

To place a job advertisement on Teenjobs.com.au, you must first register as an Employer. If this is your first time, please fill out the registration form by selecting the red 'Employer' button from the top navigation menu of the website.

1. Please Login with your email address and password. (You must be registered as an employer).

2. Once you are logged in, you will be in Teen Jobs 'Job Central'. Job central is where you can create and manage your job listings, edit your company profile, check job statistics, claim promotional codes and purchase job packs.

To **place a job**, please click the button 'click here to advertise a job' or from the tabs at the top select 'Employers' and then from the drop-down menu choose 'Place A Job'.

3. You will be presented with a screen where you can choose between 'Basic Job Listing' or '**Mega Job Listing**'. For this tutorial please **Click on 'Mega Job Listing'**.

5. **Step 1A:** Please fill out the **basic details** of your job and then proceed to the next step.

next step

6. **Step 1B:** Please fill out the **job features** and then proceed to the next step.

next step

Step 1a basic details | Step 1b job features | **Step 1c application process** | Step 2 preview | Step 3 payment

How would you like people to apply for this job?

- Teen Jobs Application Form (recommended)**
By using the Teen Jobs Application Form, applications you receive will be sent directly to your registered email address. You will also have access to more detailed statistics.
- Custom Application Form**
If your company has a website link to your own application process please select this option. Users will be directed to specified link when applying for your advertised position. By using the Custom Application Form, you will have access to limited statistics.

Would you like the applications sent to an additional email address?

Your applications will be sent to "info@eyedentity.com.au". If you would like to specify an additional email address for applications to be sent to, please type it into the box below.

7. **Step 1C:**
Please select which **application process** you require. (Teen Jobs application recommended) If you choose a custom application, you will need to insert the application link into the box. When complete proceed to the next step

next step

Step 1a basic details | Step 1b job features | Step 1c application process | **Step 1d location** | Step 2 preview | Step 3 payment

What States/Suburbs do you wish to post this job in?

Please note that you can have a maximum of 50 suburbs selected.

Please Type the Suburb you would like:

Selected Suburbs

Total Suburbs Selected: 0

Total Cost: \$ 0

8. **Step 1D:**
This where you select which suburbs you want to place your job listing in. Please type the suburb in the box on the left, and then press the arrow to place that suburb into the box on the right. (Maximum of 50 Suburbs per listing)

As you add multiple suburbs, then total cost will be automatically calculated below. Once complete please proceed to the next step.

next step

Step 1a basic details | Step 1b job features | Step 1c application process | **Step 2 preview** | Step 3 payment

This is how your listing will be displayed in the search results:

Job title goes here / Part Time
Company Name... Sydney, NSW
Date Listed:

YOUR LOGO

[View Detailed Job Description](#)

This will be your detailed listing:

Now Hiring!

YOUR LOGO

Insert The Job Title Or Position Here

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9. **Step 2:**
This where you can **preview your listing**, as it will appear on the website. If there are any changes required you can select the step you want to go back to, otherwise you can proceed to the next step.

next step

Payment:

Step 1a: basic details Step 1b: job features Step 1c: application process Step 2: premium **Step 3: payment**

Please Choose how you would like to pay for your job listing.

Online Secure Credit Card Payment

After Selecting this option, a form will be displayed below for you to fill in. Credit Cards accepted are VISA and Mastercard, your job listing will then be displayed on teenjobs.com.au

OR

14 Day Invoice

After Selecting 14 Day Invoice, a tax invoice will be emailed to you, your job listing will then be displayed on teenjobs.com.au. Payments accepted are: Bank Transfer and Cheque.

Failure to pay your invoice within 14 days will result with your job listing being removed from teenjobs.com.au and your account will be locked.

OR

Job Credits

After Selecting Job Credits, We will check if you have enough credit available to pay for this listing.

10. **Step 3:**
Please select which **method of payment** you would like to use to place you job listing.

Once your payment is complete your job listing will appear on Teenjobs.com.au immediately