How to upload a job to
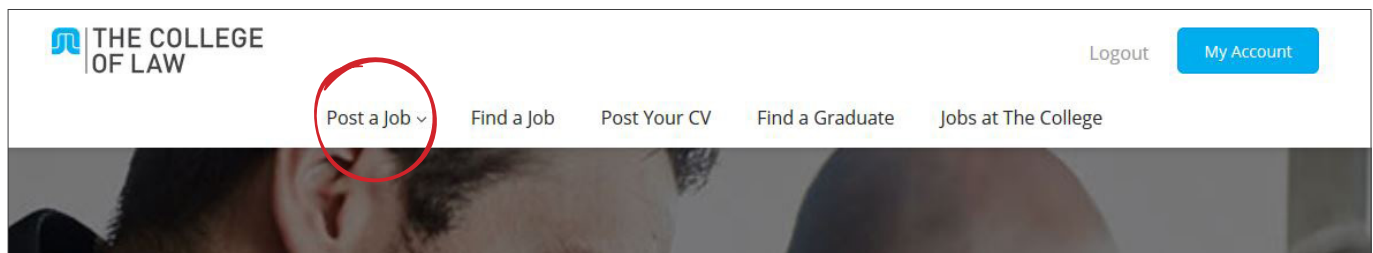
The College of Law's Jobs Board

The College of Law

Open The College of Law's Jobs Board: jobs@collaw.com

From the Jobs Board home page, click on the **Post a job** link.

The Jobs Board will prompt you to create a profile for you company, fill in the fields in the form. Fields marked with an * are mandatory and must be filled in. If you already have an account with the Jobs Board, click on **Sign me** in and follow the prompts.

Once you have filled in your details, check the **I agree to the terms of use** box and click **Register**.

You will then be forwarded to the **Post a job** page. Fill in all the fields as required. Fields marked with a * are mandatory and must be filled in. Fields with a down arrow have prefilled options, you must pick one of the options from the drop down. Once you have filled in all the fields, click on the **Preview** button.

POST A JOB

Are you looking for a work experience placement or employment opportunity? The College provides a free service that allows law students and young lawyers to post CV's on the Job Seeker database so that employers can search for candidates who match their criteria.

If you would like to use this service you will need to create a Job Seeker profile.

Please be aware that any arrangement entered into by an employer and law student/graduate is between those parties. It is up to the student/graduate and the employer to discuss all terms of engagement including the length of the placement, remuneration and job descriptions.

Organisation Name *

Landline phone

Contact Name *

Email address

Street Address

Position Title *

Job Description *

Job Type *
Select Job Type ▼

Job Categories *
Click To Select ▼

City/Suburb
Enter a location

Job Level
Select Job Level ▼

State / Province / Region *
Select State / Province / Region ▼

Country *
Select Country ▼

How to Apply
◉ By Email   ○ By URL
agani@collaw.edu.au   e.g. http://www.yourwebsite.com

Expiration Date
03.04.2017

PREVIEW

Preview the fields, if you are content that the information contained in each field is correct, click on the **Post** button. If you have noticed a mistake or missing information, click on **Edit** and return to the previous screen and update the relevant field/s.

PLT Placement

🧳 The College of Law   📅 Feb 02, 2017

(Part-time)   (PLT Work Experience Placement)

JOB DESCRIPTION

Any level

ORGANISATION NAME

Nick PTY LTD

CONTACT NAME

Nick
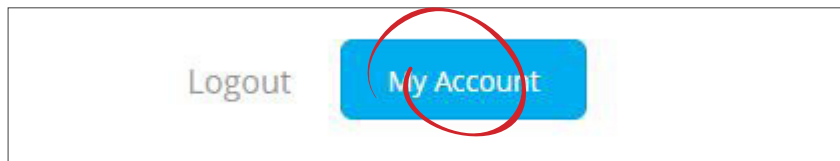
JOB LEVEL

Law Student

STATE / PROVINCE / REGION
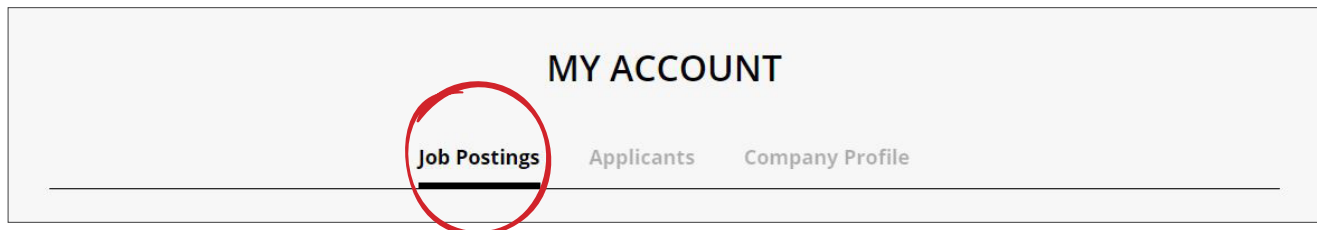
New South Wales

COUNTRY

Australia

EDIT   POST

Updating details

To edit your company account details, details of jobs you have posted or to delete your account, click on **My Account** in the top right-hand corner.
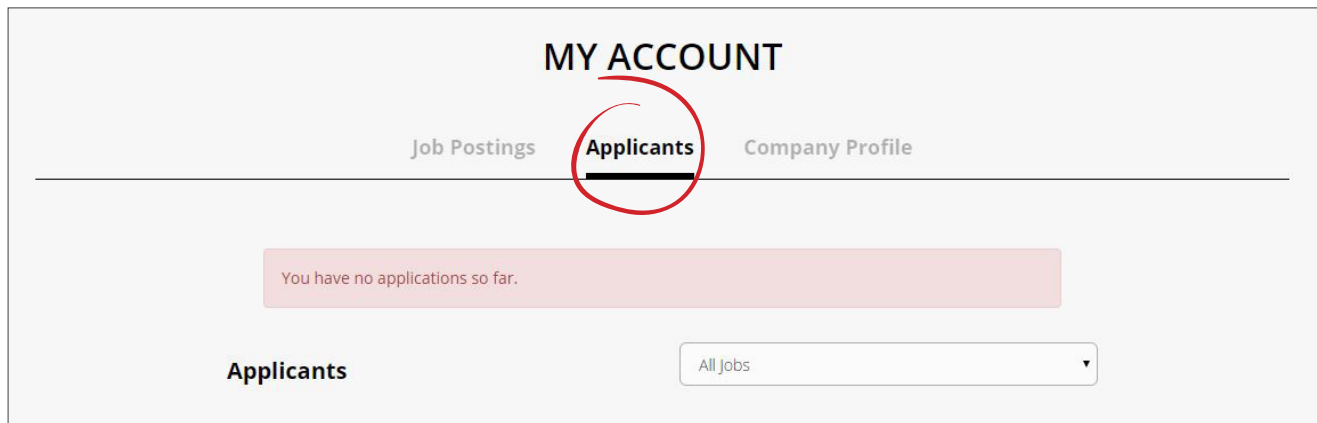

To view and edit job vacancies you have advertised, click on **Jobs Postings.**

A list of your job postings will appear. Click on the name of the posting to view the job details. Click on Edit to change job details.
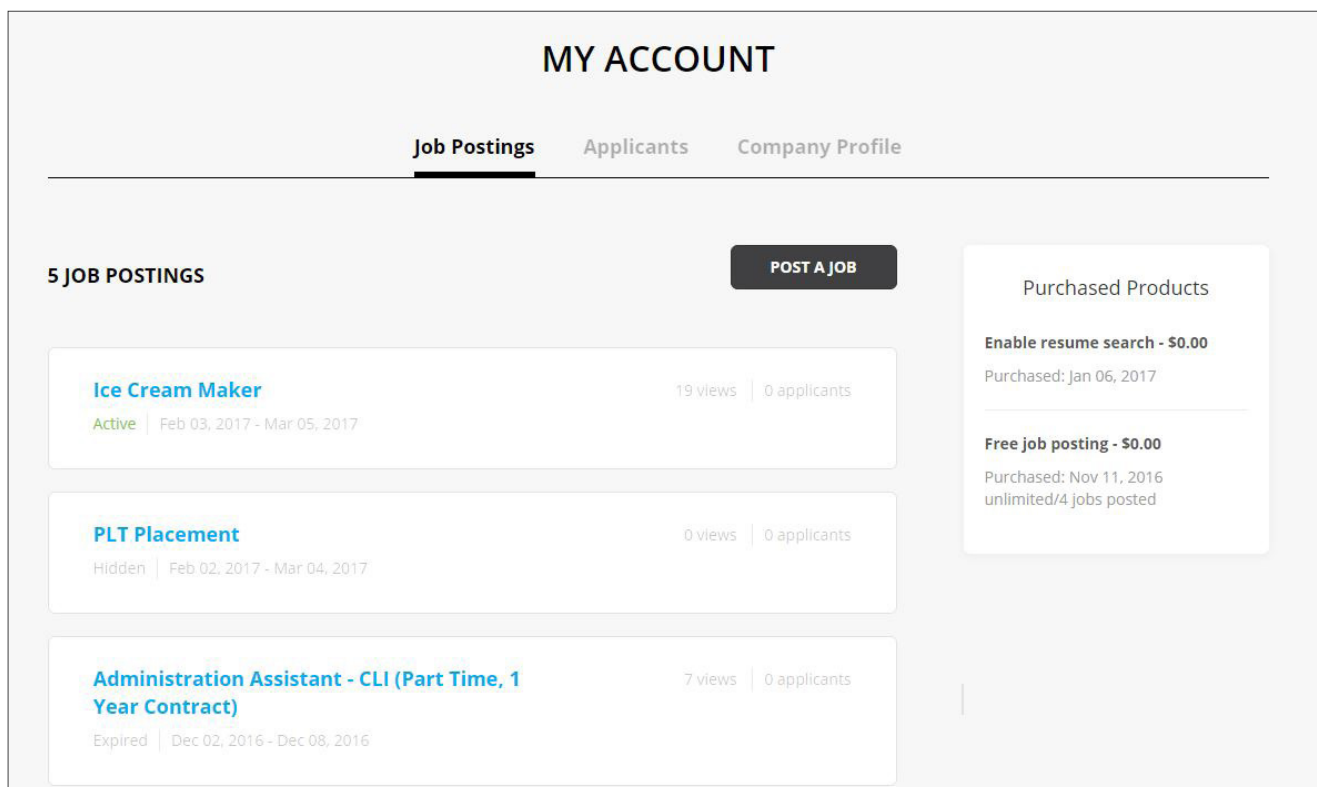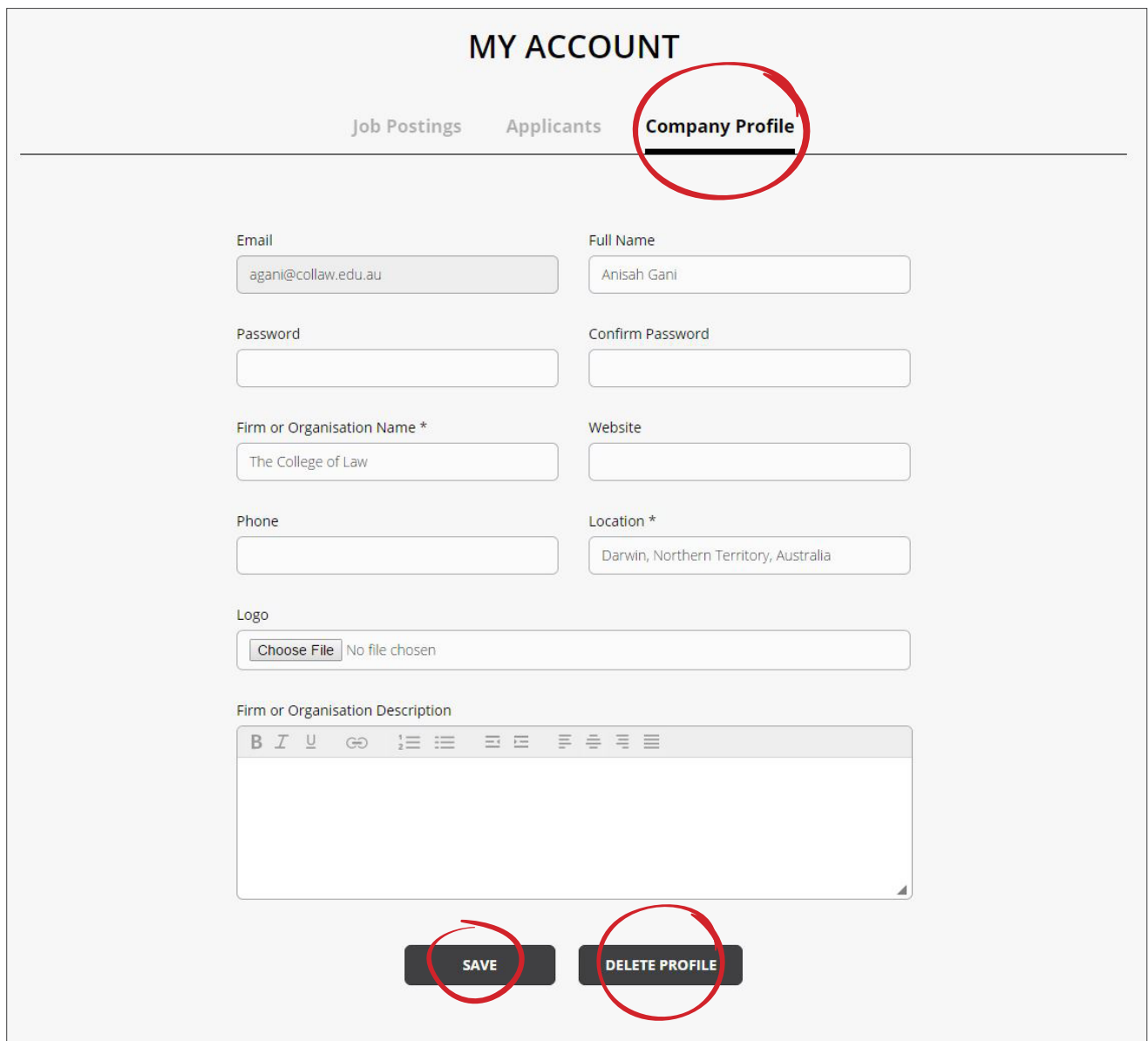
To view the list of people who have applied for your job postings, click on **Applicants** and browse the list.

To edit details of your Company, click on **Company Profile**. Your details will appear in a form below. Update details as required then click **Save**. To delete your company profile, click on the **Delete Profile** button.