

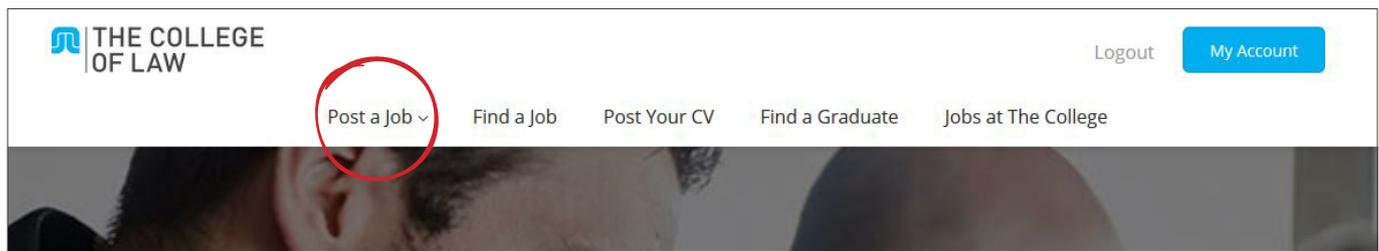
# How to upload a job to The College of Law's Jobs Board

[www.collaw.edu.au](http://www.collaw.edu.au)



Open The College of Law's Jobs Board: [jobs@collaw.com](mailto: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 your 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.

A screenshot of the 'CREATE EMPLOYER PROFILE' form. At the top, it says 'I already have an Employer account. Sign me in' (with 'Sign me in' circled in red). The form contains several input fields: 'Email \*', 'Full Name', 'Password \*', 'Confirm Password \*', 'Firm or Organisation Name \*', 'Website', 'Phone', 'Location \*' (with a placeholder 'Enter a location'), and a 'Logo' section with a 'Choose File' button and 'No file chosen' text.

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

A screenshot showing the bottom part of the form. On the left, there is a checkbox labeled 'I agree to the terms of use \*' (with the checkbox circled in red). In the center, there is a large black button with the word 'REGISTER' in white, also circled in red.

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

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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 \***

**B I U**           

**Job Type \*** **Job Categories \***

Select Job Type

**City/Suburb**

**Job Level**

**State / Province / Region \***

**Country \***

**How to Apply**

By Email   By URL

**Expiration Date**

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

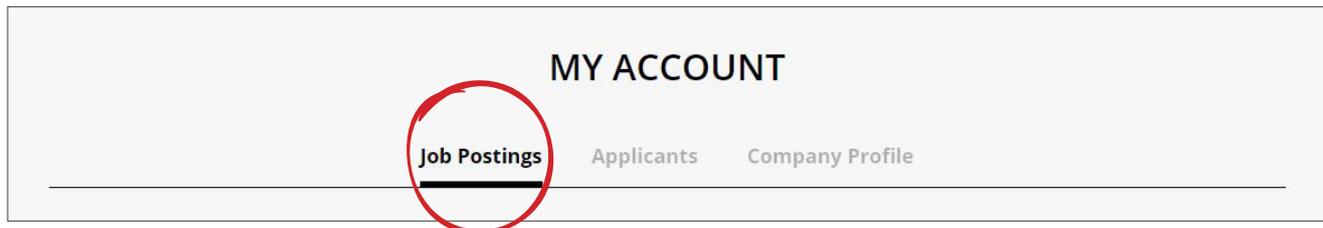
**EDIT** **POST**

# Updating details

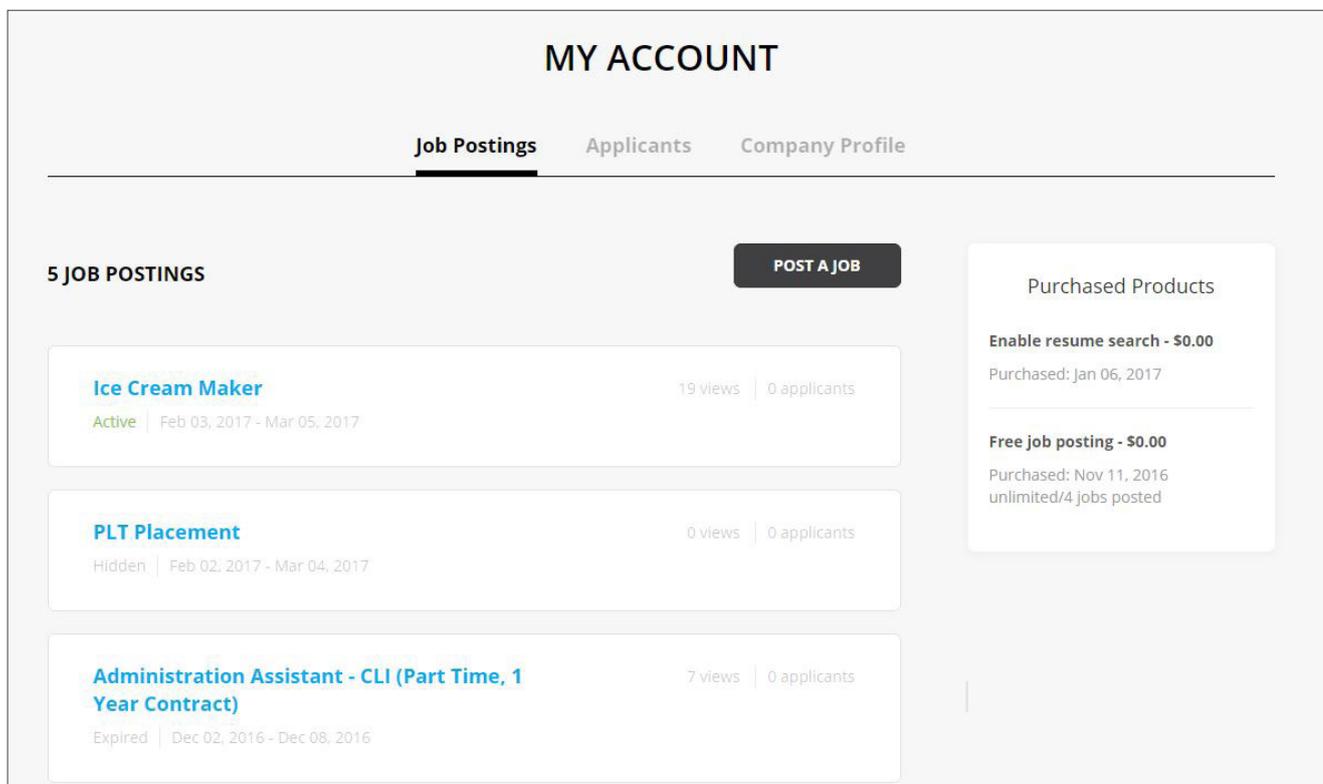
To edit your company account details, details of jobs you have posted or to delete your account, click on **My Account** in the top right-hand corner.



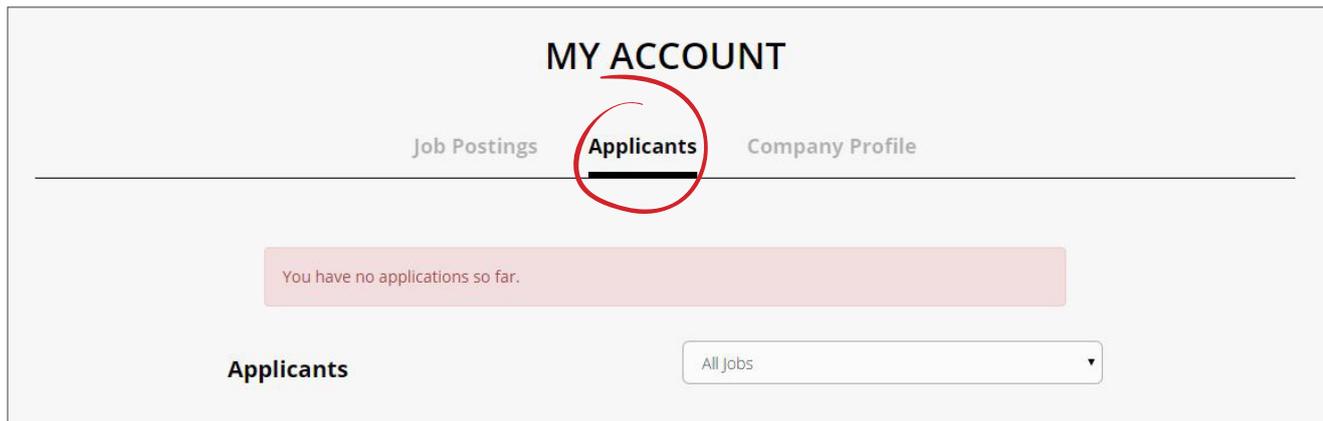
To view and edit job vacancies you have advertised, click on **Jobs Postings**.



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.

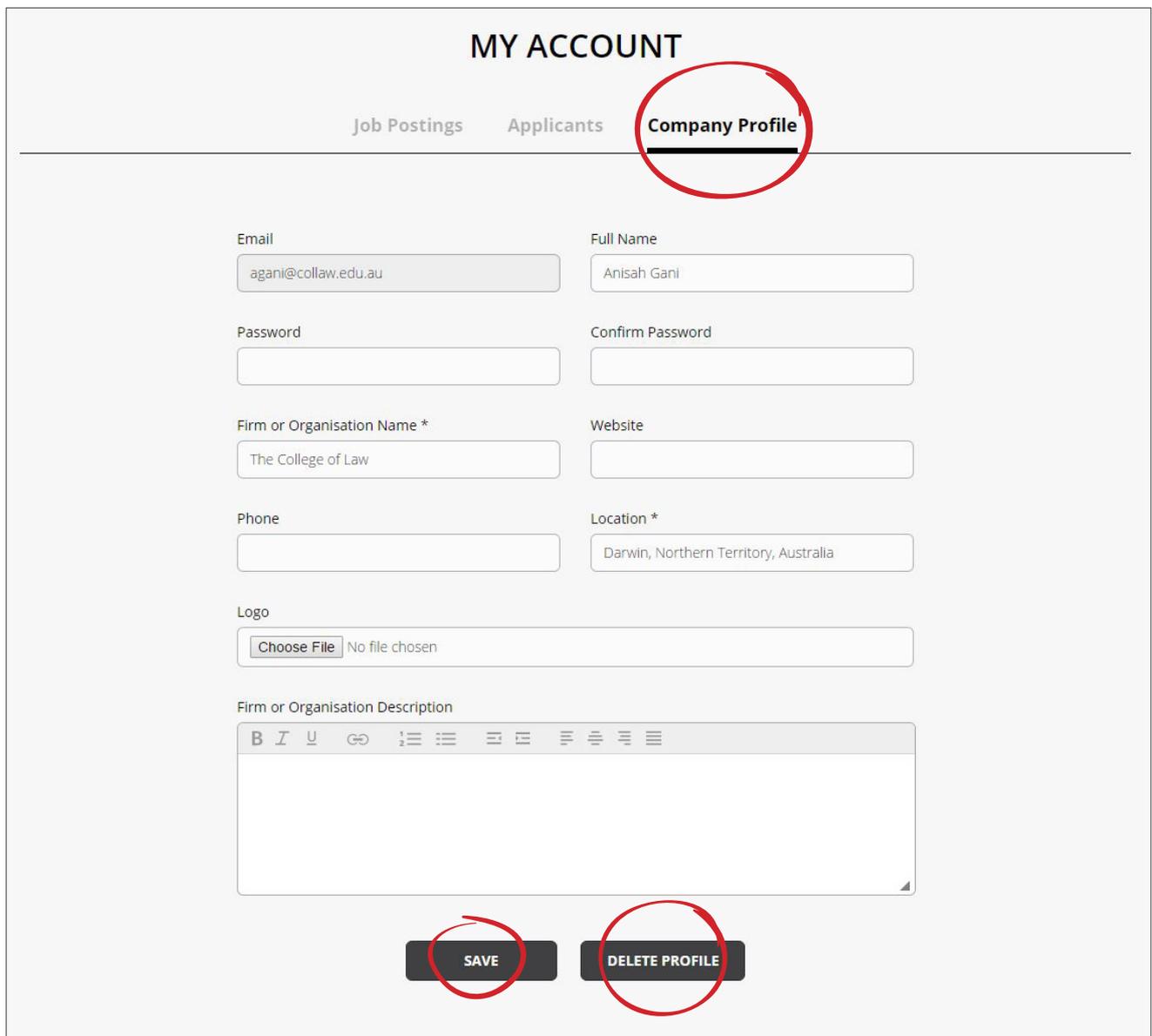


To view the list of people who have applied for your job postings, click on **Applicants** and browse the list.



The screenshot shows the 'MY ACCOUNT' page with three tabs: 'Job Postings', 'Applicants', and 'Company Profile'. The 'Applicants' tab is selected and circled in red. Below the tabs, a pink message box states 'You have no applications so far.' At the bottom, there is a label 'Applicants' and a dropdown menu currently set to 'All Jobs'.

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.



The screenshot shows the 'MY ACCOUNT' page with the 'Company Profile' tab selected and circled in red. The form contains the following fields:

- Email: agani@collaw.edu.au
- Full Name: Anisah Gani
- Password: (empty)
- Confirm Password: (empty)
- Firm or Organisation Name \*: The College of Law
- Website: (empty)
- Phone: (empty)
- Location \*: Darwin, Northern Territory, Australia
- Logo: Choose File No file chosen
- Firm or Organisation Description: (empty text area with a rich text editor toolbar)

At the bottom of the form, there are two buttons: 'SAVE' and 'DELETE PROFILE', both of which are circled in red.