jobs.lu

You're about to post your first job listing - we got you!

Our option of self-posting your ad is a time saving, convenient option which offers you a great application management. \mathbb{Q}

YOUR ACCOUNT

	LANGUAGE ENGLISH JOBSEEKER LOGIN OR REGISTER EMPLOYER
jobs.lu	FIND A JOB BLOG ADVERTISE A JOB
Jobs By Category	Jobs By Location Keywords (e.g Remich, Accountant, Company Na
	Employer Login Login to manage your jobs and find the perfect candidates Username Username Username is a required field Password Password Forgot password? Forgot password? Forgot password? MPLOVER LOGIN Not currently a client? Check out why you should Advertise a job

Your **recruiter account** is accessible via this link: https://en.jobs.lu/Client/Login

OR

When you are already on *www.jobs.lu* you can click on the employer login button on the top right screen

Enter the **credentials** you received in your **Welcome Email** from your Customer Success representative and **change your password**

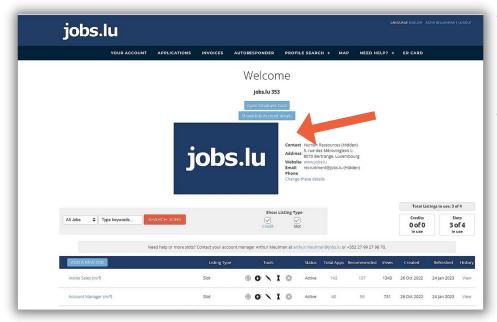
YOUR ACCOUNT

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After logging in - you see the dashboard of your **recruiter account:**

Here you have access to all *details of your listings* and can see how many **CREDITS** and/or **SLOTS** you *currently have in use/ available*

YOUR ACCOUNT



You can **add your company description** and a **logo** (in jpg. or png. format) to your **recruiter account** by simply sending it to your **Customer Success representative** via Email.

jobs.lu

How to publish a listing?

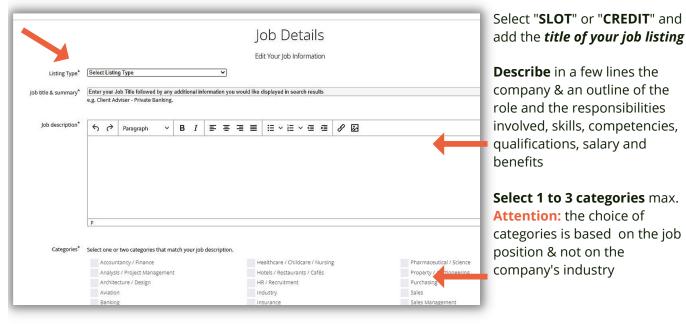
HOW TO PUBLISH A LISTING



Press the blue "add a new job" button

*If the button does not appear in blue, please contact your Customer Success representative to assist you (you can find the contact information on your Dashboard)

HOW TO PUBLISH A LISTING



HOW TO PUBLISH A LISTING

Allemagne-Saarland Belgium-Province of Lu France-Lorrain

Salary^{*} e.g. €25k

Question Question me Part-time

Abroad Allemagne-Rheinland-Pfalz

> cation you want to appear should reference the re

al candidate questions. Leave blank if you wish to ignore

Mar v 2023 v the date when the job will exp

Complete the categories corresponding to your job description:

- Salary
- Hours
- Contract type
- Regions
- Job Location

Please select/add an email address or URL-link (redirecting to your website) to receive applications Attention: If you want to change the method of receiving applications, please contact Customer Service

You can **add optional questions** if needed **to pre-screen jobseekers**

HOW TO PUBLISH A LISTING



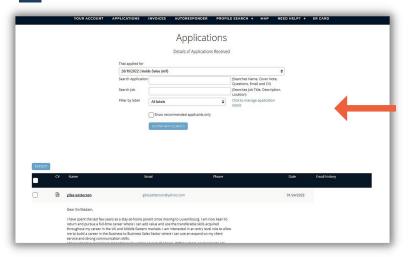
It is suggested to add an **automatic confirmation receipt** to give **candidates a confirmation** that their application is received via Email

jobs.lu 5, rue des Mérovingiens | L-8070 Bertrange

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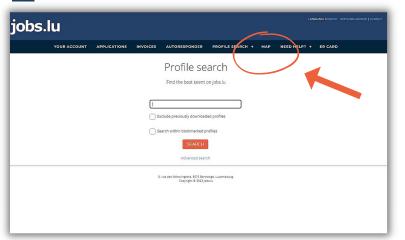
Manage your Applications, Profile Search & Deactivation of Ads

APPLICATIONS

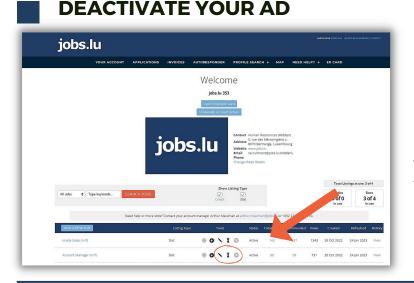


On this page you have **access to all your applicants' CV's and cover letters** and you can **contact** the most suitable profiles

PROFILE SEARCH



Profile Search is an additional *paid* Service provided by jobs.lu, which allows you to **look for suitable** profiles for your open positions in our CV-Database



To **deactivate a job ad**, select the "expired" **hourglas**

HELP! HOW TO USE jobs.lu 's TOOLS?

Do you need help to publish and manage your jobs, or to find the right profiles in our Direct Search?

Don't worry - of course you can also *request a private training* that is tailor-made for your team.

Whatever you need help with, do not hesitate to contact us. You can find all our contact information below.