

MyJob.ie is an innovative web site designed by professional recruiters to provide an efficient and cost effective online recruitment solution. Let us explain the unique features of the site and how it can improve your candidate resourcing.

- Your account allows up to 10 user profiles to be set up so that each user can manage their own vacancies and candidate responses. New users can be set up by the “primary user”, usually the user who registered the account.
- Once you post a vacancy **an alert email is sent out to every candidate** matching your salary and location specifications that also have a skills match within your specified criteria. This makes the site pro-active on your behalf, advising previously registered candidates of your vacancy so you are not just depending on new visitors.
- **Furthermore, you can search the database** manually for candidate profiles and CVs that match specified criteria. You can send a message to any candidate via **MyJob.ie** asking them to make contact, or simply suggest that they consider your vacancy. Some candidate names are withheld by candidate choice but you can still communicate with these via the Myjob interface.
- Regardless of whether a candidate applies for your specific job or not, you can suggest that a candidate view your vacancy and contact you if interested. Alternatively, you can set up automatic “agents” to alert **you** as candidates register with specific skills in specific locations (you do not even need to register a job).
- Your account allows you to monitor activity on each job and view applicant details online. When you get an application for a job a secure link, within a notification email, will direct you to the page containing the candidate profile and the relevant job profile, enabling quick and efficient assessment of that applicant’s suitability.
- You can manage individual vacancies through the Myjob interface. E.g. when you get an application you have a number of options e.g. if the candidate is unsuitable you can “deny” his/her application and a courtesy email is generated which you can edit if you choose. The candidate status is then changed to “Denied” for future reference against the vacancy. Similarly, if you place a candidate under consideration a similar chain of events leads to an email informing the candidate that they have been reviewed and are under consideration, their status is also changed for future reference. The candidate is thus kept informed by the click of a button which saves time for you and keeps them happy.
- Once you remove a vacancy, an email is sent to each candidate who has expressed interest to inform and thank him or her. This again saves time thus improving efficiency and reducing costs.
- You have the option of displaying your logo and company profile with each vacancy.
- You are allocated an account manager to assist you in all aspects of using MyJob.ie to ensure you get value for money from your account.
- From an applicants perspective the service is designed to reduce the drudgery of browsing through hundreds of duplicated and potentially irrelevant jobs before they find one that suits. They see jobs according to suitability based on the closest match to their specific skills. This maximises the chances of the right candidate finding **your vacancy**, or as they will see it “**My Job**”.