

JobMatchProfile Quick Guide 1

This is the first of six tutorial blog posts that will make setting up and publishing a job in JobMatchProfile even easier. Using simple screenshots, short instructions and providing valuable extra tips, the posts follow the same order as the workflow of entering information in JobMatchProfile:

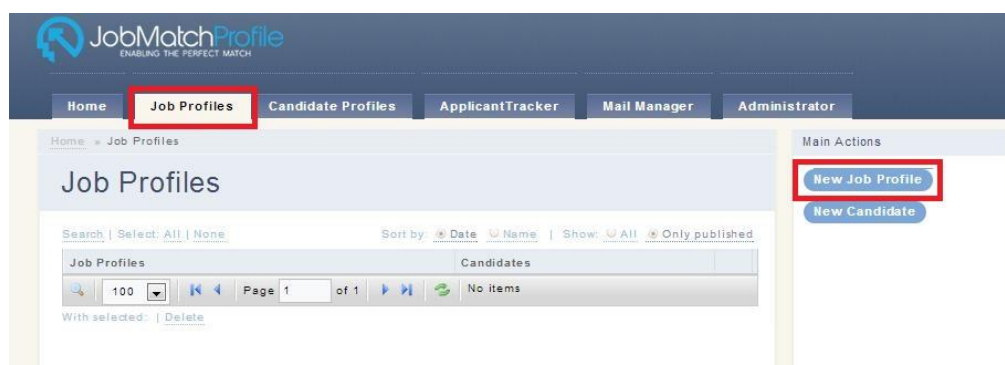


Let's get you going!

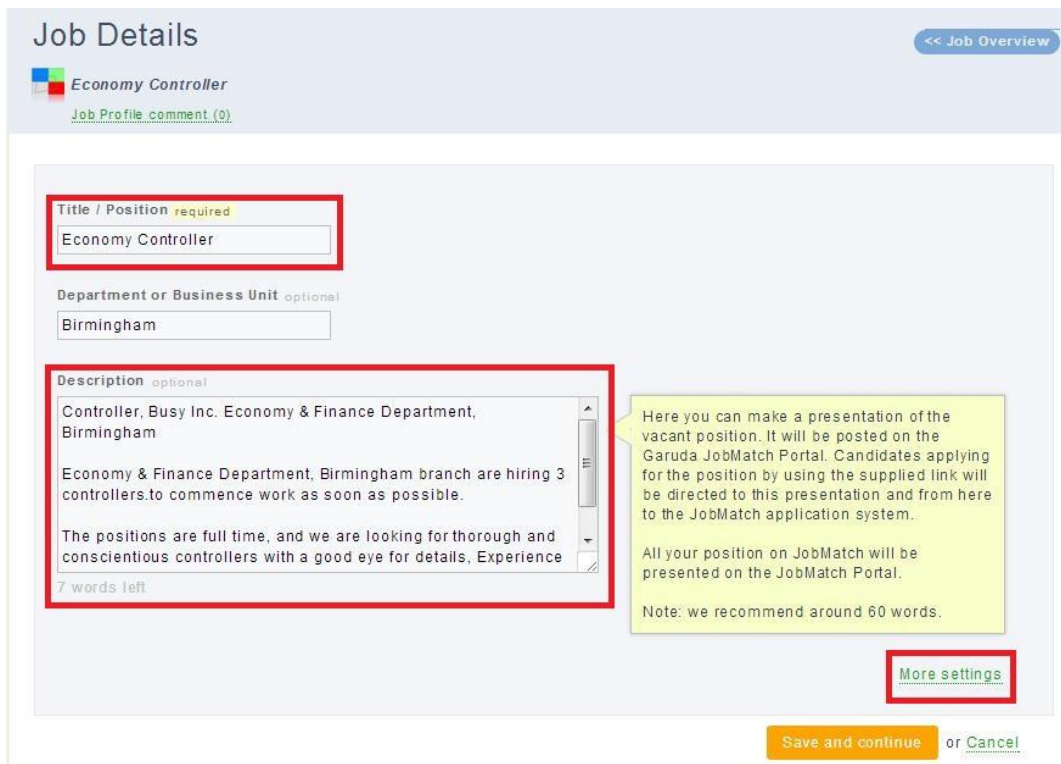
Welcome to the first step of setting up a job in JobMatchProfile. Here you will be setting up details like:

- Title and short description of the job
- Language settings
- Link to original job posting
- Which and how many documents you want your applicants to upload


After signing in, you choose the 'Job Profiles' tab, and in the 'Main Actions' column on the right you choose 'New Job Profile':



Enter the title and perhaps the location of the job. After doing this, it is a good idea to leave a short description of the job as well. This description is only a short version of the original job advert that you have posted on your website, relevant trade sites and prints, job boards, social media etc. This description is the one the applicants will meet with when entering the applications process and it makes sure that the applicants know they are applying for the right job:



Job Details [<< Job Overview](#)

 **Economy Controller**
[Job Profile comment \(0\)](#)

Title / Position required
Economy Controller

Department or Business Unit optional
Birmingham

Description optional
Controller, Busy Inc. Economy & Finance Department, Birmingham
Economy & Finance Department, Birmingham branch are hiring 3 controllers.to commence work as soon as possible.
The positions are full time, and we are looking for thorough and conscientious controllers with a good eye for details, Experience
7 words left

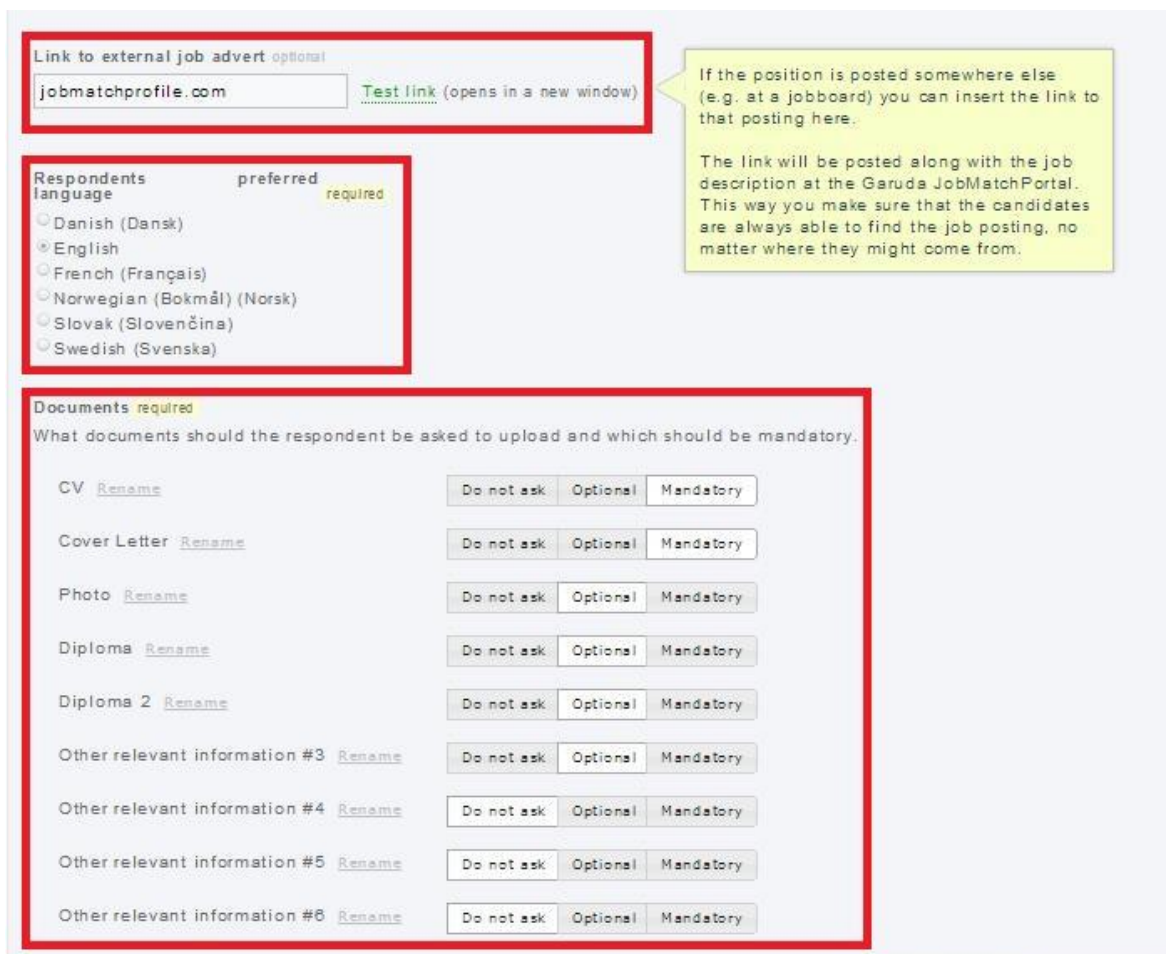
Here you can make a presentation of the vacant position. It will be posted on the Garuda JobMatch Portal. Candidates applying for the position by using the supplied link will be directed to this presentation and from here to the JobMatch application system.
All your position on JobMatch will be presented on the JobMatch Portal.
Note: we recommend around 60 words.

[More settings](#)

[Save and continue](#) or [Cancel](#)

Click 'More settings'

- For the convenience and security of your applicants, type or paste a link to the original job advert; click 'test link' to make sure it works. This way the applicants have the possibility to refer back to the original advert.
- Choose which language you want your applicants to reply in
- This is where you choose which documents you want to allow/require of your applicants to upload. You can choose up to 9 documents of 10Mb each. Each individual upload can be renamed and set as either 'Optional' or 'Mandatory'. **SPECIAL NOTE:** Should your company have any special requirements regarding additional or larger documents, please [contact customer support](#) and we will help you out.



Link to external job advert optional

[Test link](#) (opens in a new window)

Respondents language preferred **required**

Danish (Dansk)
 English
 French (Français)
 Norwegian (Bokmål) (Norsk)
 Slovak (Slovenčina)
 Swedish (Svenska)

Documents required

What documents should the respondent be asked to upload and which should be mandatory.

Document	Do not ask	Optional	Mandatory
CV Rename	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter Rename	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photo Rename	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma Rename	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma 2 Rename	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other relevant information #3 Rename	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other relevant information #4 Rename	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other relevant information #5 Rename	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other relevant information #6 Rename	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save and continue](#) or [Cancel](#)

Callout Box: If the position is posted somewhere else (e.g. at a jobboard) you can insert the link to that posting here. The link will be posted along with the job description at the Garuda JobMatchPortal. This way you make sure that the candidates are always able to find the job posting, no matter where they might come from.

Mail Setup & Mail Templates

After clicking 'Save and continue' you are ready to move on to [step 2](#) in the setup process. But as you might know, JobMatchProfile contains an email system that communicates with all applicants with everything from 'Welcome Mail' and 'Login Mail' to 'Confirmation Mail' etc.

To view or edit the mail templates click 'Mail Setup':


1. Job Details [Edit](#) [Mail setup](#) Entered
Title, position and description

You are now able to change to the wording of the templates to suit your company needs exactly.

Extra Tip:

The fields in brackets (e.g. [YOUR_NAME] [YOUR_COMPANY_NAME] or [YOUR_MAIL]) will automatically retrieve the needed information. You can change the wording of your emails in any way you want, but you should never edit the bracketed fields unless you do not want them there.

Mail Setup << Job Overview

 Economy Controller
[Job Profile comment \(0\)](#)

Template for the "Login mail"

Login mail (English) ▼

Template:

Password assignment for The Garuda JobMatchProfile

Dear [RESPONDENT_NAME]

Thank you for your interest in the position as "[JOB_TITLE]".

To deliver your application and needed information click on this link
[LOGIN_LINK]

Just follow the instruction. It will probably take you between 10 and 15 minutes.

Please fill out the questionnaire as soon as possible[IF_DEADLINE_ON] and no later than [DEADLINE_DATE][IF_DEADLINE_ON].

Best regards
[YOUR_NAME]
[YOUR_COMPANY_NAME]
[YOUR_MAIL]

About this template

This is the mail template used to build the "Login mail".

The Login mail is send to candidates when they apply from the Job Board page.

Remember that you can write your own version of this mail from the "Mail Manager" module.

Template for the "Confirmation mail"

Confirmation mail (English) ▼

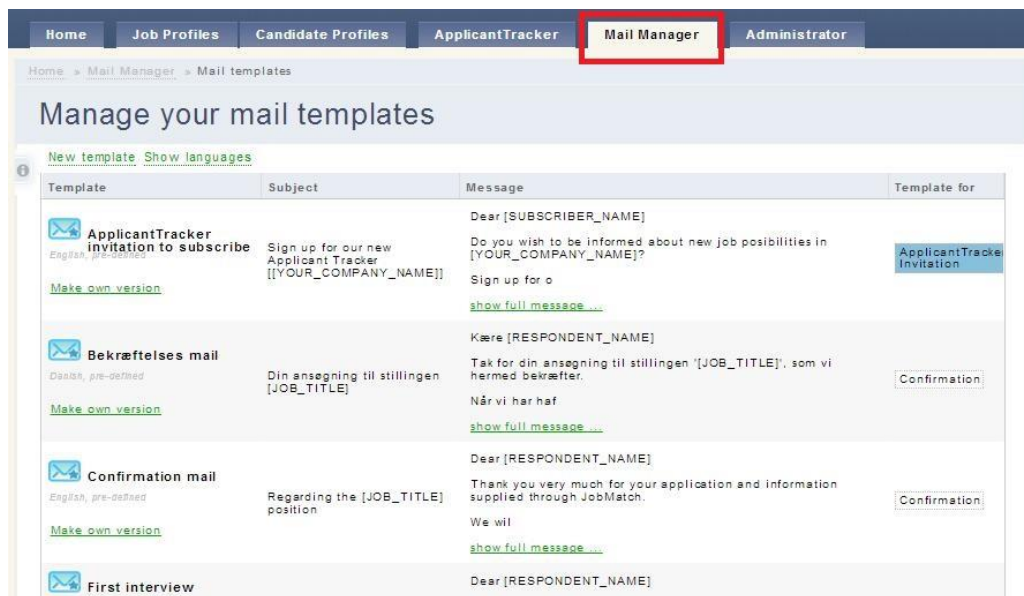
Template:

Regarding the [JOB_TITLE] position





About this template

Extra-Extra Tip

Enter the Mail Manager tab to view and edit all templates, and get a complete overview of all correspondence to every job that has ever been posted.



The screenshot shows the 'Mail Manager' tab selected in the navigation bar. The main content area is titled 'Manage your mail templates' and contains a table with the following data:

Template	Subject	Message	Template for
 ApplicantTracker invitation to subscribe <small>English, pre-defined</small> Make own version	Sign up for our new Applicant Tracker [[YOUR_COMPANY_NAME]]	Dear [SUBSCRIBER_NAME] Do you wish to be informed about new job possibilities in [YOUR_COMPANY_NAME]? Sign up for o show full message ...	ApplicantTracker Invitation
 Bekræftelses mail <small>Danish, pre-defined</small> Make own version	Din ansøgning til stillingen [JOB_TITLE]	Kære [RESPONDENT_NAME] Tak for din ansøgning til stillingen [JOB_TITLE], som vi hermed bekræfter. Når vi har haf show full message ...	Confirmation
 Confirmation mail <small>English, pre-defined</small> Make own version	Regarding the [JOB_TITLE] position	Dear [RESPONDENT_NAME] Thank you very much for your application and information supplied through JobMatch. We wil show full message ...	Confirmation
 First interview		Dear [RESPONDENT_NAME]	

Now, let's move on to step 2