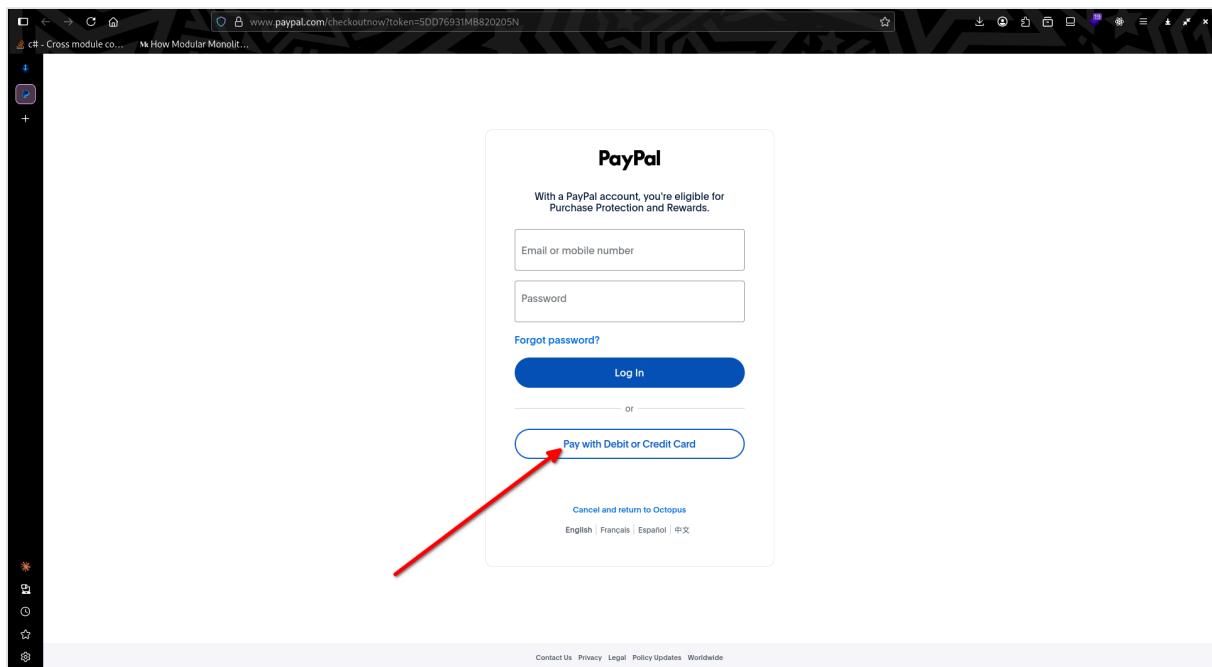
You have two choices:

Option A: Pay with PayPal Account

- If you have a PayPal account
- Click “**Log In**”
- Enter your PayPal email and password
- Authorize the payment

Option B: Pay with Debit or Credit Card (No PayPal account needed)

- Click “**Pay with Debit or Credit Card**”
- Fill in the payment form (see next section)



PayPal payment options showing both login and card payment buttons

7.3 Completing Card Payment

If paying with card, fill in these fields:

Country/Region

- Select your country from dropdown
- Example: “United States” or “Azerbaijan”

Email

- Enter the email for payment receipt
- Can be different from your Octopus account email

Phone Number

- Select phone type (Mobile, Home, Work)
- Enter your phone number with country code
- Example: +994 XX XXX XX XX

Card Information

- **Card number:** Enter your 16-digit card number
- **Expiration date:** MM/YY format
- **CVV:** 3-digit security code on back of card

Payment Methods Accepted:

- Mastercard
- Visa
- American Express
- Discover
- Diners Club

The screenshot shows a PayPal payment interface. At the top right, it says '\$90.00'. Below that is a yellow shield icon with a lock symbol, accompanied by the text 'PayPal is the safer, easier way to pay' and 'No matter where you shop, we keep your financial information secure.' On the left, there are buttons for 'Pay now' and 'Pay Later'. The main section is titled 'Pay with debit or credit card' and includes a note: 'We don't share your financial details with the merchant.' It has dropdown menus for 'Country/Region' (set to 'United States') and 'Email'. A message box says 'You have a PayPal account. Log In for faster checkout or continue as a guest.' Below these are fields for 'Phone type' (set to 'Mobile') and 'Phone number' (+1). There are also icons for various payment methods like American Express and Visa. At the bottom, there are fields for 'Card number', 'Expiration date', 'CVV', and 'Billing address' (with 'First name' and 'Last name' sub-fields).

PayPal payment form showing all required card payment fields

Billing Address

- **First name:** Cardholder's first name
- **Last name:** Cardholder's last name
- Additional address fields may appear

7.4 Security Information

Your payment is secure:

- SSL encryption protects your data
- PayPal handles all payment processing
- Octopus never stores your card details

7.5 Completing the Transaction

6. Review all payment information carefully
 7. Click the blue “**Continue**” or “**Pay Now**” button
 8. Wait for payment confirmation (5-10 seconds)
 9. You’ll see a success message
 10. An email receipt will be sent to your email
 11. You’ll be redirected back to Octopus
-

8. Activating Your Job Posting

8.1 Returning to Your Company Profile

After successful payment:

1. You’ll be redirected to: <https://octopus.com.az/company-profile> (<https://octopus.com.az/company-profile>)
2. This is your company dashboard showing all your information

8.2 Understanding Your Company Profile

Your profile displays:

Company Information (Left Side):

- Company logo/avatar
- Company name: “Core Branch OSF”
- Edit button (pencil icon)
- Summary: Brief company description
- VOEN: Your tax ID
- Location: Baku, Azerbaijan
- Employee count: 50 Employees
- Email: Your primary email
- Website: Your company URL
- **Vacancies: 1** (link to view your jobs)

Contact Details (Right Side):

- Phone Numbers section
 - General Inquiry
 - HR Department
 - Recruitment
 - Add button to add more numbers

External Links:

- LinkedIn
- GitHub
- X (Twitter)
- Email
- Add button to add more links

8.3 Locating Your Job Posting

Scroll down to the “**Vacancy**” section at the bottom of the page.

You'll see your job listing:

- ● **Red dot** = Inactive status
- Job title: “Senior Software Engineer”
- Location: “Premium” Business Center, 5th Floor Azerbaijan Baku
- Employment Type: Contract
- Status: **Inactive**
- Blue “**Activate**” button on the right

The screenshot shows the Octopus company profile page. At the top, there's a navigation bar with a search bar and language selection (EN). Below the header, there's a sidebar with various icons and a main content area for the company's details. The company logo is an octopus icon, and the name is "Core Branch OSF". The summary text describes the company as a technology company specializing in open-source software development and enterprise solutions, founded in 2018 in Baku, Azerbaijan. It mentions a team of 50+ professionals and delivering high-quality software solutions. Below the summary, there are sections for "Phone Numbers" and "External Links", each with a table-like structure for VOEN, GitHub, X, and Email. At the bottom of the page, under the heading "Vacancy", there's a card for a job posting. The card includes fields for "Job Title" (Senior Software Engineer), "Location" ("Premium" Business Center, 5th Floor Azerbaijan Baku), "Employment Type" (Contract), and "Status" (Inactive). A blue "Activate" button is visible next to the "Inactive" status indicator. A red arrow points to this "Activate" button.

Vacancy section showing inactive job with red indicator and Activate button

8.4 Activating Your Job

3. Click the blue “**Activate**” button next to your job posting
4. The system will process the activation immediately (no confirmation modal appears)
5. Wait 2-3 seconds for the page to refresh

8.5 Activation Confirmation

After activation, your job listing will update automatically:

- **Green dot** = Active status
- Status changed to: **Active**
- New information appears:
 - **Published At:** 2/4/2026 (today's date)
 - **Expires At:** 3/4/2026 (one month from now)
 - **Status:** Active

The screenshot shows a web browser window for the Octopus platform (octopus.com.az/company-profile). The top navigation bar includes links for Companies, Vacancies, Candidates, About us, Contact us, and a New vacancy button. A search bar and language selection (EN) are also present.

The main content area displays the company profile for "Core Branch OSF". It includes a summary, HR Department, Recruitment, External Links (LinkedIn, GitHub, X, Email), and a Vacancy section.

In the Vacancy section, there is one active job listing for a "Senior Software Engineer". The job details are as follows:

Category	Value
Job Title	Senior Software Engineer
Location	"Premium" Business Center, 5th Floor Azerbaijan Baku
Employment Type	Contract
Published At	2/4/2026
Expires At	3/4/2026
Status	Active

Vacancy section showing active job with green status indicator and expiration dates

Congratulations! 🎉 Your job is now live on the Octopus platform!

Tips for Success

Writing Effective Job Descriptions

✓ DO:

- Use clear, specific job titles
- Include salary range (increases applications by 30%)
- List concrete requirements, not vague terms
- Mention company culture and benefits
- Use bullet points for easy reading
- Include growth opportunities
- Be honest about remote/hybrid options

✗ DON'T:

- Use internal job codes or abbreviations
- List too many requirements (discourages applicants)
- Write overly long paragraphs
- Make unrealistic demands
- Forget to proofread for errors
- Use discriminatory language

Optimizing for Search

Keywords matter! Include:

- Job title variations (e.g., “Software Engineer” and “Software Developer”)
- Programming languages and technologies
- Industry-specific terms
- Certifications required
- Location details

Example:

Instead of: “We need a developer” Write: “Senior Python Developer | Django | REST API | Remote/Baku”

Response Time

Quick responses increase hire quality:

- Review applications within 24 hours
- Respond to candidates within 48 hours
- Keep candidates informed throughout the process
- Provide feedback even to rejected applicants

Congratulations on posting your first job on Octopus! 🎉

We wish you success in finding the perfect candidates for your team. If you have any questions or need assistance at any stage, don't hesitate to contact our support team. Happy Hiring!

The Octopus Team

Document Version: 1.0 | Last Updated: February 2026 For the latest version of this guide, visit: [GUIDE LINK - DOES NOT EXIST FOR NOW \(#\)](#)