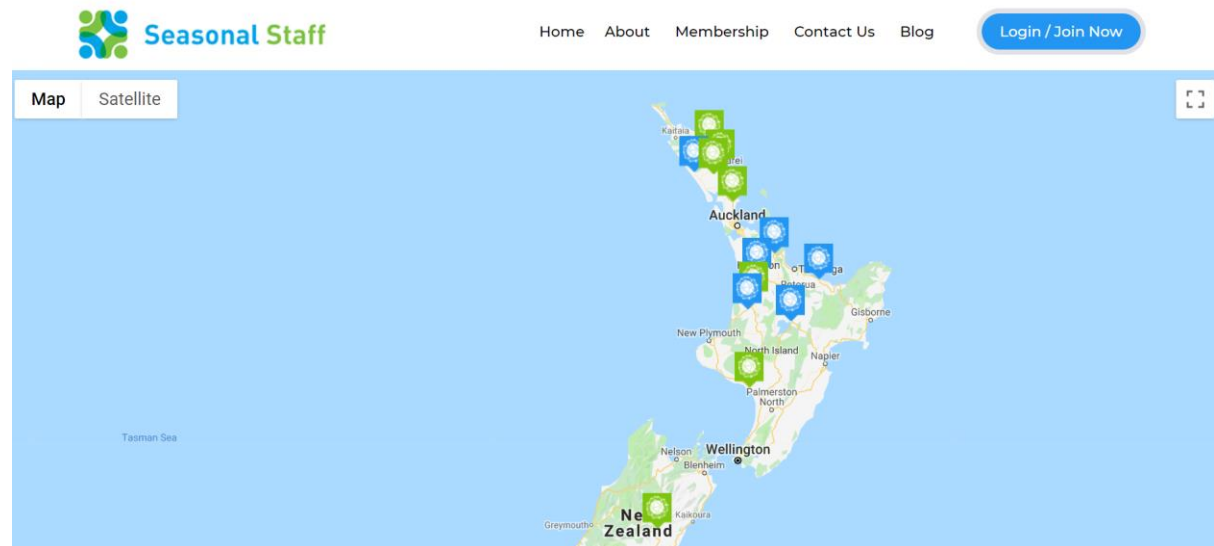


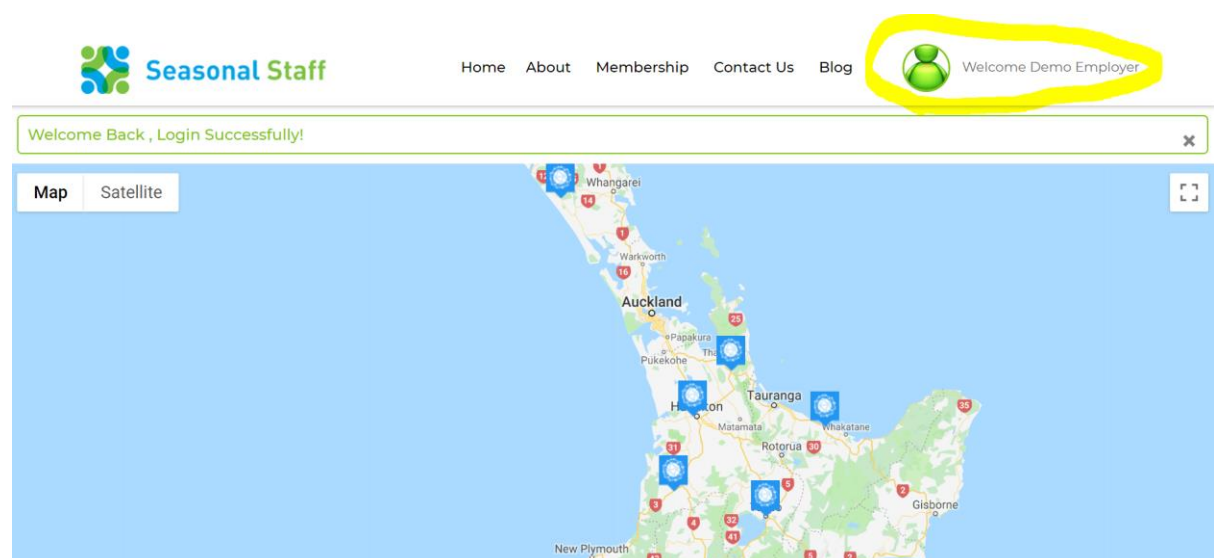
## How to guide for Employers using seasonal staff

It's easy...**Green** are the jobs available and **Blue** are the staff looking for work.

When you login as an employer you will see the Blue icons...because your looking for workers.



Once you have logged in and completed your profile, check out your Dashboard. You will find it by clicking up the top right hand corner.



**In your Dashboard you can do lots of things all in one place**

The screenshot shows a user dashboard. On the left is a sidebar menu with items: Profile, About Your Business, Messages, Manage Employment (with a dropdown arrow), List A Job, Manage Jobs, Manage Applicants, Jobs Favorite User, Logout, List A Job, and Search For Staff. The 'Profile' item is highlighted in green. At the top of the sidebar is a user profile card for 'Demo Empl...' with an 'Upload Photo' button. On the right, the 'User Profile' section contains a form with fields for Name of Account Manager (Demo Employer), username (Employerdemo), Account Manager Email (Employerdemo@gmail.com), and Account Manager Phone (0). There is an 'Update Business Profile' button. Below these fields is a 'Change Password' section with fields for Current Password and New Password. The 'Change Password' text and the 'List A Job' menu item are circled in yellow.

1. Personalise your settings by adding a photo
2. List a job
3. Find, edit and Manage all your jobs in the “Manage jobs” tab
4. See all your applicants in one place in the “Manage Applicants” tab
5. See who has added your job to their favourites list
6. Change your password.

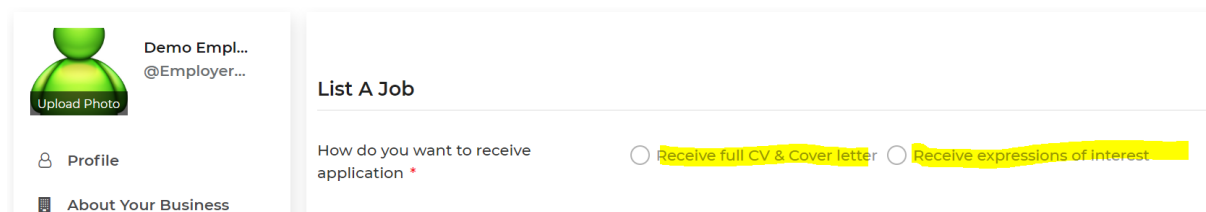
**Add your business website and your Business logo.**

The screenshot shows the 'About Your Business' section of the dashboard. The sidebar menu is the same as in the previous image, but 'About Your Business' is now highlighted in green. The 'User Profile' card remains at the top. The 'About Your Business' section contains a form with fields for Business Name, Industry (a dropdown menu), Business location, Business Url (with an example 'Ex- http://business.com/'), Tell us about your business (Business Description), and Business logo (with a 'Choose File' button and 'No file chosen' text). The 'Business Url' and 'Choose File' buttons are highlighted in yellow.

## You choose how you received applications.

If you check “Received a full CV & Cover letter” then applicants will supply you with a CV & Cover letter

If you check “Receive expressions of interest” you will received an email notification when someone is interested in your job and a link to the person’s profile. (quick and easy)












**List A Job**

How do you want to receive application \*

☐ Receive full CV & Cover letter ☐ Receive expressions of interest

## Manage your jobs with ease.

See all your jobs quickly, change their job status easily, See how many applicants you have and view edit or delete your advert.

Manage Jobs						
Show 10 entries		Search: <input type="text"/>				
Job Title	Status	Date Listed	Applications	job Status	Actions	
<b>Admin &amp; Accounts</b> 📍 Hammer Springs, New Zealand	Advert On Hold	Jun 27,2019	0 Applications(s)	On Hold	  	
<b>Commission Based Conversationalist.</b> 📍 Hammer Springs, New Zealand	Draft	Jun 27,2019	0 Applications(s)	Draft	  	
<b>Social Media Guru</b> 📍 Hammer Springs, New Zealand	Active	Jun 27,2019	0 Applications(s)	Publish	  	

## Because we know you are busy, we have made it easy with drop down lists

1. We have given you options with Drop down lists for contracts
2. We also know that because you are a seasonal business, when you’re thinking about what you need in the future you don’t really know the exact dates, so we have allowed for flexibility. This helps people looking for work plan their work also.
3. You can add advertise for multiple people for the same position.

4. We have also banded the hours because we know that there may need to be flexibility.
5. For Hourly rate, you need to advise \$amount + Holiday pay or you can type in by “negotiation” if you’re not sure.
6. We have added “intensity of work” so you can get people with the right level of fitness.

<b>Contract type *</b>	Select Contract type ▼	
<b>Job Title *</b>	Your Work Title Here	
<b>Number Of Staff Required *</b>	1	
<b>Job Industry *</b>	Select Industry ▼	
	Katikati, New Zealand	
	Potential start date	Potential end date
	Approx Hours per week ▼	Enter Hourly rate + HP
	Intensity of work ▼	

## Because it's not always about the money

1. We know lots of you have other things that you can offer as **your point of difference**, so we have created a section where you can add this. The staff can search by these other benefits too, making your job stand out over others.
2. You can copy and paste your jobs description

	<b>Additional benefits do you offer Staff</b>												
	<table border="0"> <tr> <td><input type="checkbox"/> Accommodation Provided</td> <td><input type="checkbox"/> Animal Friendly</td> </tr> <tr> <td><input type="checkbox"/> Assistance With Bank Accounts</td> <td><input type="checkbox"/> Assistance With Transport</td> </tr> <tr> <td><input type="checkbox"/> Kitchen Facilities Available</td> <td><input type="checkbox"/> Laundry Facilities Available</td> </tr> <tr> <td><input type="checkbox"/> Onsite Parking No Power</td> <td><input type="checkbox"/> Onsite Parking With Power</td> </tr> <tr> <td><input type="checkbox"/> Others</td> <td><input type="checkbox"/> Shower And Toilet Facilities</td> </tr> <tr> <td><input type="checkbox"/> Use Of Company Car</td> <td><input type="checkbox"/> Wifi</td> </tr> </table>	<input type="checkbox"/> Accommodation Provided	<input type="checkbox"/> Animal Friendly	<input type="checkbox"/> Assistance With Bank Accounts	<input type="checkbox"/> Assistance With Transport	<input type="checkbox"/> Kitchen Facilities Available	<input type="checkbox"/> Laundry Facilities Available	<input type="checkbox"/> Onsite Parking No Power	<input type="checkbox"/> Onsite Parking With Power	<input type="checkbox"/> Others	<input type="checkbox"/> Shower And Toilet Facilities	<input type="checkbox"/> Use Of Company Car	<input type="checkbox"/> Wifi
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<input type="checkbox"/> Onsite Parking No Power	<input type="checkbox"/> Onsite Parking With Power												
<input type="checkbox"/> Others	<input type="checkbox"/> Shower And Toilet Facilities												
<input type="checkbox"/> Use Of Company Car	<input type="checkbox"/> Wifi												
<b>Description of Job *</b>	Enter Description of Job Here												

We have also made it easy to details the “other” Skills and attributes that you may need also.

## Skills & Attributes required \*

- ☐ No Experience Needed.
- ☐ V (Vehicle Recovery)
- ☐ T (Testing Officer )
- ☐ STMS (Level 2)
- ☐ Restricted NZ Drivers Licence
- ☐ Pass A Drug Test
- ☐ MIG, TIG, STICK, ARC & Oxy/Acet Welding
- ☐ H&S Training
- ☐ Forklift Endorsement
- ☐ Fire Warden
- ☐ Dive Instructor
- ☐ Day Skippers
- ☐ Commercial Skippers
- ☐ Class 5 Licence
- ☐ Class 3 Licence
- ☐ Boat Master
- ☐ Wheels, Tracks And Rollers
- ☐ TC (Traffic Controllers)
- ☐ Swim Instructor
- ☐ STMS (Level 1)
- ☐ Passenger Endorsement
- ☐ No Drivers Licence
- ☐ International Drivers Licence
- ☐ I (Driving Instructor)
- ☐ Full NZ Drivers Licence
- ☐ Forklift & OSH Endorsement
- ☐ Experience Required
- ☐ DG (Dangerous Goods)
- ☐ Crane
- ☐ Class 6 Licence
- ☐ Class 4 Licence
- ☐ Class 2 Licence
- ☐ Barista