### Look and feel of Main Page.



On the Main page can you please make the season staff name and logo a lot larger. I want people to know what page they are on. I am quite happy if it takes up the vacant white space.

About / Contact / Blog - can these words be larger and easy to read (perhaps a clearer font)

Login / Register and connect with face book buttons. Please can you make the buttons bigger and clearer font. I want people to be clear about where to go.

We quite like the font Comic Sans MS regular. (please can you look at this or similar font)

Please can you also have this top menu bar a static hanging bar... so if they scroll up or down it always stays at the top of the page.

Please also ensure that the map has the +/\_ to zoom in and out on the map .



Find Staff and find work Buttons –Please can you make these larger (double the size) with Clearer font.

Find Staff / Find work search button (red circle) Please can you have this read (Search for staff) and (Search for work) e.g., when the find staff button is pressed it changes to search for staff and the other way for find work

Please can you remove industry and put in the following fields ... in this order.

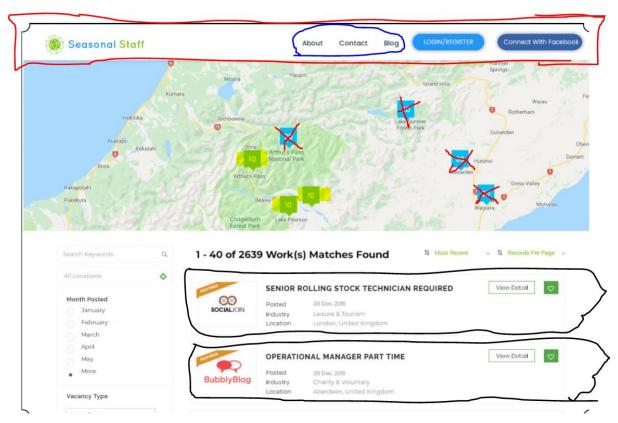
Location..... when (work required .... See notes below on this) and Keyword field.



At this stage leave this as it is (we will develop this further once the other pages are done.)

## Find Staff page - (needs to be renamed for your records)

When you have sent this to us you have labelled it "find Staff "but it should actually be the page that comes up when you click on "Find Work" as it is advertising the jobs that are listed. The jobs come up.



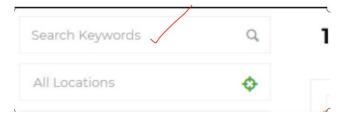
Red Pen up top of page – Please ensure that Banner is same size as front page and is a hanging so always remains at the top of the page. – This should be for all pages unless specified.

Blue Pen –can we add Home on here so people can go back to the main page.

Black pen – There is too much white on the page and makes it hard to look at.. Please can you make the Jobs advertised be slightly shaded Green (in line with the find work colour) and on the Find Staff Page – (can these please be slightly shaded blue in line with the find staff colour)

Yellow pen. And red x – When searching for work... only the jobs and their locations should appear on the map, likewise when search for staff, only profiles of staff should that are available should appear on the map not the jobs advertised)

Search criteria (on the left hand side)- I will address each of these in more detail below



**Key word search** – this is fine (I am assuming this will search for key words in a person's profile or job advert of company profile. – Please confirm this is how it will work.

#### Location

_		
Location		
	Please select	
	Any Location	_
	North Island	
e re to	South Island	
	H Northland	
	+ Auckland	
	+ Waikato	
	+ Bay of Plenty	П
	+ Gisborne	
	+ Hawkes Bay	
	+ Taranaki	
	🕂 🗌 Manawatu-Wanganui	_
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h۽	Cancel <b>OK</b>	
• Find out at		

Please view the below website to see how this part works <a href="https://www.nzfarmsource.co.nz/jobs/">https://www.nzfarmsource.co.nz/jobs/</a>

For **Staff looking for work**, they need to be able to have multiple ways to select where they are interested in search for work. E.g.

If "any location" was selected. All of the areas in New Zealand would be selected (automatically) makes it easier for user.

If "North Island" was selected. All the North Island Locations would be automatically selected.

If "South Island" was selected. All the south Island Locations would be Automatically Selected.

If "Northland" was selected. All the areas of Northland would be preselected. Etc.

I want it to be easy for people to interact with searching, and also that they can select multiple areas if they want to.

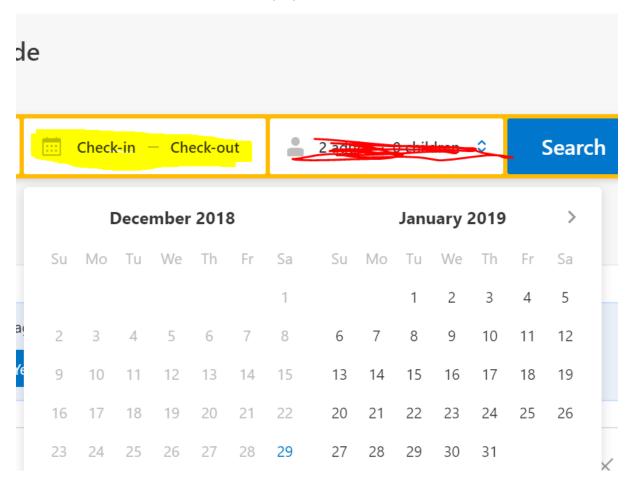
We are happy to provide the list and sub lists of areas to you If you like but the essentially will be the same as nzfarmsource's selection. Please let us know if you would like these collated and sent to you.

For "Employers looking for staff" this would look slightly different. I am thinking that when "staff who are looking for work" fill in their profile there would be an area they can select the locations where they "the staff" are interested in working. (this would be the same format as above)...... The

staff looking for work would also have another box which they could select '**Current location**" (same drop down box as above).... This would then allow an employer to have a search critera of "Staff interested in working in "Northland" or Staff currently "in Northland"

\*\*\*\*\*\*\*This is a very important part of making this website work" please let me know if you don't fully understand it I am happy to discuss further" \*\*\*\*\*\*\*

**Month Posted.** – I am thinking that this needs to be more like what booking.com use for accomodation bookings and instead of check in – check out ... it needs to be "work requred between" Date and date. (so that both employers and staff can self select dates)

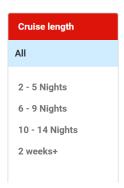


This would mean that when a job was listed.... If any of the date is within the range selected by the staff member looking for work, the job would display for the staff member.

This would mean that if an employer was looking for a staff member they could search to see who is looking for work between certain dates. If as staff member has in their profile said they are available to work within from 1st Feb 2019 till 30 October 2019 they would appear in a search result.

## Vacancy Type.

This could this be changed to "**Duration of Work**" and use a similar format to what webjet.com use for cruise selection. (See below) This would only show up on the **staff looking for work search criteria**. Not the employers search criteria



Instead of the above time frames the following could be used.

Under 30 days

31-90 days

91 – 180 days

181 days and greater.

## Industry - I would like this changed to Skills.



We would provide a list of skills with sub categories skills for this area.

E.g. Hospitality skills (could be checked as a skill) or you could drop down to the next level

E.g. Bar work, kitchen hand, chef, bar manager etc.

We would want to be able to have the ability to add or subtract skills in the back end as the needs arose.

I would see that when a staff member did their profile, there would be a section for them to tick all the skills they have. This would feed through to this section.

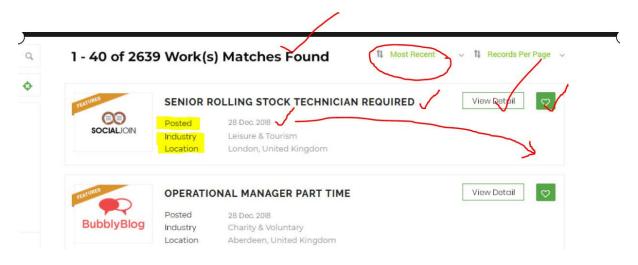
I would see that when an employer put a job profile up they could check key skills.

This would mean that a staff member looking for work could select hospitality and all the jobs in hospitality would come up on the map. If they selected Bar Manager then all the Bar Managers jobs would come up.

For an employer this would mean that an employer could search for a staff member who had hospitality skills, or could search for someone who had Bar Manager skills.

Also could the search boxes not be white as I said before there is too much white on the page.

Preview of Job matches.



Like the matches found, (can you just change it to **Jobs found** (instead of work(s) matches found) view details, title of job, and favourite button and an area where companies can put an emoji in to represent the job or company or industry.

Posted - can this be shifted under the view details so allows for other information

Put in this order.

Potential Start date.

**Duration of Job** 

Location

Most recent....need to have this as a drop down where list can be ordered.... it can be the following,

Most recent listed,

Length of job

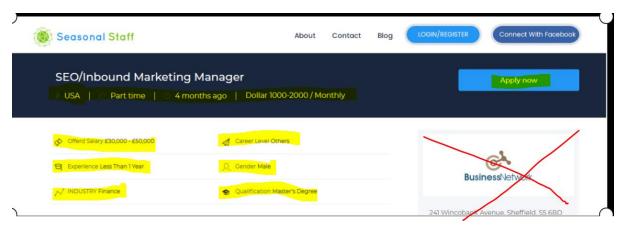
Job Due to start

Listing Due to expire

Featured jobs

Need to think about at what stage we force the user to have to login and pay a membership. Don't want to give away too much information, so that they can be approached independently.

### More details about Job page



Please remove the following

USA / part time / 4 months ago / dollar 1000-2000 monthly (not to appear on any advert)

Business network. – would be happy to have an emoji option where employers can select to represent the job.

Remove career level, Gender, qualification and experience parts from the advert.

#### Insert.

**Start date** (with a button to indicate this is negotiable)

**Remuneration**... this would be able to be represented by hourly rate generally as they are seasonal jobs.

Location to pull through from other page

# Кеер

Industry.

Change "apply now" button to show 2 buttons "expression of interest" and "Send Resume and cover letter now"

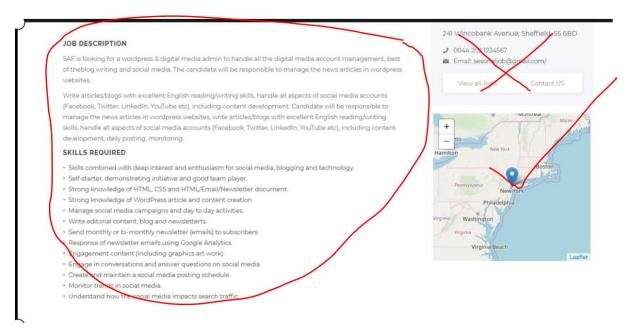
This would be where the employer can stipulate that they are happy to receive expressions of interest (which is a more casual option) this would forward an email to the employer with the workers profile for them to look over.

Or

The employer wants a full Resume and cover letter. This is a more formal process. (The key difference here is the employer gets to choose if they are happy to take expressions of interest or need a full application. Can click one or both buttons depending on their employment process.

At this stage the staff member would need to register to be able to contact the employer.

#### Job details continued.



Keep the Map this is great—the employer would need to choose their location when putting the ad in.

Job description and Skills required is good – It would be good that the employer can copy and paste into these sections to make it easier.

It would also be good if the employer could tick key skills required boxes so that this would match up with the skills search for the staff. And if this function can be added to or edited at our discretion.

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### Find Staff.

Can you change the wording from "Candidates found" to "Staff Matches"

Most recent, can we have a drop down list so that the list can be filtered by

- Closest location
- Most recent
- Featured
- Available to start
- Eligibility to work status.

Would like it if there was no personal details revealed until the employer was a register user.

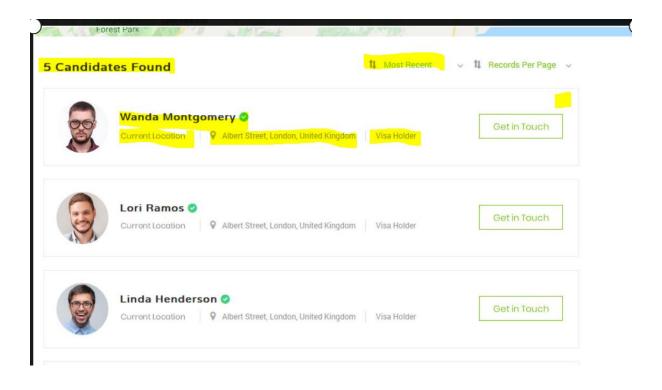
Perhaps where the person's name is and below the top three skills could be listed.

What is the tick about beside the person's name?

Current location is good

Could we also add the favourite button to this also?

Can you change the" Get in touch button" to "find out more" details about the worker....at the moment there is no link to further information, just a get in touch button.



## **Further details of Staff**

Staff members name would only be visible to employer when they were registered.

I like the looking for work – this could be changed to "actively looking for work"

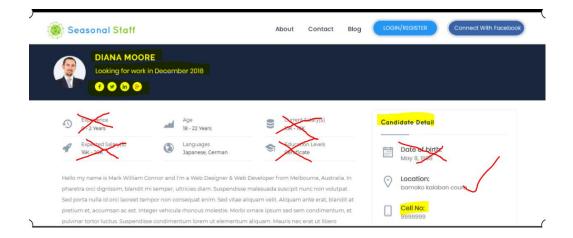
Keep Facebook and linked in icon remove the rest. Keep member since.

## Remove the following

Experience, expected Salary, Current salary and education levels and date of birth.

Cell phone and email address would only be able to be viewed by the employer once the employer had registered.

Change "Candidate details to "work seekers details



Further job seekers details

Keep section where Staff member can give a brief overview of themselves.

Change order of the below

### Dates available to work

This would details when a staff member is able to work.

### Locations considered

Staff would be able to use the same picking list on their profile as the nzfarmsource's page.

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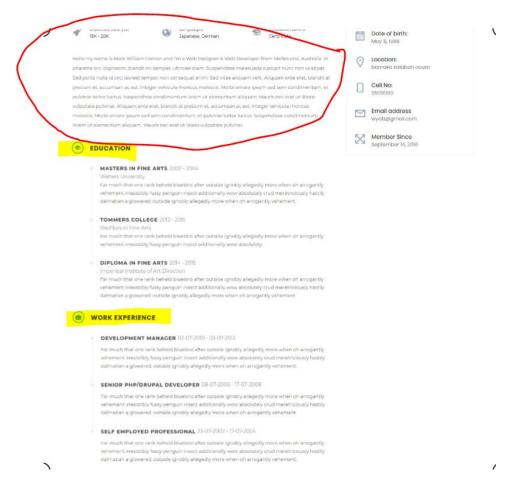
**Key skills and experience** (this would be from a list that the staff member could drag and drop when they were creating their profile page. (We can provide you with details) This would need to be something that we could add more skills and experience when needed.

### Qualifications

This would be an area that staff could add (free text) any skills or qualifications they have.

## Other

There would also be the ability for registered employers can view the full Resume of the staff member.



# Contact us page.

Remove everything marked in red. We are wanting to make the mail form of contact via email.

On the contact us page, please put in a section where they can put their phone number for us to potentially call.

We would also like a button that is "Make a suggestion"

This would be a way that users could make suggestions on how we can make the site more user friendly and gain value able feedback.

