
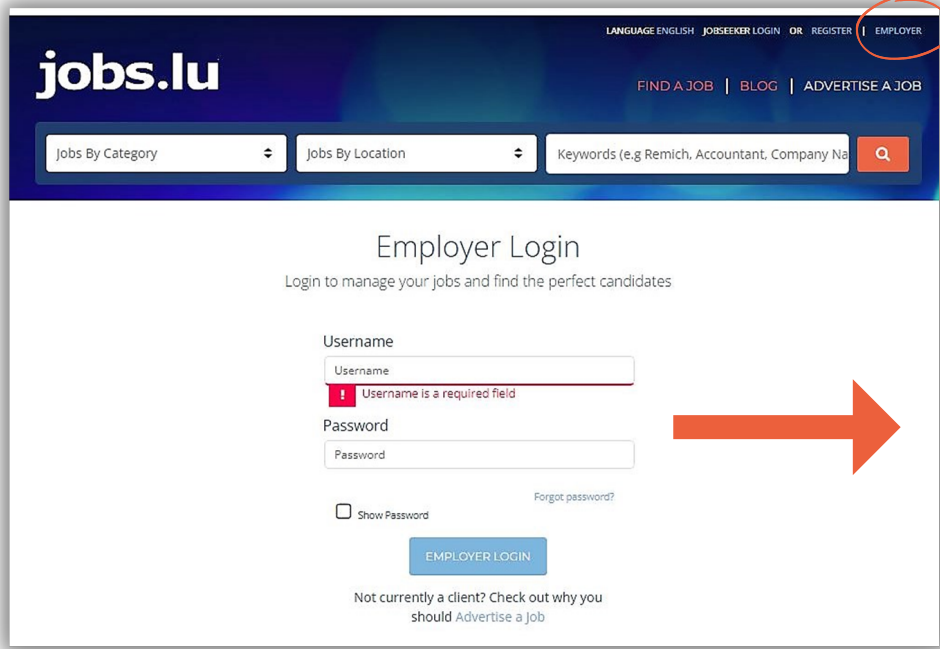


# WELCOME GUIDE

# 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. 

## YOUR ACCOUNT



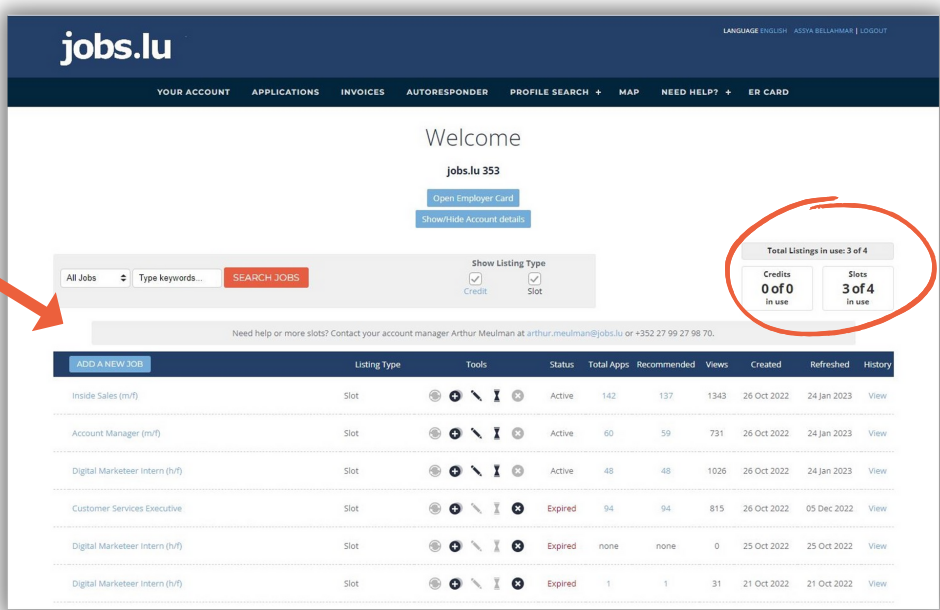
Your **recruiter account** is accessible via this link:  
<https://en.jobs.lu/Client/Login>

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**

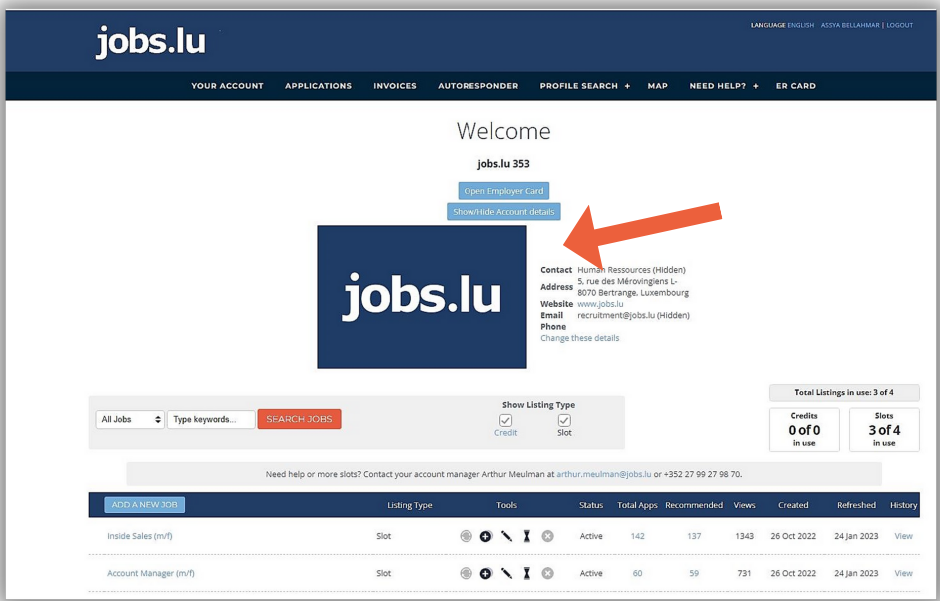
## YOUR ACCOUNT



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

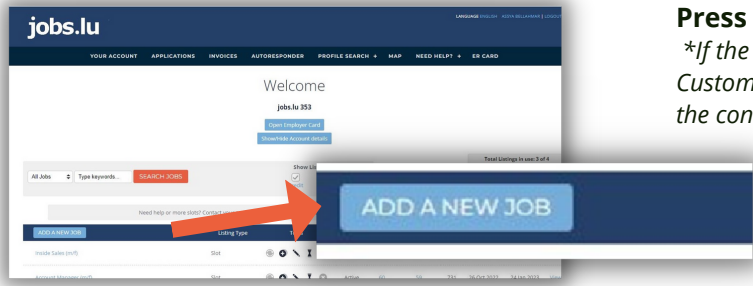


You can **add your company description** and a **logo** (in jpg. or png. format) to your **recruiter account** by simply sending it to your **Customer Success representative** via Email.

# WELCOME GUIDE

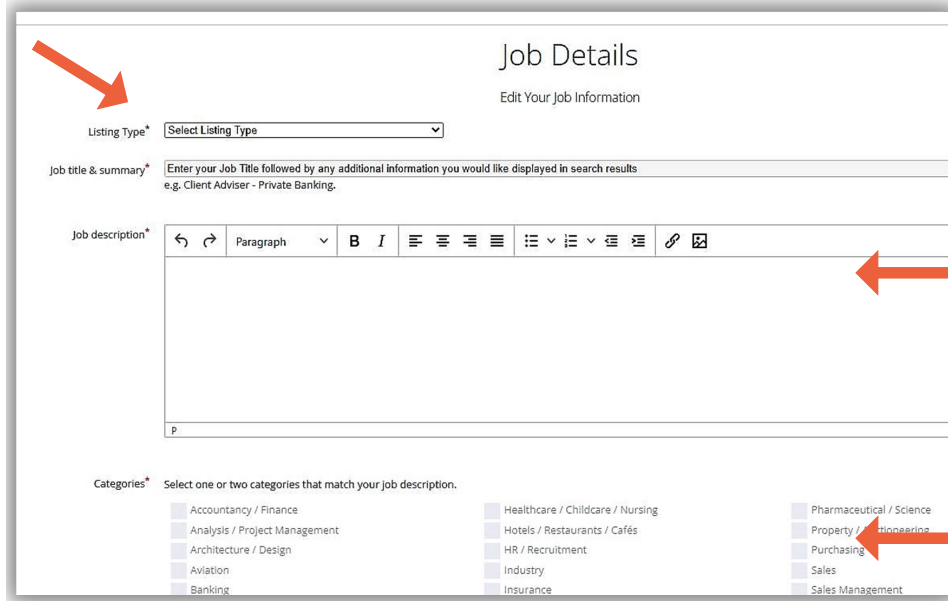
## How to publish a listing?

### 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

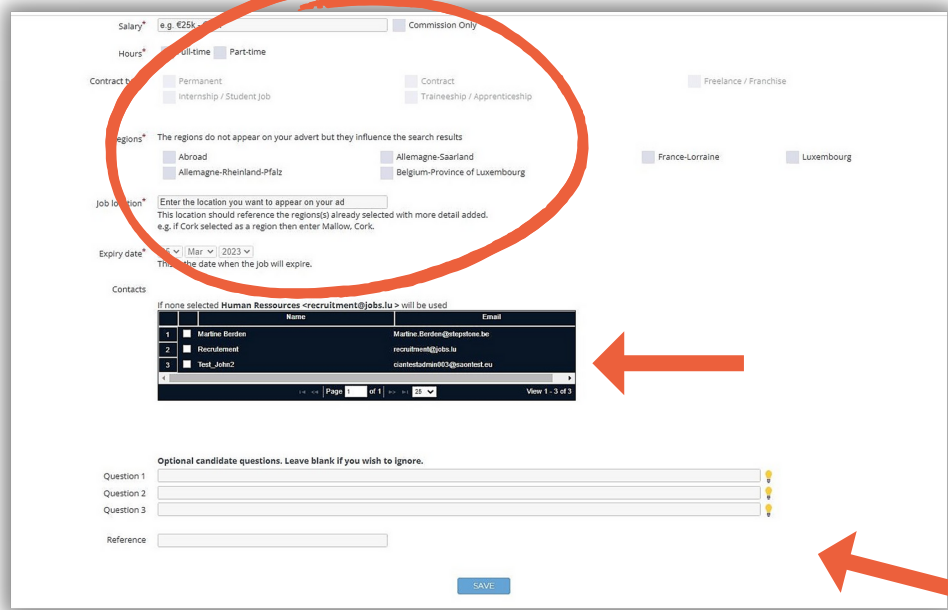


Select "SLOT" or "CREDIT" and add the **title of your job listing**

**Describe** in a few lines the company & an outline of the role and the responsibilities involved, skills, competencies, qualifications, salary and benefits

Select 1 to 3 categories max. **Attention:** the choice of categories is based on the job position & not on the company's industry

### HOW TO PUBLISH A LISTING



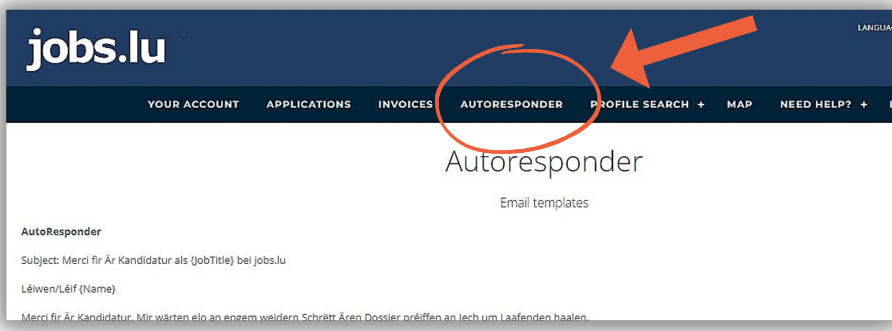
Complete the **categories corresponding to your job description:**

- 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



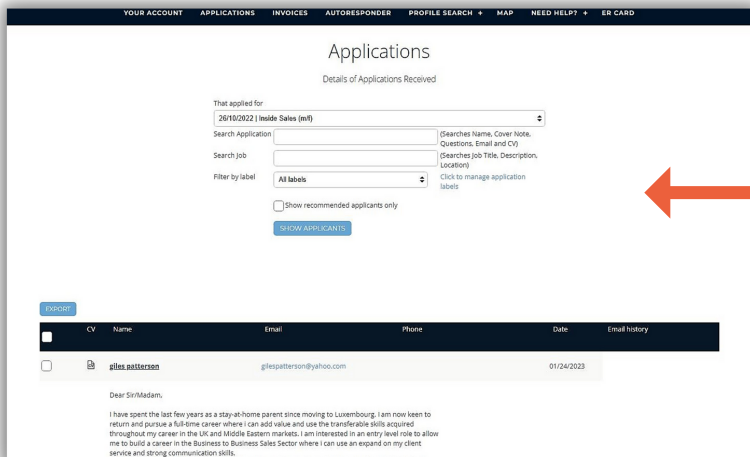
It is suggested to add an **automatic confirmation receipt** to give **candidates a confirmation** that their application is received via Email

# WELCOME GUIDE

# jobs.lu

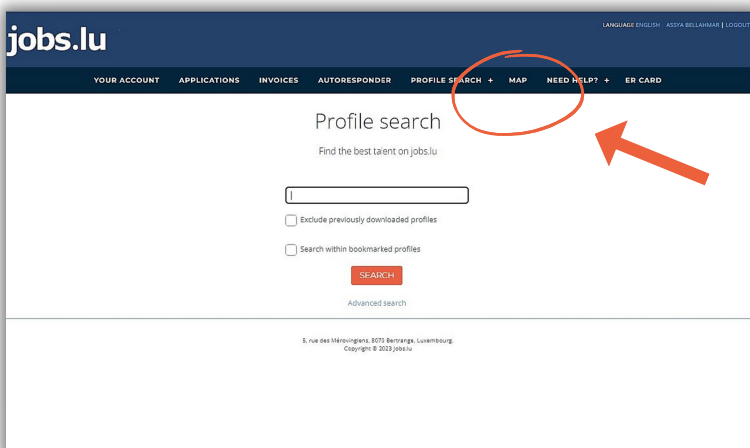
## Manage your Applications, Profile Search & Deactivation of Ads

### APPLICATIONS



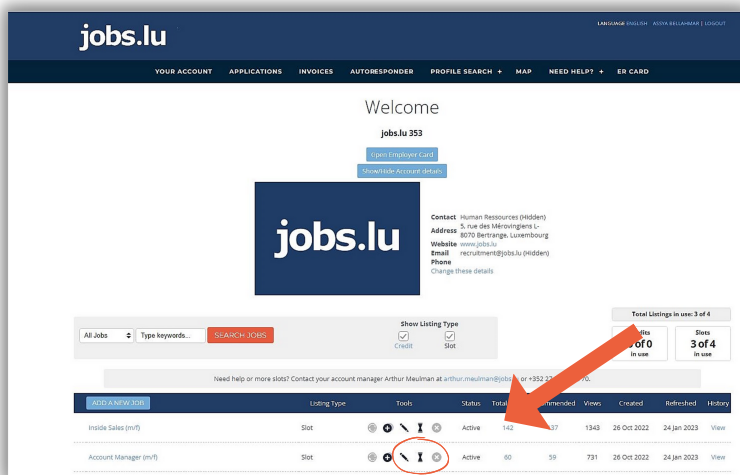
On this page you have **access to all your applicants' CV's and cover letters** and you can **contact** the most suitable profiles

### 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**

### DEACTIVATE YOUR AD



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

### 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.**