

## HOW TO POST A FREE JOB LISTING

Go to <https://www.yachtchefs.com/client/register.asp> and REGISTER as an Employer/Yacht/Management Company

Once registered you will see your DASHBOARD when logged in.

Select 'ADD A JOB' icon to post your free job advert

The dashboard features a top navigation bar with 'My Account', 'Logout', and 'Recruiting? Advertise Today'. Below this is a secondary menu with 'Jobs', 'Jobseekers', 'Career Advice', and 'Recruiters'. A teal banner at the bottom of the header contains 'Company Details', 'Activity', 'Subscriptions', 'CV Search', 'Add New Jobs', 'Manage Jobs', 'Manage Courses', and 'Buy Posting Credits'. The main content area starts with 'Welcome YachtPursers.Com!' and a grid of six icons: 'Company Details' (Update Information), 'Manage your Subscriptions' (Buy Subscriptions), 'Add New Job' (Add Jobs Here), 'Activity' (Application Activity), 'Manage Jobs' (Manage Jobs), and 'Manage Courses' (Manage Courses). Below this is an 'Overview' section with a table of statistics: Total Posts (0), Total Applications (0), Total Views (0), and Total URL Clicks (0). An 'Add Job' section shows 'Standard Jobs (1 Available)' with a 'Select' button. A footer contains 'YachtChefs.com- Home', 'Company', 'Other sites', and social media icons.

<- manage your account here, easy to use click & select

<- live stats, available 24/7 in real time!

<- what subscription you have remaining

You will automatically have the option to add a free job posting so click SELECT

This screenshot shows the 'Add New Job' section of the dashboard. It includes the same header and navigation as the previous image. The 'Add New Job' section is expanded, showing 'Please select standard roles below to add a new role.' Under the 'Jobs' heading, there is a 'Standard Jobs' button with 'Available: 1' and a 'Select' button. A red arrow points to the 'Select' button with the text '<- CLICK HERE'. Below this, under the 'Courses' heading, a message states: 'You have no valid subscriptions for this type. Please visit the payment plans page for more options'.

<- CLICK HERE

The footer contains several columns of information. The first column lists 'YachtChefs.com- Home', 'Courses & Provisioners', 'About us', 'Jobs', 'Tips & Advice', and 'Post a Job'. The second column lists 'Company', 'Contact', 'Privacy', 'Terms', 'News', and 'MLC 2006'. The third column lists 'Other sites:', 'Ship's Cook Certificate Info', 'Yacht Chefs Assoc', 'Yacht Chefs Magazine', 'YachtChefs.tv', and 'Villajobs.com'. The fourth column contains social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn.

Add in the job information/details.

Note: The email address the system will use is the one you used when you registered but you can add other ones under 'Company Details' and then 'Manage Users' in your main menu before posting the job.



**Add New Job**  
Enter your Job details below and press **Submit**. The Job details will be updated immediately.

**Consultant Details**

**Contact/Consultant**  
Yacht Pursers (main contact) ▼

**Contact Name**  
Yacht Pursers

**Contact Email**  
purser@yachtpersers.com

**Contact Telephone**  
02070878929

**Job Details**

**Job Title\***  
\_\_\_\_\_

**Reference**  
\_\_\_\_\_

**Town/City/Port**  
\_\_\_\_\_

Note: you have the option to hide your details and have a CONFIDENTIAL posting further down the job posting. Your email, telephone and contact info is not disclosed anywhere on the site unless you put it in the job advert itself!

**Company Description\***  
(Yacht/Company Name & Info - note insert 'Confidential' if you do not want to disclose yacht or company name in the posting)

**CONFIDENTIAL**

**Insert the word CONFIDENTIAL here if you dont want to reveal the yacht or Employer name**

body p

**Show Client?**  
Display your contact details and Organisation description

Yes, Show Details on Jobs ▼

Yes, Show Details on Jobs

**DO NOT Show Details on Jobs**

Which logo would you like to use with this job?

Sorry, you have no images available.

**<-- here is where you can show your details or not.**

**If you select 'DO NOT SHOW' then no logo or any info on your yacht or company is shown other than what you insert in the job details itself**

## Add in up to 5 screening questions and expected answers

Screening Questions (Leave blank if n/a)

Screening questions allow you to filter applications by their suitability for the Job. All the answers default to No, however any blank question will not be listed. **NOTE: These screening questions and answers will appear in the body each email application that you receive as well as the CV which will be an attachment.**

Add Screening Questions

Num	Question	Expected Answer
1	<input type="text" value="do you have a ships cook certificate issued by mca"/>	<input type="text" value="Yes"/>
2	<input type="text" value="are you currently in the Med or Europe"/>	<input type="text" value="Yes"/>
3	<input type="text" value="do you have a current Schengen visa or right to work in the EU"/>	<input type="text" value="Yes"/>
4	<input type="text" value="do you have a B1B2 visa"/>	<input type="text" value="Yes"/>
5	<input type="text" value="have you worked as a chef on a yacht before"/>	<input type="text" value="Yes"/>

**<-- create up to 5 screening questions which will appear in any email you receive with CV applications in reply to your job posting**

Once the job is submitted the database is emailed telling them about it and we will also put the details of the job out across our social media network to help promote your job!

You can have candidates click the APPLY button and be redirected to your own website if you prefer but please contact us at [info@yachtchefs.com](mailto:info@yachtchefs.com) if you would like this instead of CV applications by email to your email inbox which is the website default setting for applications.

**View live statistics at anytime on your account.**

Thanks for choosing to use [www.yachtchefs.com](http://www.yachtchefs.com)

Good luck with your job posting!

**Feel free to contact us if you have any questions:**

**UK: +44 (0)207 097 8929**

**France: Consultant's Number + 33 (0)6 65 99 11 14**

**USA: +1 954 3573933**

