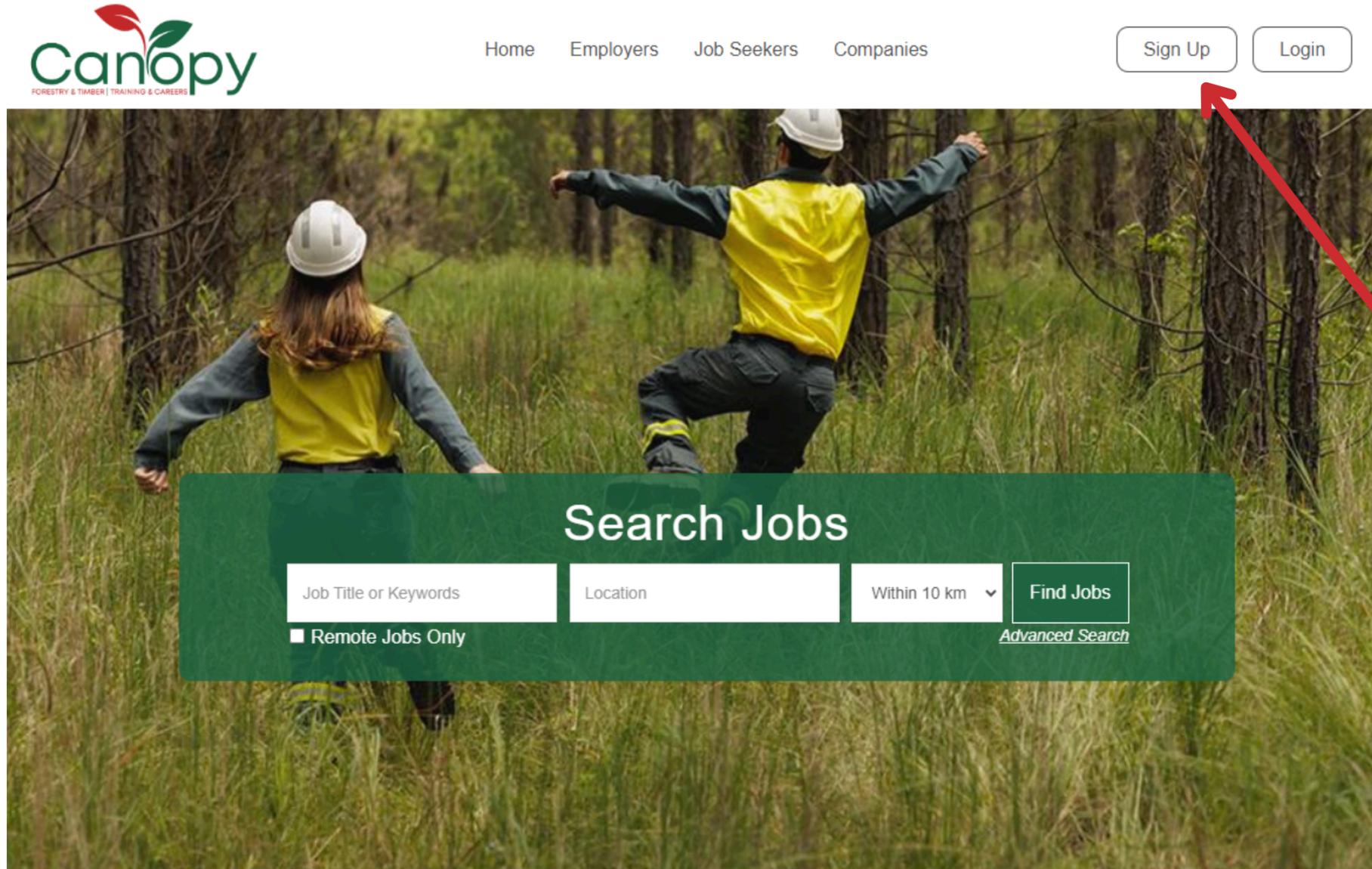


Homepage



Click
'Sign Up'

Explore forest & timber industry jobs in Queensland: forest operations, harvest & haulage, sawmilling & processing and merchant & wholesale jobs and more!

Post Job

Post Resume

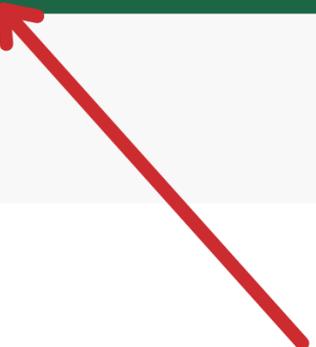
Sign Up Page

Sign Up

Sign Up as an Employer

Sign Up

**Choose 'Sign Up as
an Employer'**



Sign Up as an Employer

Sign Up as an Employer

Name ⊕

Email ⊕

Password ⊕

Re-Enter Password ⊕

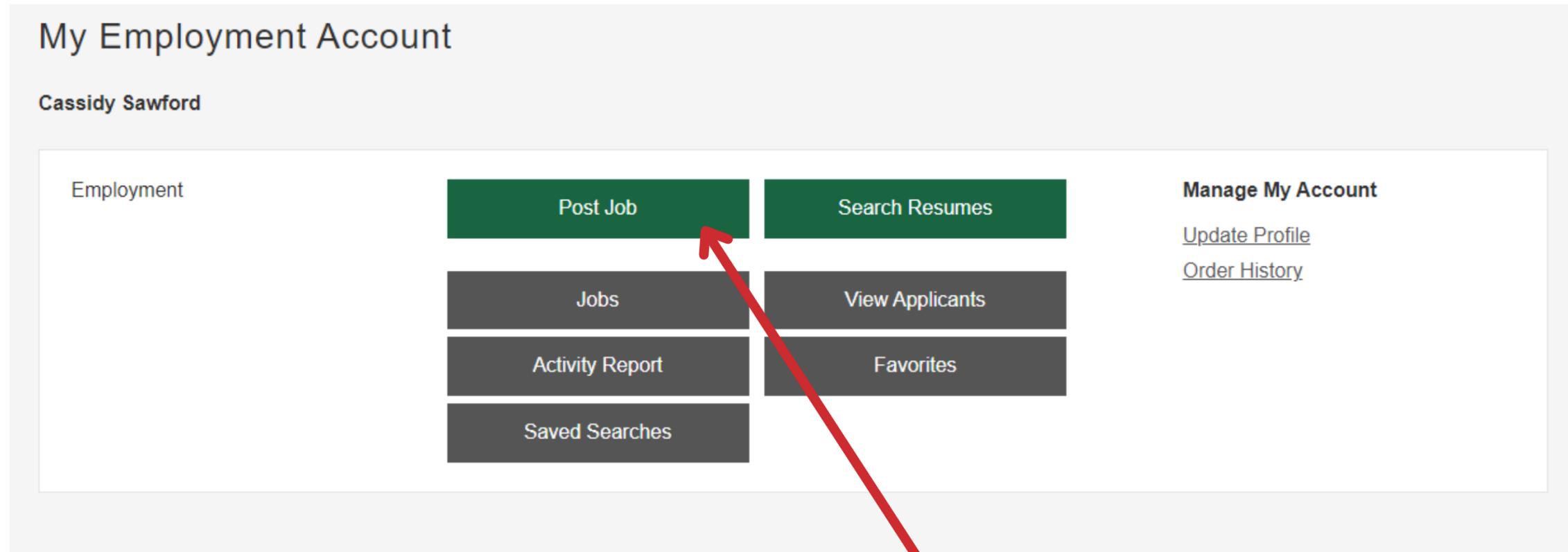
Terms of Use ⊕ I Agree to the Terms of Use

[Already signed up? Login](#)

**Fill out all your details
and click 'Sign Up'**

Your Employer Account

Here is where you can post jobs,
access your jobs, search resumes etc.



The screenshot shows a user interface for an employer account. At the top left, it says "My Employment Account" followed by the name "Cassidy Sawford". Below this is a grid of navigation buttons. The "Post Job" button is highlighted in green and has a red arrow pointing to it from the text below. Other buttons include "Search Resumes", "Jobs", "Activity Report", "Saved Searches", "View Applicants", and "Favorites". To the right of these buttons is a "Manage My Account" section with links for "Update Profile" and "Order History".

Employment	Post Job	Search Resumes	Manage My Account
	Jobs	View Applicants	Update Profile
	Activity Report	Favorites	Order History
	Saved Searches		

To create a job listing, click 'Post Job'

Create a Job Posting

Create Job Posting

Name	Sawford, Cassidy	Status	New Listing
Plan	Basic 30 day Job Posting		

⦿ = required field

Category ⦿

Title ⦿

Job Description ⦿

enter your text here

Experience Required Yes No N/A

Degree Required Yes No N/A

Security Clearance Required Yes No N/A

Industry

Employment Type

Fill out all the details accurately

Create a Job Posting

Screening Questions

[Add Screening Questions](#)

You may ask Job Seekers to answer up to 10 questions when applying for this job. The answers to these questions are sent to you and recorded with the job seekers application. Note: screening questions can only be used if Application Method is Apply by Email.

Media

Logo and/or Photos

No file chosen



Delete

Once you have filled out all the job details you can either 'Save As Draft' to edit later or 'Submit Job' which will make your job live

Your Employer Account

My Employment Account

Cassidy Sawford

Employment

Post Job	Search Resumes
Jobs	View Applicants
Activity Report	Favorites
Saved Searches	

Manage My Account
[Update Profile](#)
[Order History](#)

To see all your job listings, click ‘Jobs’

Your Job Listings

Here is where you can manage your job posts and check applicants

The screenshot shows a user interface for managing job listings. At the top, it says "My Account - Employment Jobs" for "Cassidy Sawford". There is a "Post Job" button. Below is a table with columns: Listings, ID, Listing, Status, and Activity. A single listing is shown with ID 1066, Listing "Test job", Status "Running" (8/08/2024 - 7/09/2024), and Activity "Applicants 1" and "Reports".

1 Listings	ID	Listing	Status	Activity
   	1066	Test job	Running 8/08/2024 - 7/09/2024	Applicants 1 Reports

Edit listing (points to edit icon)

Pause listing (points to pause icon)

Duplicate listing (points to duplicate icon)

Delete listing (points to delete icon)

Check applications (points to Applicants button)

Your Employer Account

My Employment Account

Cassidy Sawford

Employment

Post Job	Search Resumes	Manage My Account Update Profile Order History
Jobs	View Applicants	
Activity Report	Favorites	
Saved Searches		



To see all your applicants, click ‘View Applicants’

Your Job Applicants

Here is where you can manage your applicants

Manage Applicants

Test job

	Applicant	Status	Position	Date
 	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div>	New	Test job - 1066	8/08/2024

**Edit
application**

**Delete
application**

**Applicant
contact details**

**Check
applications**

Applicant Details

Applicant Details for Job: Test job

Applicant [Redacted] [Redacted]
8/08/2024 [Redacted]
View Resume

Status [Redacted]

Notes

Cover Letter Test

Update Return to List of Applicants

- New
- New
- Reviewed
- Interviewed
- Phone Screened
- Offer Made
- Hired
- Rejected

Edit application status

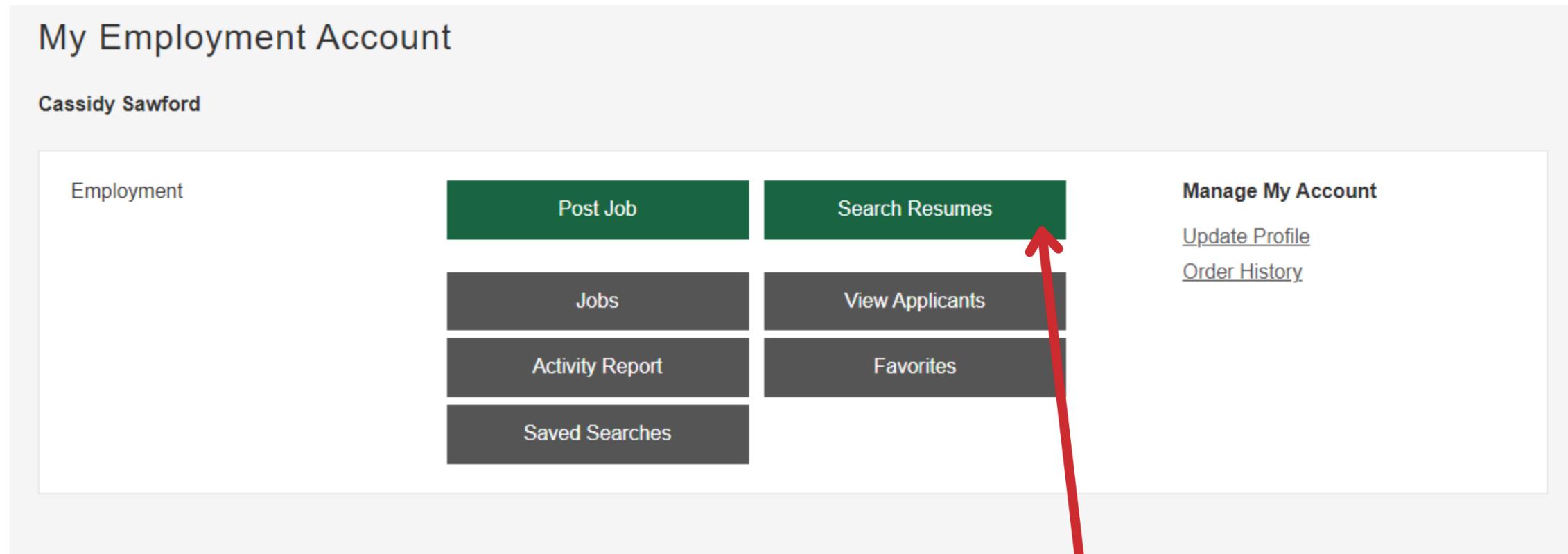
Update application

View cover letter

View resume

Your Employer Account

You can also search for applicants who have made their resume's open to viewing to employers



To search for a potential candidate, click 'Search Resumes'

Search Resumes

Enter all relevant details to filter and find potential applicants who are open to being contacted by potential employers

Search Resumes

Job Category

Keywords
 ALL words must be found

Country

State / Province

City

Employment Type

Work Schedule

Minimum Years Experience

New in Last

Search



Click 'Search'

Your Employer Account

You can also save searches and add favourites

My Employment Account

Cassidy Sawford

Employment

Post Job	Search Resumes
Jobs	View Applicants
Activity Report	Favorites
Saved Searches	

Manage My Account

- [Update Profile](#)
- [Order History](#)

To update your profile, click 'Update Profile'

Update your profile page

Your Logo

No file chosen



Delete

Video

Paste the "SHARE" link provided by YouTube here.

Your Profile

Okay To Email

Yes No

Yes - We may periodically send you email messages about our services. [Privacy Policy](#)

No - we will exclude you from our periodic email messages.

Please make sure all your employer details are correct

Please make sure you upload your company logo

To update your profile, click 'Update Profile'