

Advertise job vacancies in 6 easy steps

1. Go to www.aushealthcare.com.au/jobs and log in using the box at the bottom left of the screen.

New to the site? Click on “Register your free account to place jobs online” and then return to www.aushealthcare.com.au/jobs and log in.

2. Click on Place Jobs at the top of the screen to begin a new job

If you have not yet purchased job credits please click on the link “purchase credit to advertise jobs.”

3. Fill in all job details marked with a red asterix and any other job details you believe will help to attract the most talented professionals to your position.
4. Decorate your job description with some HTML styles! It's very easy to put tags around blocks of text to give your advertisement added pizzazz.

Using HTML code is very easy. You simply use a tag at the start of a section to open a style and use another tag to close it when the style is finished. Here are some basic HTML tags used by our website:

Start the section	Outcome from tag	End the section
<p>	An individual paragraphs	</p>
<h2><h3><h4>	Formatted heading styles	</h2></h3></h4>
	Bold	
<i>	<i>Italic</i>	</i>
<u>	<u>Underline</u>	</u>
	<ul style="list-style-type: none">• For a bulleted list	
	<ul style="list-style-type: none">• Individual items in a bulleted list	

To add links please use the following as a template:

<a href=<http://www.aushealthcare.com.au>>[CLICK HERE](#)

You can also double up tags - for example <i> gives you text that is both *bold and italic*.

Don't forget to close your tags - or you'll find an entire page full of bold text in blue with underline!

5. You may attach up to 3 documents up to 1MB in size by clicking the **Browse** button. If this is insufficient you can also link to documents on your own website from within the job description or contact us for help.
6. When your job is complete click **Add Job**. You can edit your job later if desired.