AusDoc.
Medical JOBS

Recruiter Onboarding

Everything you need to set up your account and start posting jobs.

Welcome

Welcome to AusDoc Medical JOBS. We're honoured that you've chosen to work with us. It's our priority to ensure you have an excellent experience with our job board from day one. We've compiled this onboarding resource to provide a framework and clear path for job posting success.

Onboarding Checklist
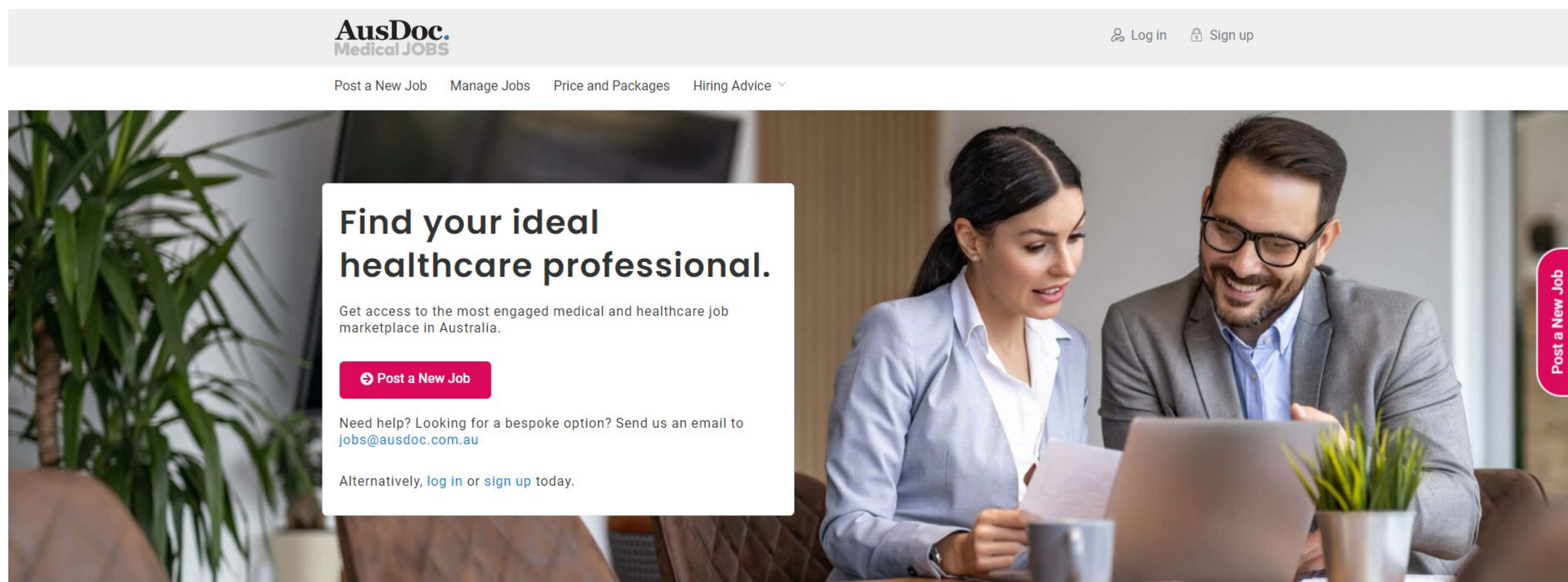
Create and activate your account

Post a new job

Edit a job

Viewing job ad performance

Create and activate your account

Step 1 – Go to AusDoc Medical JOBS: https://jobs.ausdoc.com.au/

Step 2 – Click the "Sign Up" button in the top right corner of the menu.

Alternatively, click: https://jobs.ausdoc.com.au/user-login/

Step 3 – Fill in the "Sign Up" form, including:

Contact fields:

    First Name*

    Last Name*

    Email*

    Phone Number

    Organisation Name

Location fields:

    State*

    City*

    Postal Code

    Full Address
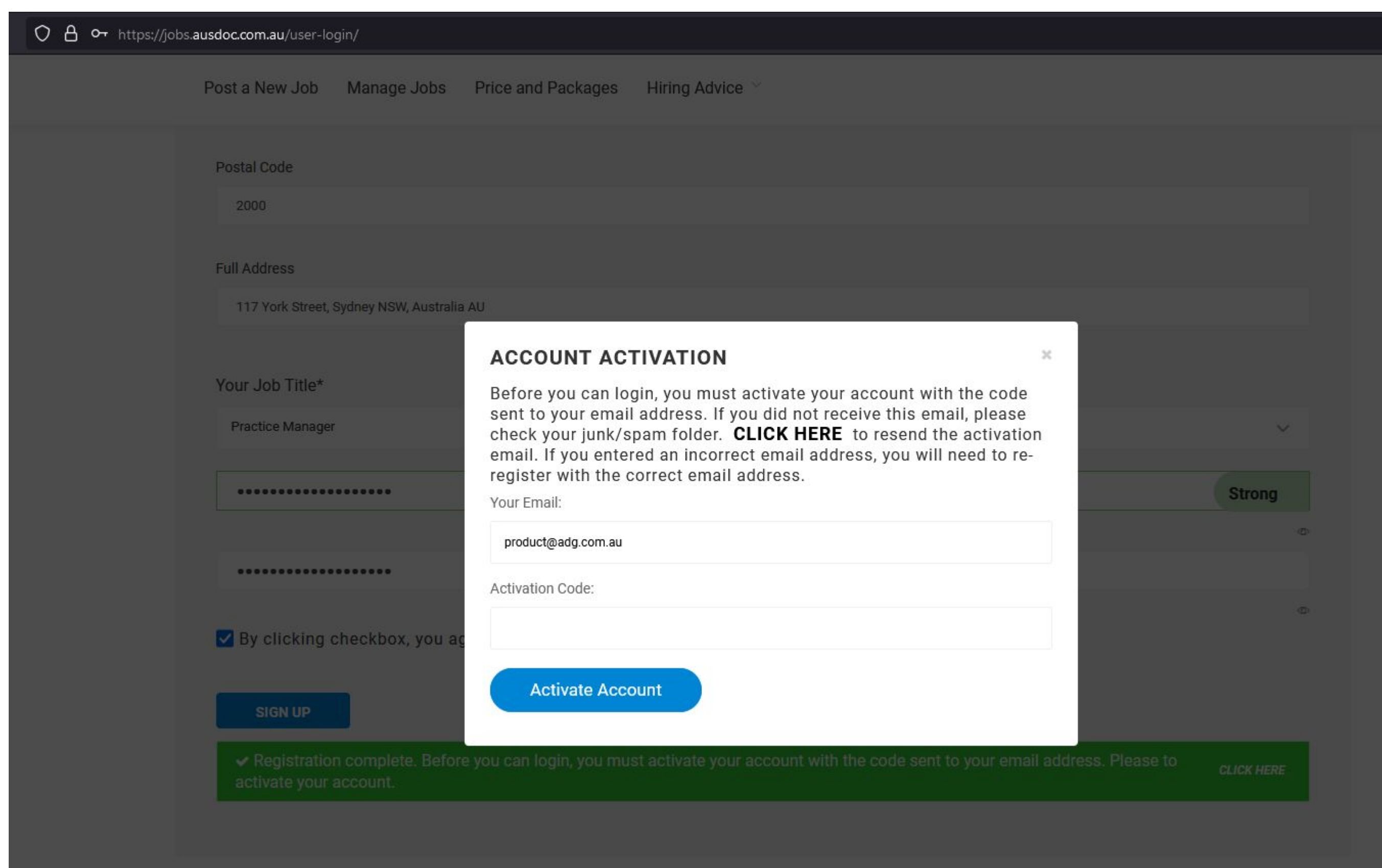
Recruiter type:

    Job Title

Asterisk refers to required fields

Create & activate your account

Step 4 – Our website will request account verification.

You will shortly receive an email with your verification code and a verification link.

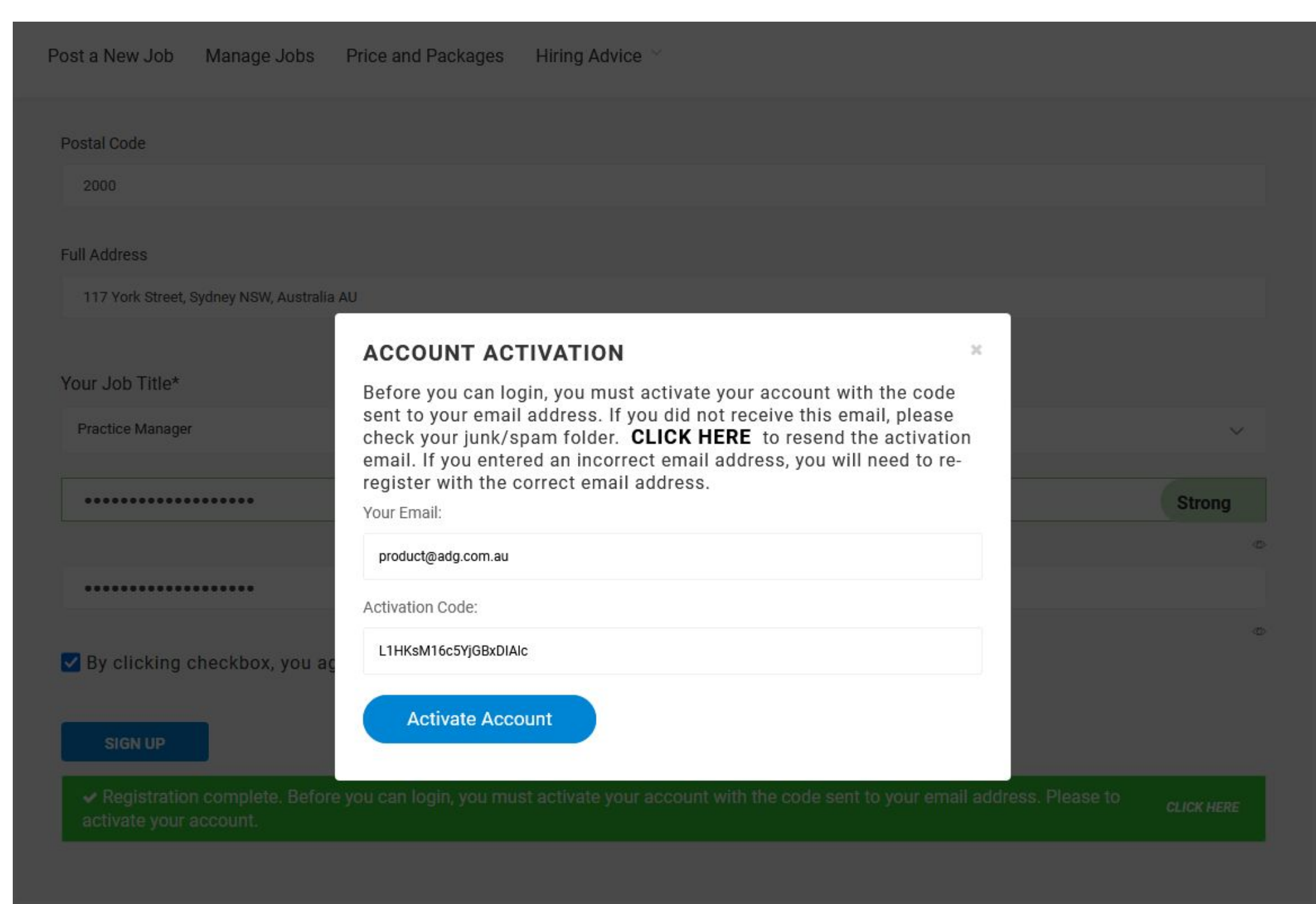*You may use either option to verify your account.*

Step 5 – Chose a method of account verification.

Option 1:

Copy and paste the "Activation Code" from your email into the Account Code field, then click the button labelled "Activate Account".

Option 2:

Click the "Activation Link" in your email. This will activate your account and redirect you back to AusDoc Medical Jobs.
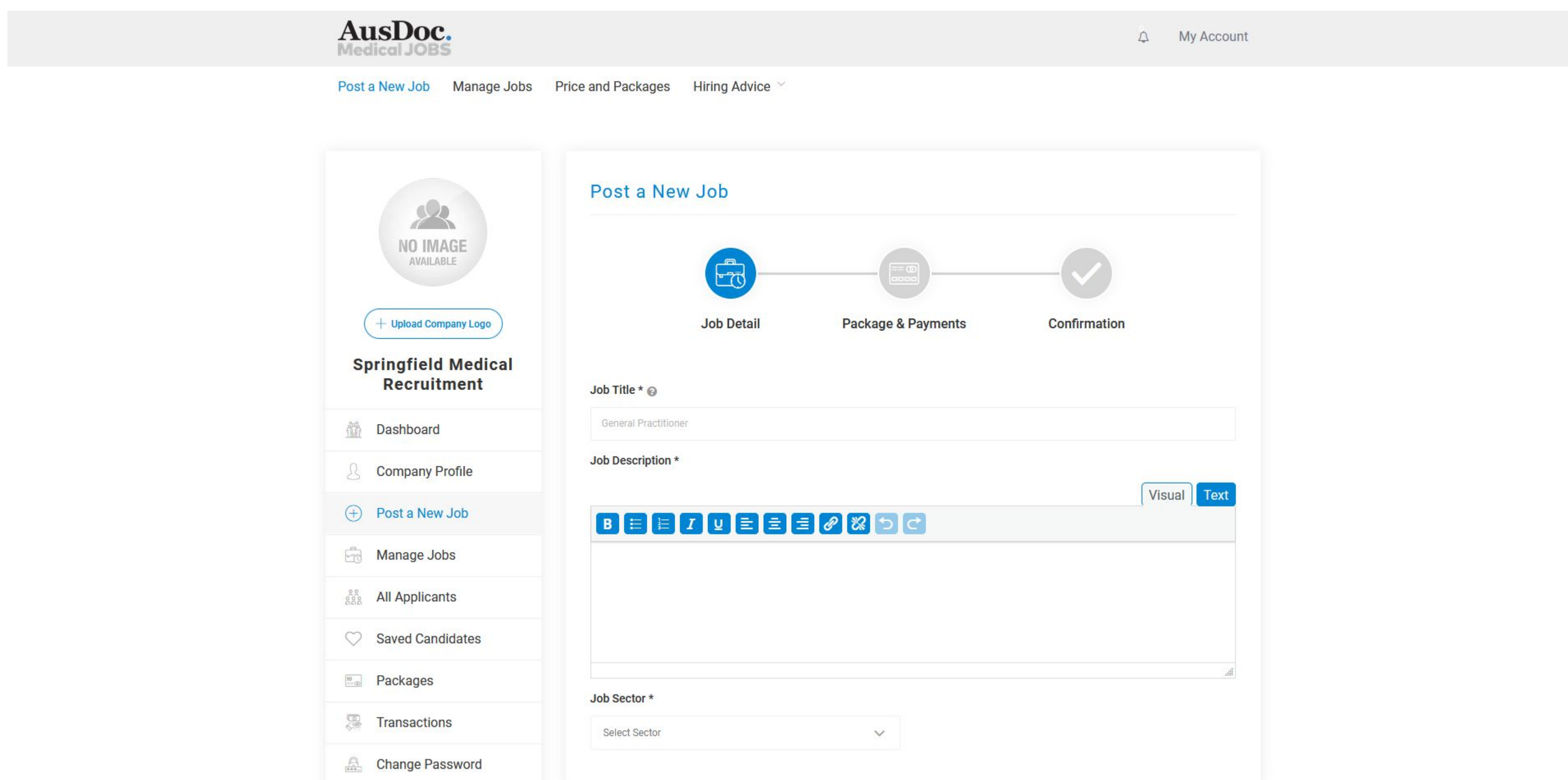

Finished.

You will be automatically redirected to the **Post a New Job** page.

Post a new job

Post a new job

Step 1 – Go to the "Post a New Job" page:

https://jobs.ausdoc.com.au/user-dashboard/?tab=user-job

Step 2 – Fill in the "Job Detail" form, including:

Job Description fields:
- Job Title*
- Job Description*
- Job Sector*

Other Information fields:
- Salary Description*
- Location Description*
- Contract Type*
- Hours*
- Clinical Type
- Salary*
- VR / Non-VR
- DPA / Non-DPA
- Contact Phone Number
- Contact Email Address

Address / Location fields:
- State*
- City*
- Postal Code
- Full Address

Asterisk refers to required fields

Step 3 – Click "Post Job" to continue

Step 4 -
Buy a new package.

1. Click the checkbox next to the package you want for this job ad.

2. Click the button labelled "Update Package".

Note: *If you purchase a package with more than one job (bulk order) or have already pre-purchased a package, you can use your available job package inventory.*

If you select a pre-purchased package, go to step 7

Step 5 - Fill in the "Checkout" form, including:

Billing Details:

      Email Address*

      First Name*

      Last Name*

      Company Name

      Country (Pre-filled to AUS)

      Street Address*

      Suburb*

      State*

      Postcode*

      Phone*

Payment Methods:

      Credit/Debit Card

      Apple Pay/Google Pay

      Link by Stripe

Asterisk refers to required fields

Step 6 - Click "Place Order" to continue

Step 7 - Congratulations, you have successfully posted your first job ad.

Note: Your job ad will be submitted for administration review for up to a 48 hours period

Finished.

Our team will be automatically notified by email to review your job for quality assurance, ensuring the best chance for application success. Once the job is reviewed and approved, you will receive an email confirming that your job ad has been posted across the AusDoc jobs network.

You can also check the status of your job ad in the "Manage Jobs" section of your dashboard, where the status will change from "admin review" to "approved."

Post a new job

Sample Email – Below is a sample of an email you will receive when you job ad is approved.

Your job has been approved and posted on AusDoc

Hello,

Congratulations!

Your job posting for "General Practitioner" has been approved and is now live on AusDoc.

To view your job's status, performance, and manage applicants, log in to your employer account. Alternatively, view and edit your job directly here:

https://jobs.ausdoc.com.au/user-dashboard/?tab=user-job&job_id=6685&action=update

If you need any assistance, please contact our customer service team at jobs@ausdoc.com.au

Job Information	
Job Title	General Practitioner
Job Status	approved
Job Type	–
Sector	GP / General Practitioner
Publish Date	August 6, 2024
Expiry Date	November 4, 2024
Posted By	Springfield Medical Recruitment

Sample Approved Job – Below is a sample of the status changed to approved, indicating your job has been published on the AusDoc jobs network.

Manage Jobs

Job Status ⌄   Search job 🔍

Job Title	Status	Applicants	Featured	Fill Job

General Practitioner
📅 Created: August 6, 2024

📍 117 York Street, Sydney NSW, Australia AU, 2000   Approved   0 Applicant   ⭐   ☐

▼ GP / General Practitioner

Total visits	Expiry Date
0	November 4, 2024

Edit a job

Edit a job

Step 1 – Click the "My Account" in the top right corner of the menu.

My Account

Alternatively, click: https://jobs.ausdoc.com.au/user-dashboard/

Step 2 – Click the "Manage Jobs" button.

Manage Jobs

Alternatively, click:
https://jobs.ausdoc.com.au/user-dashboard/?tab=manage-jobs

Step 3 –
Click the "pencil" icon button on the job you want to edit.

If you want to edit "Job Details," go to *Step 4*.
If you want to extend the duration of your job ad, go to *Step 5*.

OR

Step 4 – Update the fields in the "Job Detail" form, including:

Job Description fields:
    Job Title*
    Job Description*
    Job Sector*

Other Information fields:
    Salary Description*
    Location Description*
    Contract Type*
    Hours*
    Clinical Type
    Salary*
    VR / Non-VR
    DPA / Non-DPA
    Contact Phone Number
    Contact Email Address

Address / Location fields:
    State*
    City*
    Postal Code
    Full Address

Click "Update Job" to continue and go to *Step 8*.

Asterisk refers to required fields

Step 5 – Click the "Price and Packages" Icon.

Note: If you want to change the assigned package instead of adding an additional package to extend the duration of your job ad, please contact our customer service team: jobs@ausdoc.com.au

Step 6 - Buy a new package OR select a pre-purchased package.

Click the checkbox next to the package you want to buy/use to extend this job ads duration.

Note: If you want to change the assigned package instead of adding an additional package to extend the duration of your job ad, please contact our customer service team: jobs@ausdoc.com.au

Click "Update Package" to continue.

If you bought a new package to extend the duration of your job ad, go to *Step 7*

If you used a pre-purchased package to extend the duration of your job ad, go to *Step 8*

OR

Step 7 - Fill in the "Checkout" form, including:

Billing Details:

- Email Address*
- First Name*
- Last Name*
- Company Name
- Country (Pre-filled to AUS)
- Street Address*
- Suburb*
- State*
- Postcode*
- Phone*

Payment Methods:

- Credit/Debit Card
- Apple Pay/Google Pay
- Link by Stripe

Click "Place Order" to continue.

Asterisk refers to required fields

Step 8 – Congratulations, you have successfully edited your job ad.

Note: Editing your job ad does not require an additional admin review period.

Viewing job ad performance

Step 1 – Click the "Manage Jobs" button.

Manage Jobs

Alternatively, click:
https://jobs.ausdoc.com.au/user-dashboard/?tab=manage-jobs

AusDoc.
Medical JOBS

My Account

Post a New Job   Manage Jobs   Price and Packages   Hiring Advice ˅

NO IMAGE AVAILABLE

+ Upload Company Logo

Springfield Medical Recruitment

- Dashboard
- Company Profile
- Post a New Job
- Manage Jobs
- All Applicants
- Saved Candidates
- Packages
- Transactions
- Change Password
- Logout
- **Delete Profile**

Manage Jobs

Job Status ˅   Search job

Job Title	Status	Applicants	Featured	Fill Job

FT PT | VR GP for both Private Practice and Medicare Urgent Care Centre | Melbourne, VIC

📅 Created: August 7, 2024   Admin Review   0 Applicant   ☆

📍 1341 Dandenong Rd, Chadstone VIC 3148 AU, 3000

🔽 GP / General Practitioner

Total visits	Expiry Date
0	September 6, 2024

General Practitioner

📅 Created: August 6, 2024

📍 117 York Street, Sydney NSW, Australia AU, 2000   Approved   0 Applicant   ☆

🔽 GP / General Practitioner

Total visits	Expiry Date
13	November 5, 2024

Viewing job ad performance

Step 2 – Navigate your jobs.

Job Status Filter

Search Bar

Manage Jobs

Job Status ▽

Search job 🔍

Job Title	Status	Applicants	Fill Job

Job Title

FT PT | VR GP for both Private Practice and Medicare Urgent Care Centre | Melbourne, VIC

Creation Date

📅 Created: August 7, 2024

Admin Review   0 Applicant

Location

📍 1341 Dandenong Rd, Chadstone VIC 3148 AU, 3000

Sector

▽ GP / General Practitioner

Total visits 0	Expiry Date September 6, 2024

General Practitioner

📅 Created: August 6, 2024

Approved

0 Applicant

View This Job Ad

Duplicate This job

📍 117 York Street, Sydney NSW, Australia AU, 2000

Delete This Job

▽ GP / General Practitioner

Edit This Job

Job Ad Page Views

Total visits 13	Expiry Date November 5, 2024

This Jobs Status

Number of Applicants

Job Ad Expiry Date

Job Filled (Tick/Untick)

Step 3 – Click the "All Applicants" button.

👥 All Applicants

Alternatively, click:
https://jobs.ausdoc.com.au/user-dashboard/?tab=all-applicants

Viewing job ad performance

Step 4 – Navigate your applications and complete actions.

Filter your applicants by job ad

Total Applicants by all jobs OR a specific job

Shortlisted Applicants by all jobs OR a specific job

All Applicants

Filter by Job

All Jobs

Filter by start to end dates

From Date
07-11-2024

To Date

Confirm your filters

Submit

Export your current view

Export to Excel

TOTAL APPLICANTS
6

SHORTLISTED APPLICANTS
1

REJECTED APPLICANTS
3

UNVIEWED APPLICANTS
3

Unviewed Applicants by all jobs OR a specific job

Rejected Applicants by all jobs OR a specific job

General Practitioner Total Applicants:6 Shortlisted Applicants:1 Rejected Applicants:3

Categories based on your actions

Unviewed Application

(Unviewed) Email: reggie.quicksticks@adg.com.au
Reggie Quicksticks
Applied at: August 7, 2024 2:46 pm

PREVIEW ACTIONS ⌄

Actions you can take (see below)

Viewed and Shortlisted Application

(Viewed) Email: Edna.Krabapel@adg.com.au (Shortlisted)
Edna Krabappel
Applied at: August 7, 2024 2:41 pm

PREVIEW ACTIONS ⌄

Preview the candidate's basic information

Viewed Application

(Viewed) Email: millhouse.vanhouten@adg.com.au
Millhouse Van Houten
Applied at: August 7, 2024 2:29 pm

PREVIEW ACTIONS ⌄

(Unviewed) Email: clancy.wiggum@adg.com.au
Clancy Wiggum
Applied at: August 7, 2024 1:55 pm

PREVIEW ACTIONS ⌄

(Unviewed) Email: newdward.flanders@adg.com.au
Nedward Flanders
Applied at: August 7, 2024 1:54 pm

PREVIEW ACTIONS ⌄

Step 5 – Interacting with your applications via actions.

ACTIONS ⌄

Download CV	**Download the applicants CV**
Download Cover Letter	**Download the applicants Cover Letter**
Email to Candidate	**Send an email to the applicant**
Shortlist for Interview	**Mark an applicant as shortlisted**
Reject	**Reject an applicant (annoynmyously)**
Delete	**Delete an application**