

# How to Post a Job on Vetme

A step-by-step guide for employers



## Posting Your Job: A simple Process

- 1. Register as an Employer:** Visit [www.vetme.com.au](http://www.vetme.com.au) and click **'Login'** in the top right-hand corner.
- 2. Access Your Dashboard:** Once registered as an Employer, your personal Dashboard will open
- 3. Navigate to Job Posting:** Click the **'Post a New Job'** option located on the menu on the left-hand side of your Dashboard.
- 4. Complete Job Details:** Fill in all the required information fields with accurate and detailed information about the job, **including a guide to expected hours for PT and Casual positions**
  - **File Attachments:** Upload a comprehensive job description to provide candidates with detailed information.
- 5. Submit Your Job:** Click the **Post Job** button to proceed to package selection.

## Selecting Your package

- 1. Choose a Package:** In the **'Buy new package'** section, select the package that best suits your hiring needs.
- 2. Featured Job Option:** To increase visibility, opt to 'Feature' your job for an additional \$100 per month by selecting the **'Additional featured job package'**.
- 3. Update Your Package:** Click the **Update Package** button to confirm your package selection.

## Finalising and Confirmation

- 1. Billing Information:** Complete all the necessary billing details to finalise your purchase.
- 2. Place Your Order:** Click the **Place Order** button to submit your job posting and payment details.
- 3. Confirmation Page:** Upon successful submission, you'll be directed to the 'Thank you for submitting' page, where you can:
  - Manage Your Jobs
  - View Your Jobs

## Need Help?

If you need help or have any questions, please don't hesitate to contact me at [judyg@vetme.com.au](mailto:judyg@vetme.com.au)

[www.vetme.com.au](http://www.vetme.com.au)

