

5 Qualifications

- a Select up to 3 **skill** categories - selecting both a category and desired skill. The more relevant skills you select, the higher the visibility your job will receive.
- b Select the minimum years of **Experience** and **Education** level.

6 Job Location

- a Select a **Country** and then select a **Location** from the dropdown menu.
- b Begin typing your location, then select the correct location from the dropdown that will appear.

QUALIFICATIONS

Select the expertise, experience, and other qualifications for the position.

Skills:	1. Select a category	2. Select desired skill
	<input type="text" value="Engineering & Science"/> *	<input type="text" value="Electrical Engineering"/> *
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Other Skills:	Comma delimit other skill keywords required for this job. Example: LWD,Project Manager	
	<input type="text"/>	
	(At least one skill must be selected above, or skills must be provided here)	
Experience:	<input type="text"/> *	Education: <input type="text"/> *

JOB LOCATION

Please provide the location in which the position is available.

Country:	<input type="text" value="United Kingdom"/> * (Country req.)
Location:	<input type="text" value="Aberdeen, United Kingdom"/> *

7 Application Instructions

- a **Email Resumes** allow you to directly receive all applications to your inbox.
- b **Online Tool** allows you to manage your applications within your account rather than receiving emails.
- c **Direct Apply** allows you to redirect candidates back to your own website to apply.

8 Restrict Applicants - Optional

- a Add a region/country to restrict who can apply to your job. Only candidates who have stated on their Rigzone profile that they have authorisation to work in your chosen region/country will be able to apply. Leave the box blank if your job has no location restrictions.

APPLICATION INSTRUCTIONS

Select the method you would like to use to receive resumes.

- Email Resumes**(Recommended) - Email me when candidates apply for this job. You may also use the Recruitment Center to view applicants' resumes.
- Online Tool** - Do not send me emails. I will check the Rigzone Recruitment Center for applicants' resumes.
- Direct Apply** - Provide a website address for the candidate to apply directly to.

9 Online Application Form - Optional

- a Screen out unqualified candidates and increase your recruiting process efficiency by attaching an **Application Form**. The questions you ask will be presented to any candidate who applies.

10 Confidential Posting - Optional

- a If you would like to hide your company name from candidates, uncheck the **Show Company** tick box.

11 Job Posting Expiration

- a Choose from the dropdown menu how long you would like your advert to remain active on Rigzone.

- 12 Once you have completed the job posting form, select **Preview your job posting** to review how the post will look to candidates. Once satisfied, click **Save Job** to set the job advert live on Rigzone.