

**AusDoc.**  
**Medical JOBS**

# Recruiter Onboarding

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



# Welcome

## 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

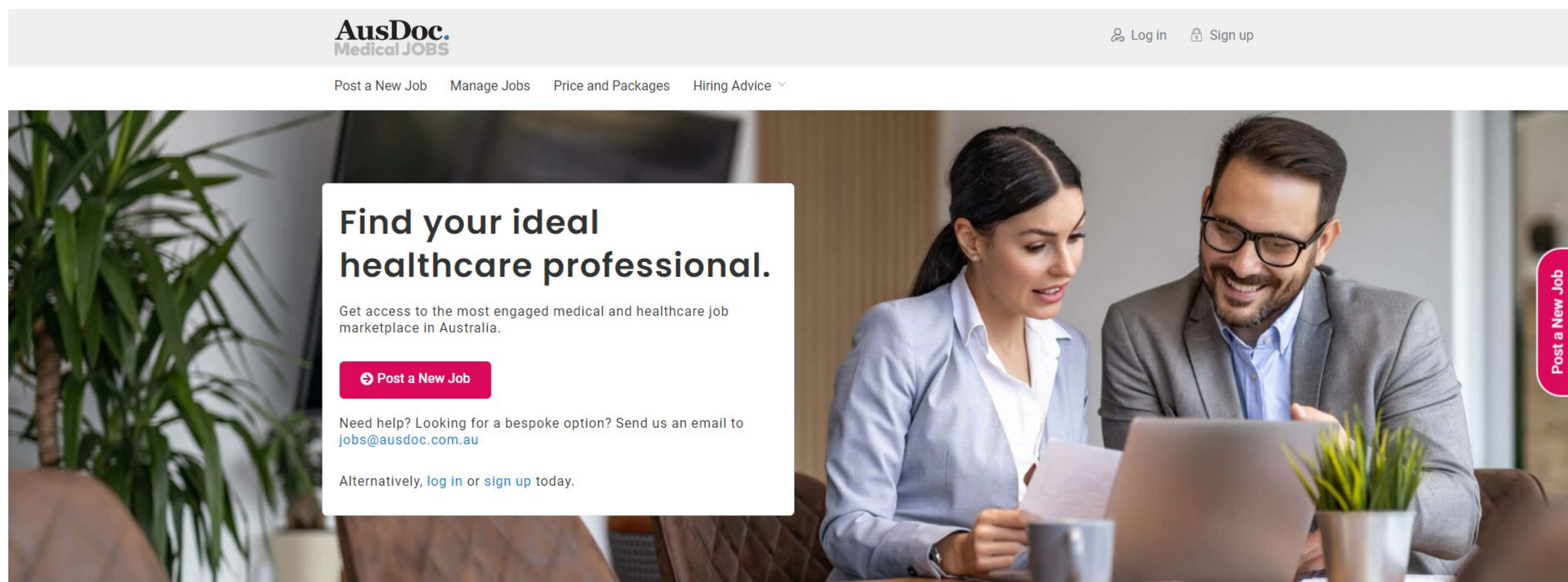
Edit a job

Viewing job ad performance

**Create and  
activate your  
account**

# Create & 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

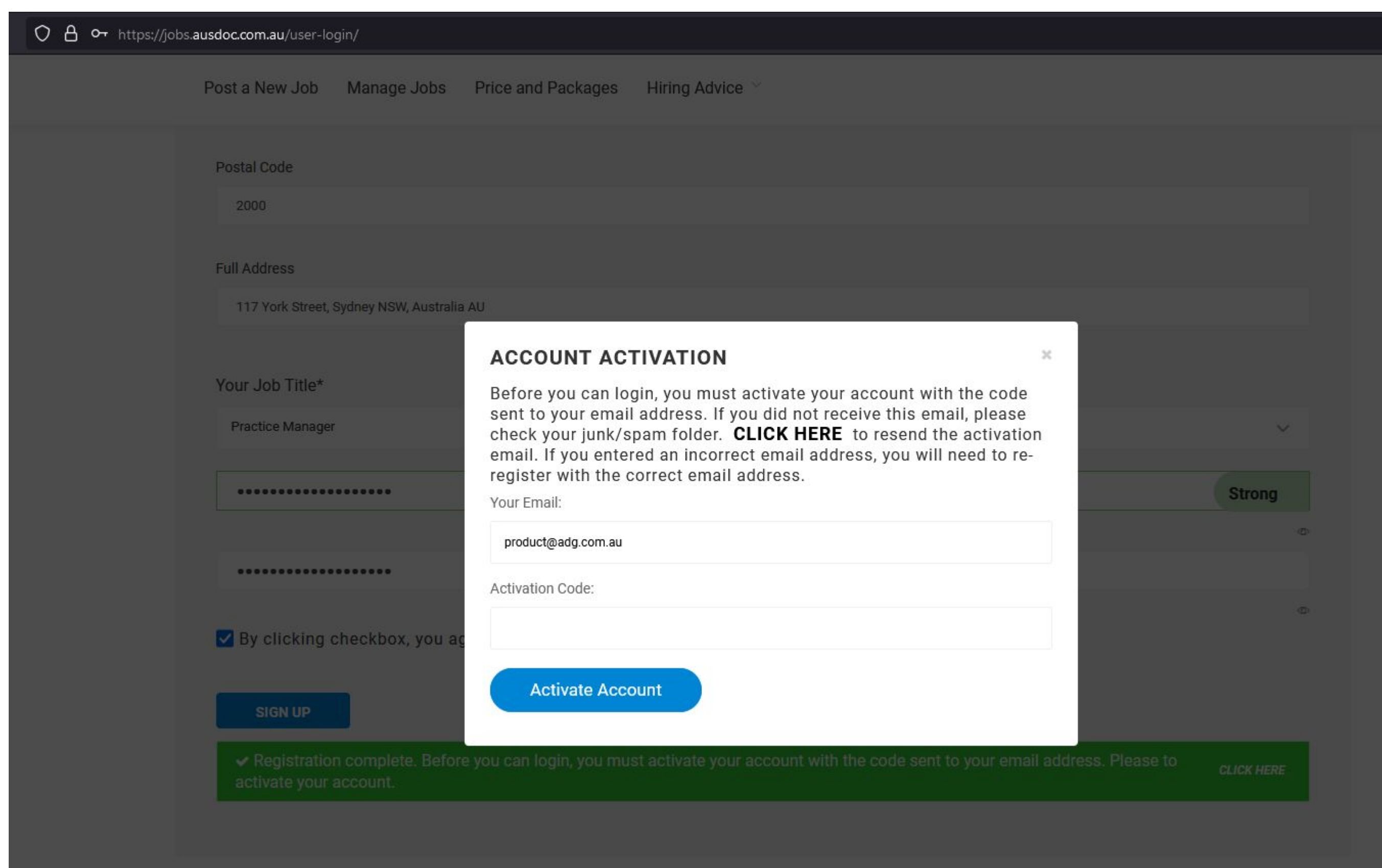
Asterisk refers to required fields

# 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.



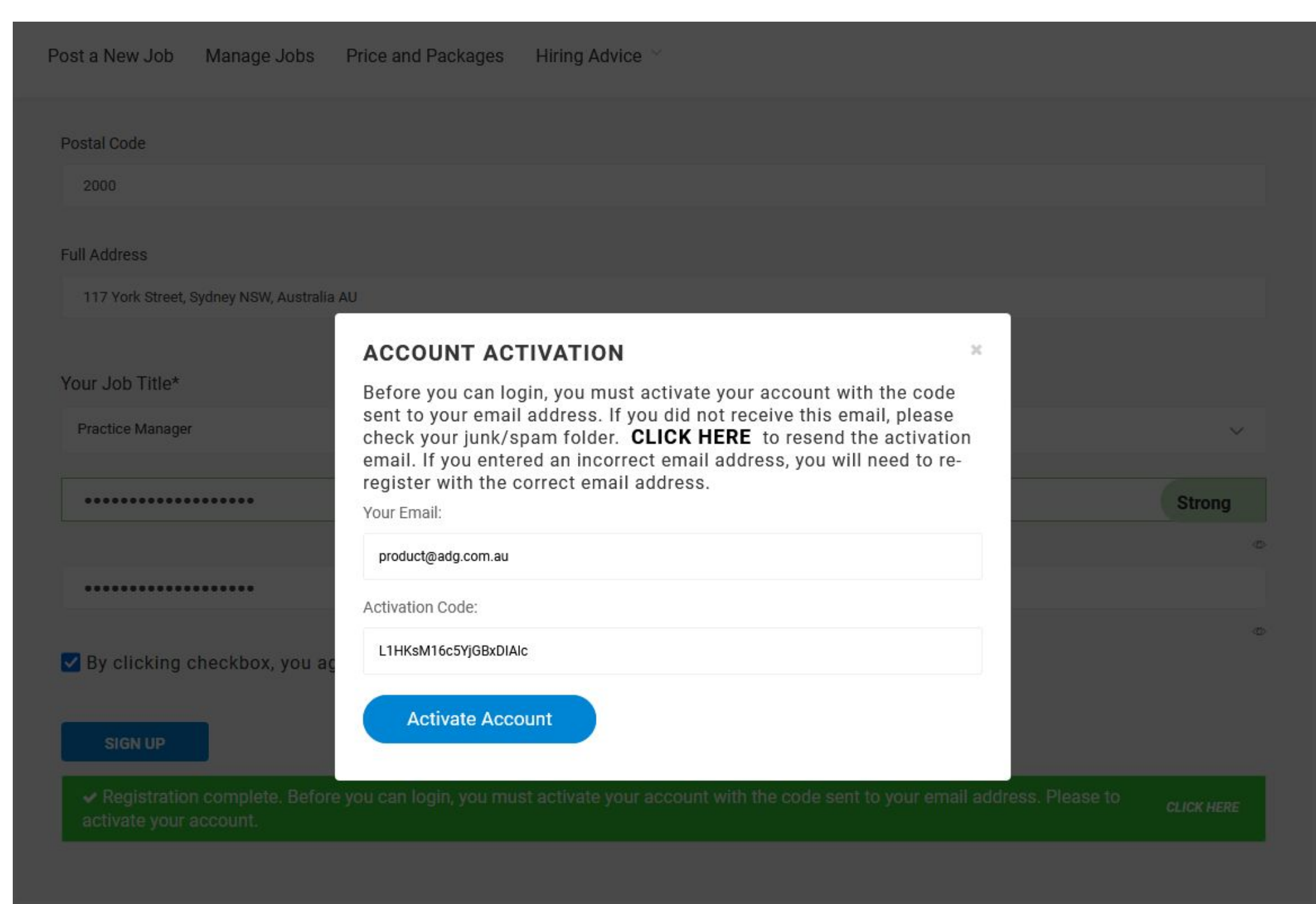
## Step 5 – Chose a method of account verification.

### 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.



## Welcome to AusDoc Medical JOBS. Please activate your account.

Hello,

Your request to create an Employer account on AusDoc Medical JOBS has been successfully received. To activate your account, click the activation link below or manually enter the activation code.

If you encounter any issues, please contact us at [jobs@ausdoc.com.au](mailto:jobs@ausdoc.com.au), and we will assist you promptly.

ACCOUNT ACTIVATION DETAILS	
Employer Name	Springfield Medical Recruitment
Activation Code	L1HKsM16c5YjGBxDIAIc
Activation Link	<a href="https://jobs.ausdoc.com.au/?login_action=jobsearch_accaprov&amp;key=L1HKsM16c5YjGBxDIAIc&amp;login=product%40adg.com.au">https://jobs.ausdoc.com.au/?login_action=jobsearch_accaprov&amp;key=L1HKsM16c5YjGBxDIAIc&amp;login=product%40adg.com.au</a>

AusDoc Medical JOBS © 2024, All Right Reserved

## Finished.

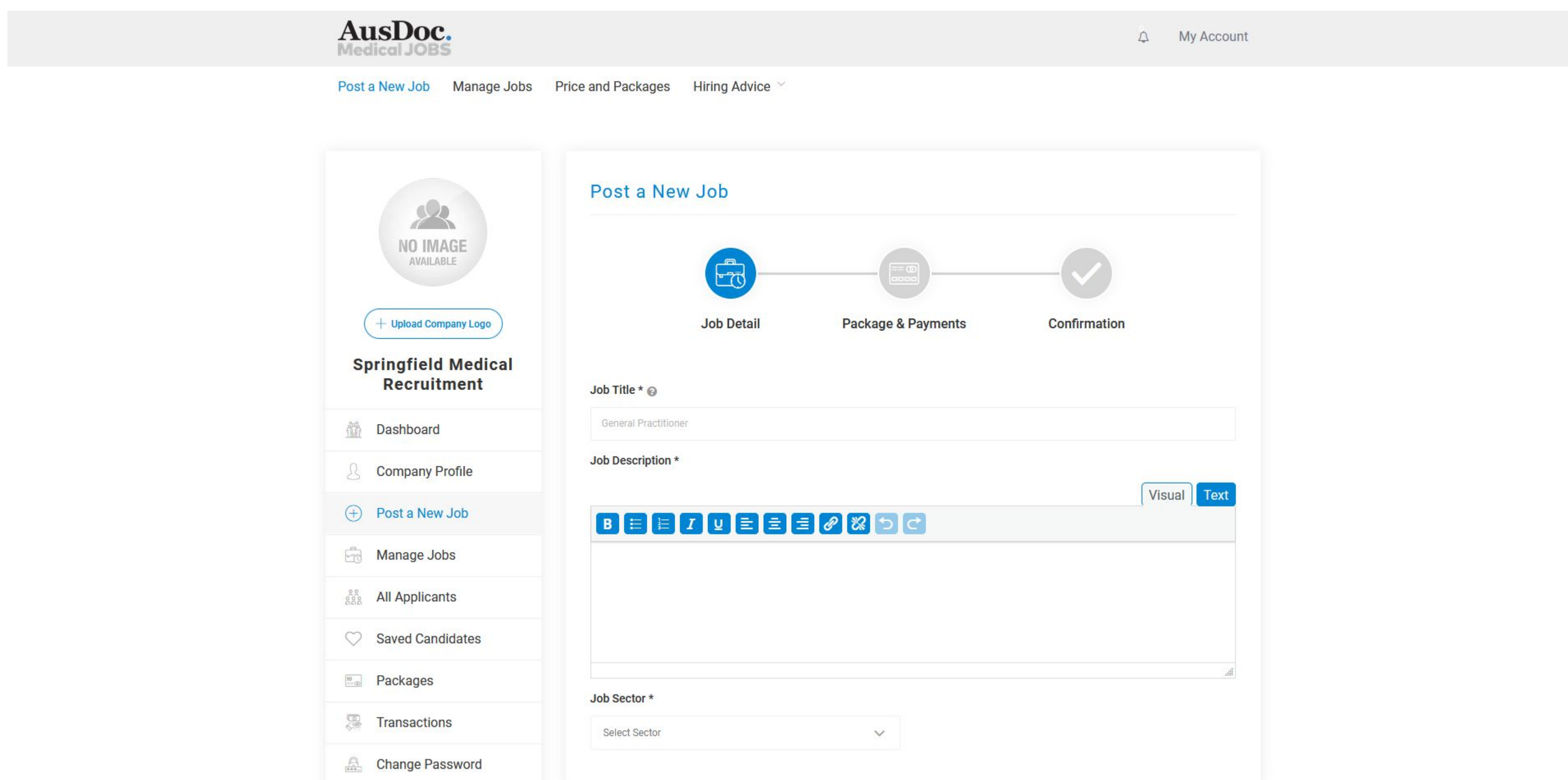
You will be automatically redirected to the **Post a New Job** page.

**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

By clicking checkbox, you agree to our Terms and Conditions and Privacy Policy

*Asterisk refers to required fields*

## Step 3 – Click “Post Job” to continue

# Post a new job

## 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".

The screenshot shows a user interface for posting a job. On the left is a sidebar for 'Springfield Medical Recruitment' with a menu including Dashboard, Company Profile, Post a New Job, Manage Jobs, All Applicants, Saved Candidates, Packages, Transactions, Change Password, Logout, and Delete Profile. The main content area is titled 'Job "General Practitioner"' and shows a progress bar with three steps: Job Detail, Package & Payments, and Confirmation. Below this, there are two tables. The first table, 'Select from already purchased package', has columns for Select, Title, Job Expiry, Total, Used, and Remaining. It lists one package: 'PremiumReach 90 Day Extended' with 90 Days expiry, 1 total, 0 used, and 1 remaining. The second table, 'Buy new package', has columns for Select, Title, Price, Total, Job Expiry, and Package Expiry. It lists three packages: 'FREE - PremiumReach 30 Days' (Free price, 30 Days expiry), 'PremiumReach 90 Day Extended' (\$999.00 price, 90 Days expiry), and 'QuickPost' (\$299.00 price, 30 Days expiry). A blue 'Update Package' button is located at the bottom right of the main content area.

*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

The screenshot shows a checkout form with two main sections: 'Billing details' and 'Your order'. The 'Billing details' section includes fields for Email Address (product@adg.com.au), First Name (Bartholomew), Last Name (Simpson), Company Name (Springfield Medical Clinic), Country/Region (Australia), Street Address (Level 12, 117 York St), Suburb (Sydney), State (New South Wales), Postcode (2000), and Phone (0433715165). There is also an 'Additional information' section with a text area for 'Order Notes (Optional)'. The 'Your order' section shows a table with columns for Product and Subtotal. It lists 'PremiumReach 90 Day Extended x 1' for \$999.00, a Subtotal of \$999.00, Tax of \$99.90, and a Total of \$1,098.90. Below this is a 'Credit / Debit Card' section with a 'Test mode' warning and a 'Card Number' field (1234 1234 1234 1234). There are also fields for 'Expiration Date' (MM / YY) and 'Security Code' (CVC). A checkbox for 'Save Payment Information' is present, along with a note 'To My Account For Future Purchases.' At the bottom right is a blue 'Place Order' button.

*Asterisk refers to required fields*

## Step 6 - Click "Place Order" to continue



# Post a new job

## 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

The screenshot displays the AusDoc Medical JOBS dashboard. At the top, the logo 'AusDoc. Medical JOBS' is on the left, and 'My Account' with a bell icon is on the right. A navigation bar includes 'Post a New Job', 'Manage Jobs', 'Price and Packages', and 'Hiring Advice'. The main content area is split into two columns. The left column is a sidebar menu for 'Springfield Medical Recruitment' with options: Dashboard, Company Profile, Post a New Job (highlighted), Manage Jobs, All Applicants, Saved Candidates, Packages, Transactions, Change Password, Logout, and Delete Profile. The right column shows a progress bar for 'Job "General Practitioner"' with three steps: 'Job Detail' (briefcase icon), 'Package & Payments' (credit card icon), and 'Confirmation' (checkmark icon). Below the progress bar is a laptop icon with a checkmark. A large heading reads 'Thank you for submitting your job ad', followed by a note: 'Please note that your job ad will be reviewed by our team within the next 48hrs. However, editing your job ad does not incur an additional admin review period.' A 'Manage Jobs' button is at the bottom.

## 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 your 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](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](mailto: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

Job Title	Status	Applicants	Featured	Fill Job
<b>General Practitioner</b> Created: August 6, 2024 117 York Street, Sydney NSW, Australia AU, 2000 GP / General Practitioner	Approved	0 Applicant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total visits 0		Expiry Date 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\*

### Address / Location fields:

State\*

City\*

Postal Code

Full Address

### 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

By clicking checkbox, you agree to our Terms and Conditions and Privacy Policy

Post Job

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](mailto: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](mailto: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*

# Edit a job


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

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

**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

### Job "General Practitioner"

Job Detail — Package & Payments — Confirmation



**Thank you for submitting your job ad**

Please note that your job ad will be reviewed by our team within the next 48hrs. However, editing your job ad does not incur an additional admin review period.

[Manage Jobs](#)

# **Viewing job ad performance**



# 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

  
+ 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
<b>FT PT   VR GP for both Private Practice and Medicare Urgent Care Centre   Melbourne, VIC</b> Created: August 7, 2024 1341 Dandenong Rd, Chadstone VIC 3148 AU, 3000 GP / General Practitioner	Admin Review	0 Applicant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total visits <b>0</b>		Expiry Date <b>September 6, 2024</b>		
<b>General Practitioner</b> Created: August 6, 2024 117 York Street, Sydney NSW, Australia AU, 2000 GP / General Practitioner	Approved	0 Applicant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total visits <b>13</b>		Expiry Date <b>November 5, 2024</b>		

# Viewing job ad performance

## Step 2 – Navigate your jobs.

The screenshot shows the 'Manage Jobs' interface. At the top, there is a 'Job Status Filter' dropdown and a 'Search Bar'. Below this is a table of job listings. The first job listing is for 'FT PT | VR GP for both Private Practice and Medicare Urgent Care Centre | Melbourne, VIC'. Annotations on the left point to the Job Title, Creation Date, Location, and Sector of this job. The second job listing is for 'General Practitioner'. Annotations on the right point to 'View This Job Ad', 'Duplicate This job', 'Delete This Job', and 'Edit This Job'. Annotations at the bottom point to 'This Jobs Status', 'Number of Applicants', 'Job Ad Expiry Date', and 'Job Filled (Tick/Untick)'. The 'Job Ad Page Views' annotation points to the 'Total visits' field of the second job.

Job Title	Status	Applicants	Fill Job
FT PT   VR GP for both Private Practice and Medicare Urgent Care Centre   Melbourne, VIC	Admin Review	0 Applicant	
General Practitioner	Approved	0 Applicant	<input type="checkbox"/>

## Step 3 – Click the “All Applicants” button.

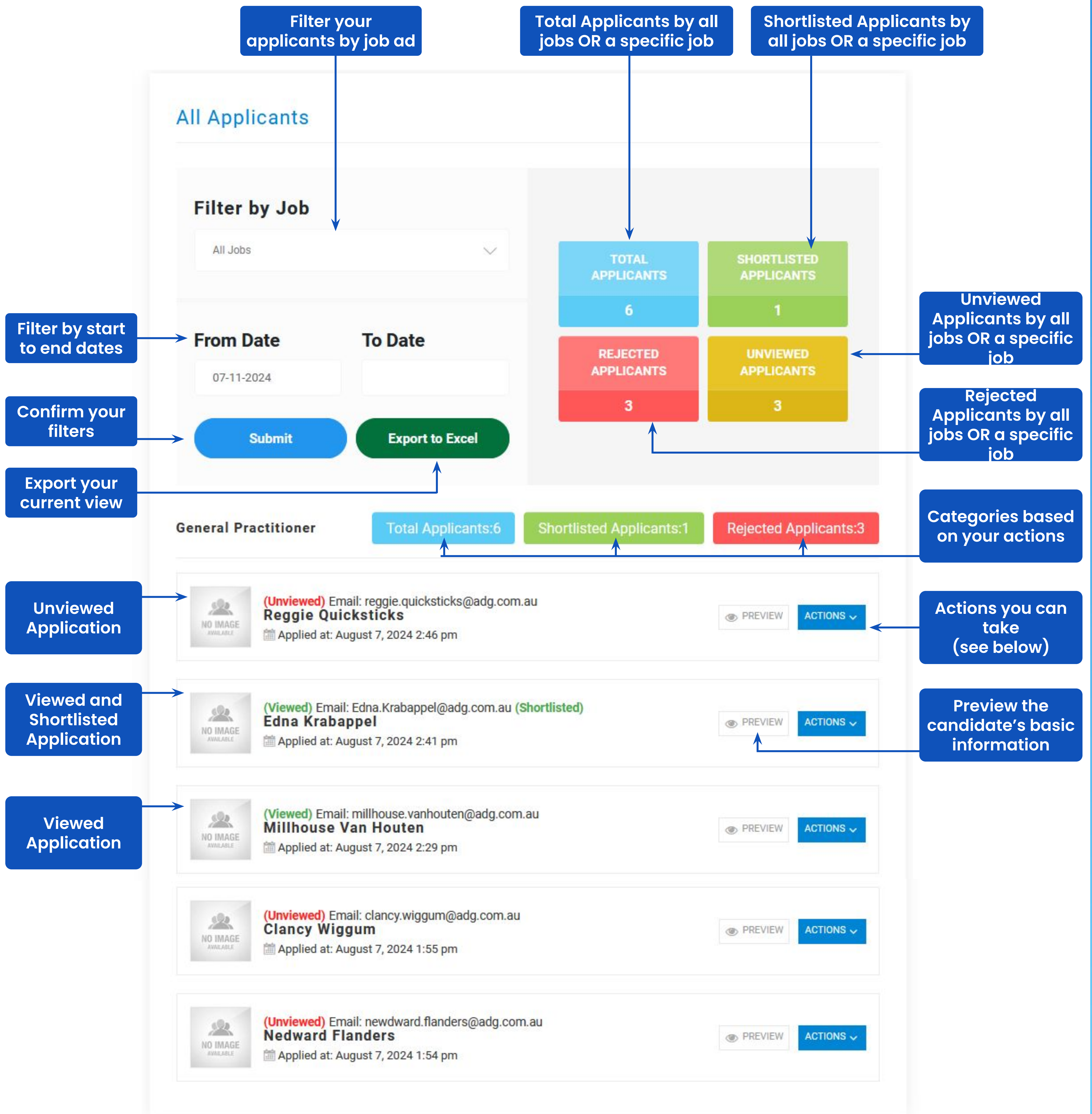
 All Applicants

Alternatively, click:

<https://jobs.ausdoc.com.au/user-dashboard/?tab=all-applicants>

# Viewing job ad performance

## Step 4 – Navigate your applications and complete actions.



## Step 5 – Interacting with your applications via actions.

