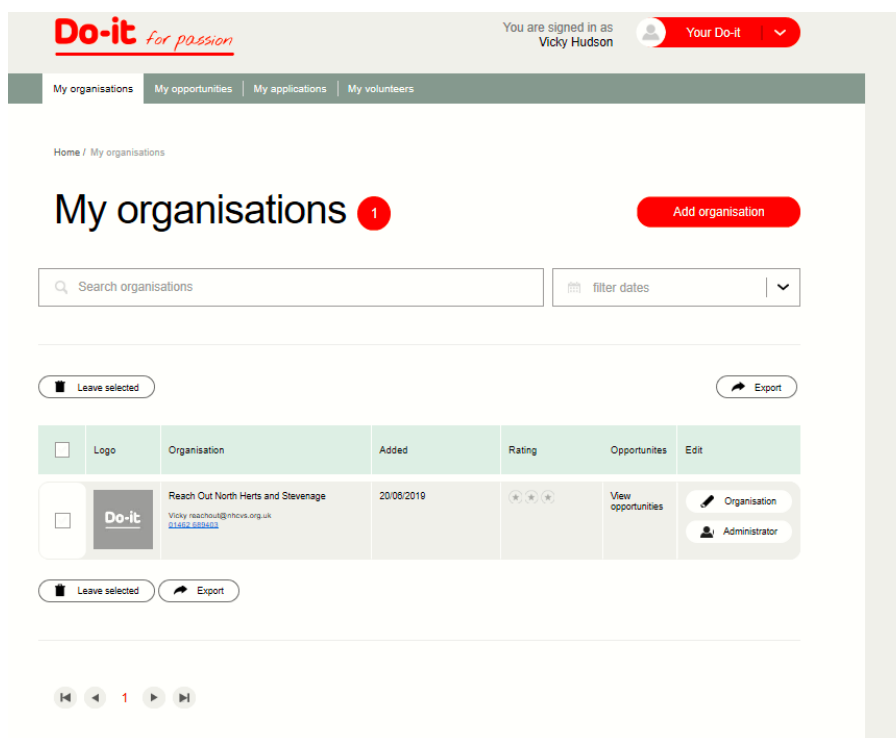


Adding a role

1. Log on to your account
2. Click on your 'Recruiter Dashboard'
3. Click on View Opportunities then Add Opportunity



4. It's vital that this form is filled in with as much detailed information as you can.

TIP: A decent role description can act as a reference document in supervision and will help you to recruit the right person for the role.

5. It's also important that you tick all the appropriate subtilities and skills – this will help you to recruit the right people but also will allow us to filter your role on our website.
6. Your role should then appear in 'My Opportunities'

