

How to Post and Promote a Job Listing on Newly


Reach more aged care and disability support workers with Promoted Listings

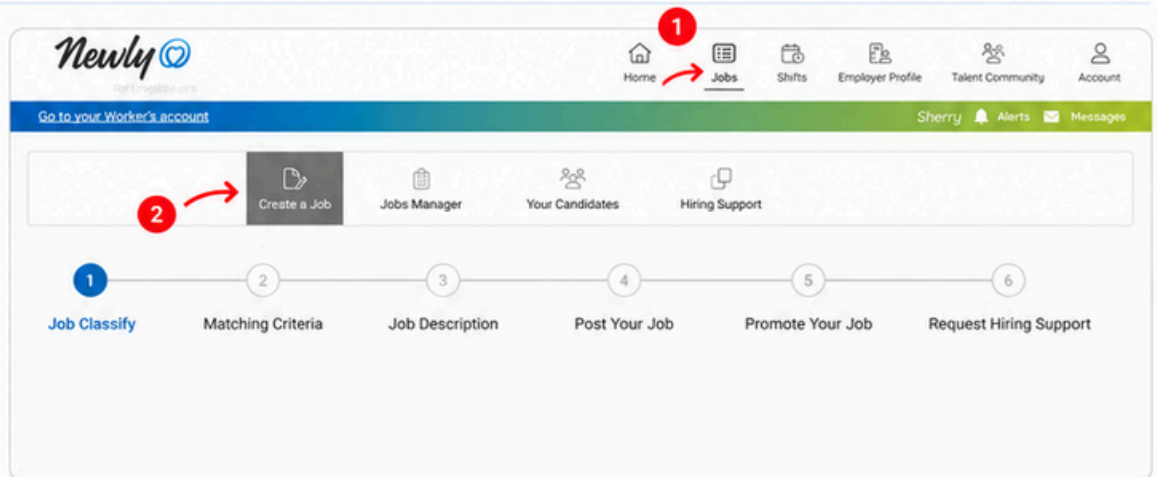
Promoted listings appear prominently and allow you to showcase your organisation with your logo, images, and video.



1 Step 1: Log In and Create a Job

- 1 Click Jobs in the top menu.
- 2 Select Create a Job.


 **Tip:** You can save your progress and continue editing your listing later in Jobs Manager.

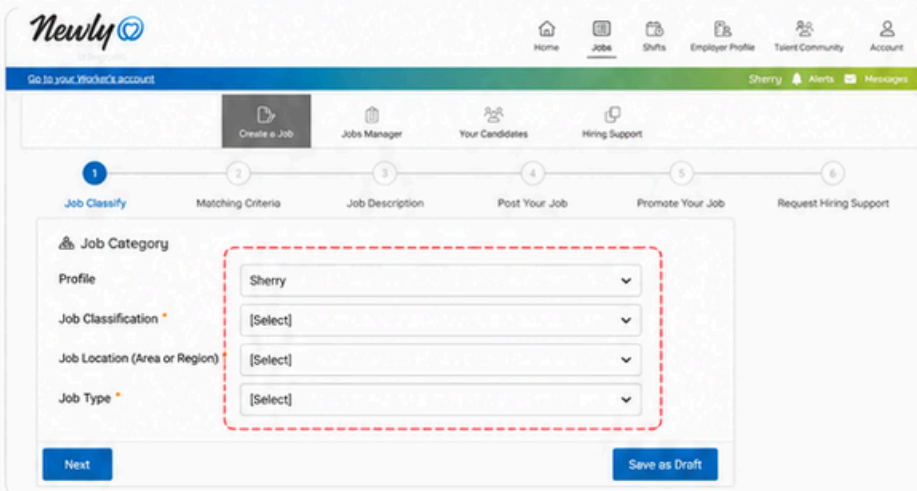


2 Step 2: Complete Your Job Details

Fill in the key details about your vacancy.


- ✔ Profile
- ✔ Job Classification
- ✔ Job Location (Area or Region)
- ✔ Job Type


 **Tip:** Accurate details help match your job with the right aged care and disability support workers.

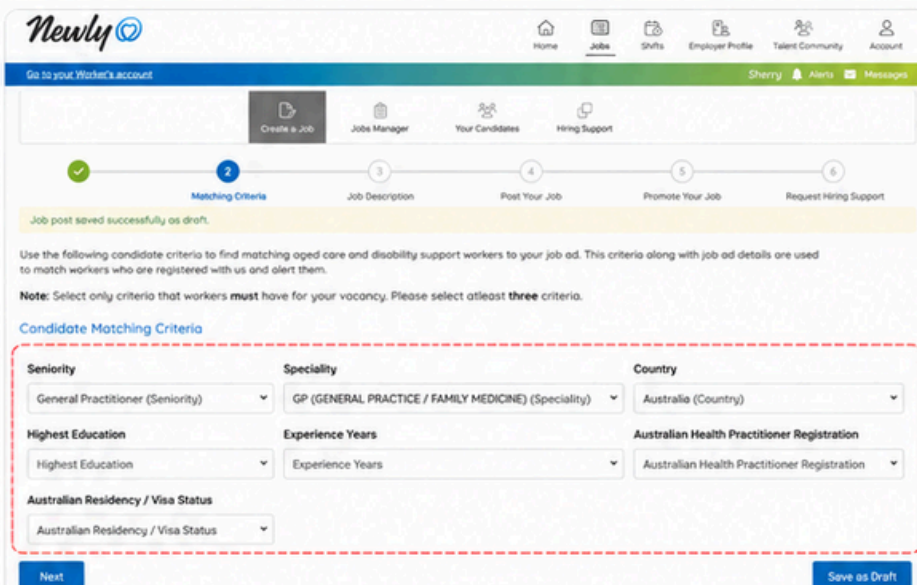


3 Step 3: Set Matching Criteria

Select at least three (3) criteria that your ideal candidates should meet.

 **Tip:** Select only criteria that are essential for your vacancy.

 **Tip:** Choosing the right criteria improves the quality of applicants and helps you find the best match.



4 Step 4:

Add a Job Description

Write a clear and detailed job description to attract the right aged care and disability support workers.

Tip: A detailed job description helps candidates better understand the role and increases the quality of applications.

Why Use Promoted Listings?

- Increased Visibility**
Your job appears prominently to more candidates.
- Showcase Your Organisation**
Display your logo, images and video to build trust.
- Reach More Professionals**
Connect with qualified aged care and disability support workers actively looking for opportunities.
- Attract More Applications**
More visibility means more quality applicants for your roles.

5 Step 5:

Review Your Listing

On the Post Your Job page, review your settings and preferences.

This includes:

- ✔ Application Preference
- ✔ Notification Settings

6 Step 6:

Publish Your Job

Once you are happy with your listing and settings, click **Post Your Job Live**.

Your job will go live once it has been approved.

Tip: Promoted listings get more visibility and help you attract qualified aged care and disability support workers faster.



Premium Hiring
Unlock More Visibility

Promotion Credits are available through Premium Hiring subscriptions. Premium Hiring gives you the tools to boost your visibility, strengthen your employer brand, and attract more qualified aged care and disability support workers. Learn more: newly.com.au/employers/pricing/subscription/

