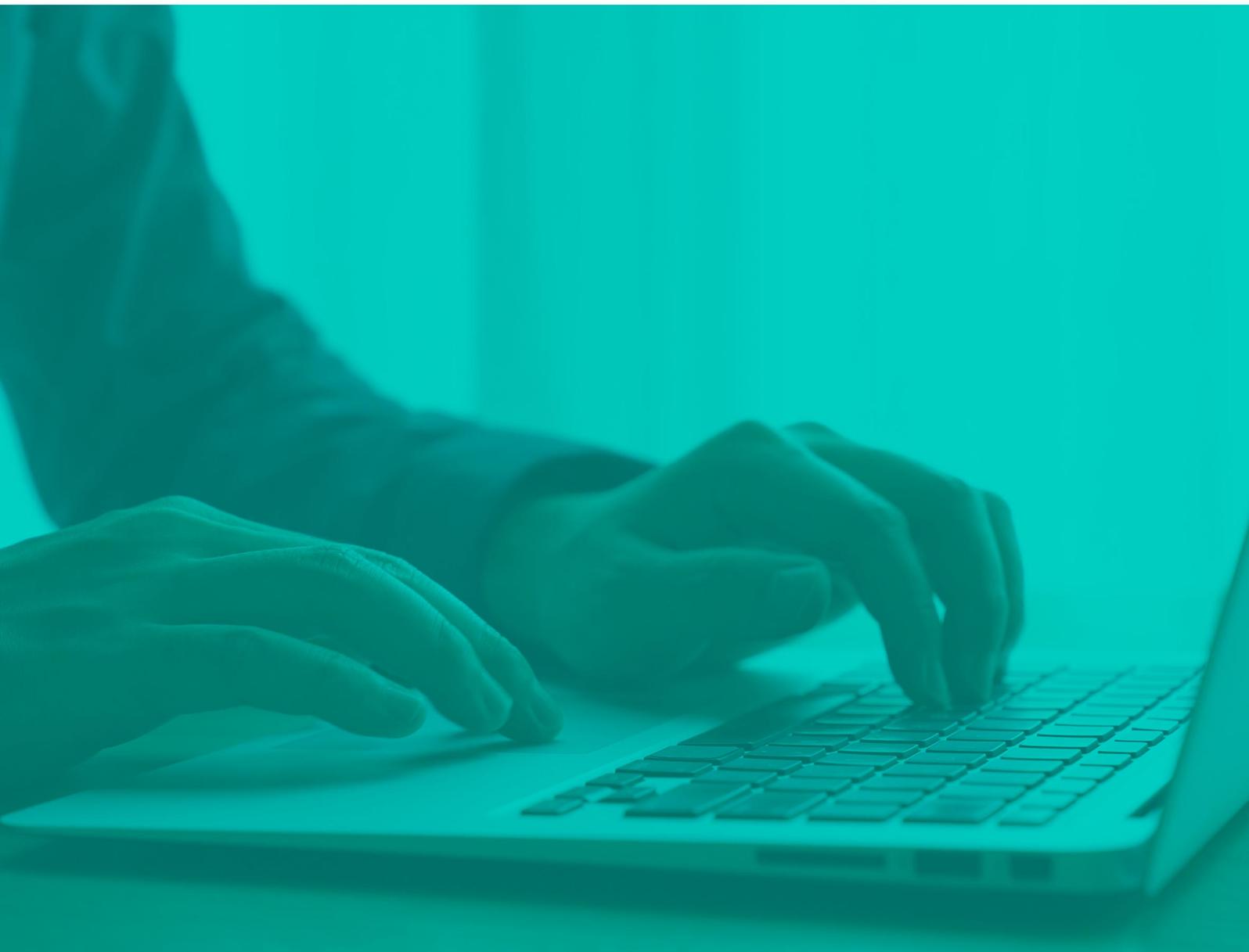




NEW JOB PORTAL GUIDE FOR EMPLOYERS



A. Sign-up for an EMPLOYER account

To be able to post jobs, an employer account is needed. Follow these steps:

1. **SIGN-UP** - Go to <https://cathnews.com/user-login/> to submit a sign-up form. Using a strong password is required.
2. **VERIFY ACCOUNT** - After signing up, you will receive an email containing verification code and verification link.
3. **APPROVAL** - After your account has been verified, admin will approve your EMPLOYER account. You are now able to post jobs.

User Login

<https://cathnews.com/user-login/>

Login to our site

Enter the username and password to login:

 [Forgot your password?](#)

Sign up now

Fill the form below to get instant access:

Are you a Catholic Organisation?*

 Yes No

I'm not a robot  reCAPTCHA
Privacy - Terms

By clicking checkbox, you agree to our [Terms and Conditions](#) and [Privacy Policy](#)

Use strong password

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B. Post a Job

After your account has been verified and approved, you are now able to post a job.

1. **LOGIN** - Go to <https://cathnews.com/user-login/> to log in to your employer account and access your account dashboard.
2. **POST A NEW JOB** – On the left menu, click on Post a New Job. Fill up the form and submit. Your job will then be sent to the admins for approval.
3. **APPROVAL** - Once an admin approves your job ad, an email will be sent to inform you that the listing is now available on the jobs list: <https://cathnews.com/jobs/>

The screenshot displays the 'User Dashboard' interface. On the left, a sidebar menu includes options like 'Dashboard', 'Post a New Job' (highlighted with a red box), 'Manage Jobs', 'Company Profile', 'My Emails', 'Change Password', and 'Logout'. The main content area is titled 'Post a New Job' and features a progress indicator with 'Job Detail' and 'Confirmation' steps. The form includes fields for 'Job Title *', 'Job Description *' (with a rich text editor), 'Application Deadline', 'Job Sector', 'Job Apply Type', 'External URL for Apply Job *', 'Salary *' (with frequency and amount fields), 'Job Ad Start Date *', 'Job Ad Finish Date *', and 'Job Excerpt *'. A 'My Organisation' section is also visible, showing a 'NO IMAGE AVAILABLE' placeholder and an 'Upload Company Logo' button.

C. Other services

1. **EDIT JOB** - Go to Manage Jobs to find the listing you want to edit.
2. **EDIT PROFILE** - Go to Company Profile to edit your employer account profile.
3. **UPLOAD COMPANY LOGO** - Click on the button below the logo to upload your logo.
4. **CHANGE PASSWORD** - To change your account password, click on Change Password.

FOR ASSISTANCE AND INFORMATION:
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If you have any further enquiries, or would like to share your success, please email us at news@cathnews.com

