

Posting Job Adverts



- Log in to your Rigzone account, hover over the Recruiters tab and select Post Job.
- You can view your allocated job slots at the top of the page.
- 3 Contact Information
 - The only information visible to candidates in this section is your **Company Name**, all other details are for your reference only.
 - The email listed is where candidate applications will be sent if you choose to receive them by email. You can change the email address if you would like applications sent to a different address.



- 4 Job Details
 - a Enter a clear Job Title.
 - b Enter your **Job Description**. The most successful postings have an easy-to-read layout clearly highlighting the benefits of the opportunity and why candidates should apply. Formatting options are available to make your job advert stand out.
 - Salary/Wage Description, Employment Type and Reference Code are optional fields.

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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 Engineering & Science **Electrical Engineering** Other Skills: Comma delimit other skill keywords required for this job. Example: LWD, Project Manager (At least one skill must be selected above, or skills must be provided here) Experience: Education: JOB LOCATION Please provide the location in which the position is available. ▼ * (Country req.) Country: United Kingdom Location: Aberdeen, United Kingdom

7 Application Instructions

- **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

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.

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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

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.
- 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.

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