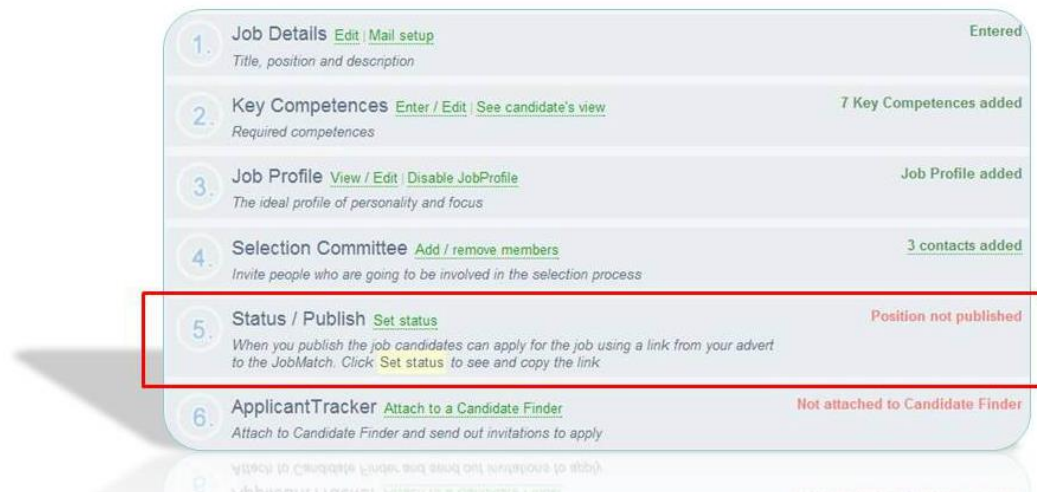


## JobMatchProfile Quick Guide 5

This is the fifth 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:



### Publish job – How and where

A bit of simple advice that is often given to companies having trouble finding the right candidates is, that they have to do broader searches in more places. Luckily this has become a lot easier since most communities today are primarily accessed through the internet. By providing a simple link JobMatchProfile allows you to publish and share your jobs on all sorts of platforms and forums.


Now, it is great to get more applications from a wider range of applicants, but that certainly also means more work. Not with JobMatchProfile since it handles any number of applicants, and you will still only be reading the CVs, cover letters etc. from the 5 most interesting and promising candidates.

Let's go through the technicalities of posting a job, making sure that your job posting will be out and about on the internet in no time.

### Publish and set deadline for applying:



## Status of the Job << Job Overview

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

When a job's status is set to Published, it will be visible on your public job board page and candidates can freely log in and enter the questionnaire.

The job is currently: **On hold**.

**Deadline** (if the deadline is active, then the job will automatically be taken down after the specified date)

Activate deadline

Status of the job:

Not Published

**Published**

Closed

or

- Tick the box 'Activate deadline' and choose the date you want the application period to end
- Set status to 'Published'
- Click 'Save and continue':

## Status of the Job << Job Overview

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

When a job's status is set to Published, it will be visible on your public job board page and candidates can freely log in and enter the questionnaire.

The job is currently: **Published**. The job is public at this page  
<https://app.jobmatchprofile.com/2c74pm> **← COPY THIS LINK**

**Deadline** (if the deadline is active, then the job will automatically be taken down after the specified date)

Activate deadline

(yyyy-mm-dd)

Status of the job:

Not Published

**Published**

Closed

or

- Copy and then paste the link in your job advert, where you usually advertise your open positions. Examples: Your own website, job boards, social media, emails etc.

## Where to publish?

Remember that you can post your link anywhere, making it very easy to incorporate JobMatchProfile into your hiring strategies. And whatever your social media strategies are, JobMatchProfile readily becomes a part of that by providing a simple link and accessibility from anywhere. Facebook, LinkedIn, Twitter etc.

## Tip: Spread the word through your employees and their networks

A very efficient way of finding qualified candidates is through the networks of your current employees. Having a simple link like this makes it extremely easy for your employees to share it on their own Facebook, Linked-in, Twitter accounts.

Remember: Post and share it anywhere – there is no such thing as ‘Too many applicants’:

- you will never have to read CVs and cover letters from more than 5 to 10 candidates
- an email system takes courteous and professional care of your rejections
- talent for future openings are stored in the ApplicantTracker, and they are automatically recalled when a new job, for which they are qualified, is posted

