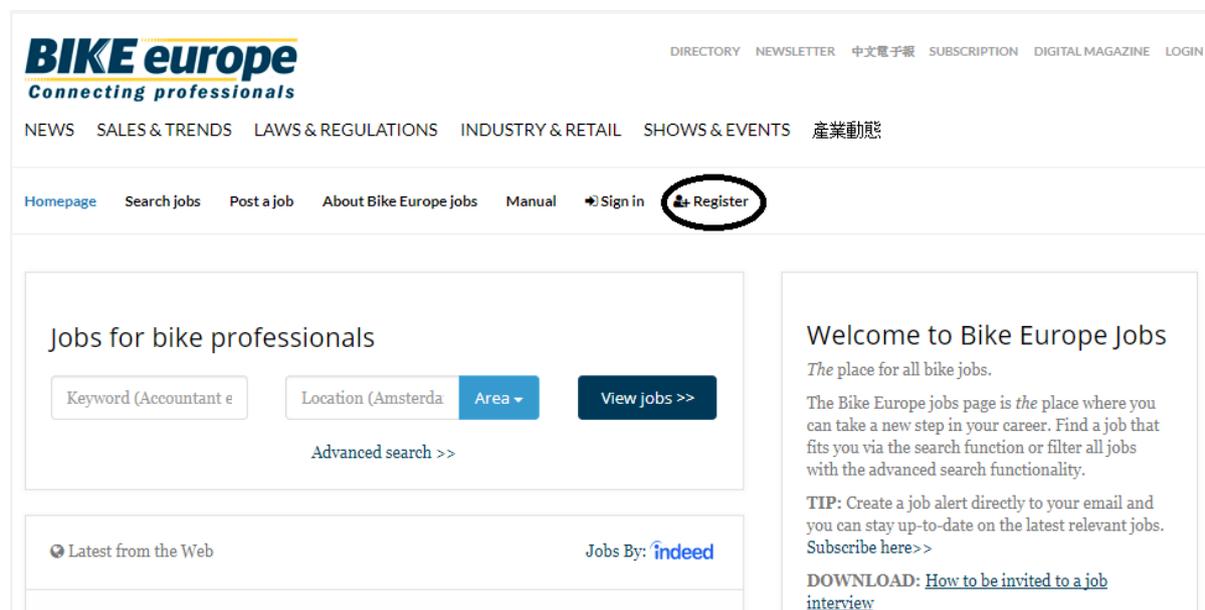


Instruction manual: Bike Europe Jobs

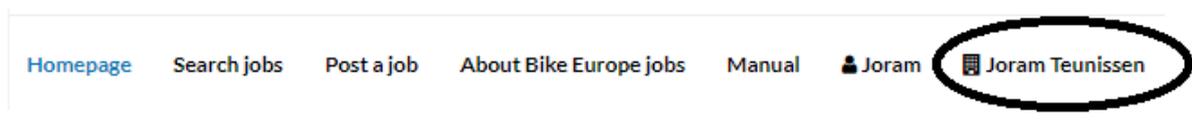
Create an account

To create an account, click on the “Register” link in the menu bar:



Fill in all the details on the registration page. Details marked with * are mandatory. Always use a valid email address. You will receive a confirmation mail at this email address.

After registering, you will receive an email with a confirmation link. Click on this link to activate your account.



Profile details

Now that you have created an account, you can login. Once you login, you will be directed to your own dashboard. When you are logged in, you can also access the dashboard by clicking on your name. At the dashboard you can change details like your company logo or account details.

At the “Settings” tab you can fill in the details of your company. Along with a job posting, your logo will appear. Here at the “Settings” tab you can add your company logo. Please Note: The logo size may not exceed 1 MB

To post a job offer, your bank account details are required. You can adjust your profile for the order process to be quicker. Go to the “Account” tab and fill in your details (details marked with * are mandatory) and click on “Order” when u have filled in all your details.

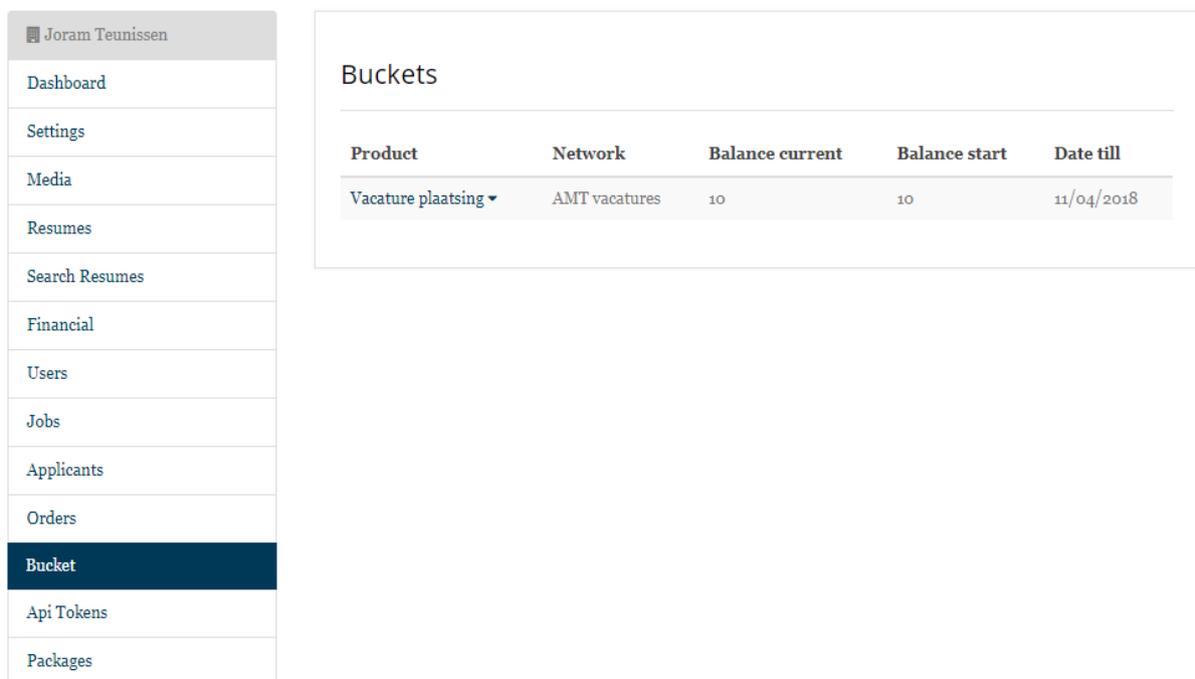
Dashboard

On your personal dashboard you can easily manage your job postings. Here you can access a complete overview of all your job postings and see all your postings that are live. You will also be able to see the ones that are no longer visible online.

You will also be able to order a package which will enable you to post more jobs. If you have any questions regarding a package deal, you can contact our sales department at Recruitmentadvies@vakmedianet.nl

Prepaid voucher

If you as a business are planning to place more job postings then you can purchase a prepaid voucher. To do so, go to your dashboard and click on "Package". When you have purchased a package deal, you can see under the "Bucket" tab how many jobs you can post and how many you have already posted.



The screenshot shows a user interface for Joram Teunissen. On the left is a navigation menu with the following items: Dashboard, Settings, Media, Resumes, Search Resumes, Financial, Users, Jobs, Applicants, Orders, **Bucket** (highlighted), Api Tokens, and Packages. The main content area is titled "Buckets" and contains a table with the following data:

Product	Network	Balance current	Balance start	Date till
Vacature plaatsing ▼	AMT vacatures	10	10	11/04/2018

Posting a job

[Homepage](#) [Search jobs](#) [Post a job](#) [About Bike Europe jobs](#) [Manual](#) [Joram](#) [Joram Teunissen](#)

You can post a job when you are logged in. After logging in, click on "Post a job". You can then choose from different package deals. Do you want to post only one job? This is possible when you click on "Order" in the "Place a job" block. If you want to post more than one job, then choose a package deal that suits you.

When you click on "Order" you will be directed to a page where you can fill in the details of the job. If you have not yet added a company logo, you will be able to do so on this page too. Please Note: The logo size may not exceed 1 MB.

Apply details

Apply type

- E-mail
- Own Careerpage

Under the heading “Apply details” it’s possible to choose how the applicant can contact you. If you choose “E-mail” then the applicant will fill in an application form. You will automatically receive the filled in application form via email to your inbox. If you choose “Own Careerpage” then the applicant will be directed to your own website.

All fields are mandatory when filling in these details. When you have filled in all fields, click on “Save”.

At the next step you can fill in details about salary offer, start date/application closing date. These fields are not compulsory. If you don’t want to fill it in, click on “Next step”.

In the next window you will find the possibility to upgrade your posting to a Top Job. By choosing this option your job posting will appear in a different colour at the top of the job listing, even when other companies post new jobs. If this option does not appeal to you, simply choose “1x Job Posting” and click “Save”.

At the next step you will have an overview of your order. If all details are correct, click on “Add to shopping cart”.

You can fill in your bank account details in the next step. If you have already added your bank account details to your profile, then you will automatically be directed to the shopping cart.

You can view your order in the shopping cart. Here you can choose to pay with a prepaid voucher or by invoice. After indicating method of payment, you have to agree to the conditions. Then you can click on ‘Place order’. Your job posting will immediately appear on the website.

Saving as a draft

If you are halfway through posting a job and notice that you have missed some details, you can stop filling in the posting. Your posting will save automatically as a draft so that you can fill in the remaining details at a later stage.

Joram Teunissen
Dashboard
Settings
Media
Resumes
Search Resumes
Financial
Users
Jobs
Applicants
Orders
Bucket
Api Tokens
Packages

Jobs				
Name	Type	Status	Date	
Bike eu	REGULAR	PAUSE	21/08/2017	Edit View
Joram Teunissen			21/08/2017	

At your dashboard you can adjust a job posting or a draft which has been saved. Go to the “Jobs” tab to make the adjustments. A job posting can have four statuses: Draft, Production, Pause, Finished.

- Draft: This is a job which has not been posted yet, it’s still a draft.
- Production: This is a job that is currently online.
- Pause: This is a job that is not currently online.
- Finished/ Ended: This is a job offer that appeared online for two months and a candidate has been found. This job offer is no longer online.

Edit a job posting/End a job posting/ Extend a job posting

You can change the status of your job posting. Click on “Edit” which appears next to the job. You will see an overview of the job. At each job posting you can see how often a job has been viewed and how many applicants have responded.

Ending a job posting

Click on “Edit” to adjust a job posting. You can edit each field and also adjust the status of the job posting. For example, when you have found a suitable candidate, you can change the status from “Production” to “Pause”.

Extending a job posting

Each job posting will appear online for two months. After two months the posting will have a status “Ended” and will no longer appear online. You can extend the job posting – click on “Edit” then “Order”.