



TALENTSQUARE

Recruitment software made simple.

Employer How-To Tutorials

How To Promote a Job



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1. Login into your account.



The screenshot shows the Talentsquare login interface. At the top is the Talentsquare logo. Below it is the heading "Se connecter". There are two input fields: "E-mail" and "Mot de passe". Below the "Mot de passe" field is a green button labeled "Se connecter". Underneath the button is a link "Mot de passe oublié ?". Below this is the heading "Pas encore inscrit ?". At the bottom are two buttons: a green one labeled "S'inscrire en tant que talent" and a blue one labeled "Request a demo".

If you need any assistance, please don't hesitate in contacting us at support@talentsquare.com



2. Click on “Promote” under the “Actions” button of the Job.

The screenshot shows the Talentsquare Jobs management interface. On the left is a dark sidebar with navigation links: Dashboard, Jobs, Applicants, Branding, Logs, Analytics, Users, Store, and Company Settings. The main content area is titled 'Jobs' and shows 'You have 46 jobs'. It includes a search bar, sort options (Creation Date, Descending, View 10 jobs), and a filter by 'Active (draft, published)'. Below this is a table of jobs with columns for Status, Stage, Title, Tags, Members, and Talents (New, Active, Total). The 'Promote' button is highlighted in the actions menu for the 'Account Manager Antwe...' job.

Status	Stage	Title	Tags	Members	Talents			Actions
					New	Active	Total	
Active		Your spontaneous applic...		Aurora Boucquē, Stefanie Natran, Martine Diamond, Isabelle Wundersma, Valerie Lambert	640	1010	1156	Actions
Published	Viewed	Account Manager West-V... Expires on Oct 11, 2017	Sales Professionals	Martine Diamond, Aurora Boucquē	0	1	1	Actions
Published		Account Manager Antwe... Expires on Sep 11, 2017	Sales Professionals	Martine Diamond, Aurora Boucquē	0	0	0	View Candidates Promote Duplicate Close Customise URL
Published		Project Manager - Vlaan... Expires on Oct 10, 2017	Payroll People Management	Aurora Boucquē	0	0	0	Actions
Published	New	Client Advisor - Medisch... Expires on Oct 10, 2017	Clients Advisors	Aurora Boucquē, Alice Herindox	1	1	2	Actions
Published	First Face-to...	Payroll Consultant Hasselt Expires on Oct 6, 2017	Payroll People	Stefanie Natran, Aurora Boucquē, Martine Diamond, Ilse Mercier	0	3	4	Actions

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At the top, you can retrieve information about publication 'Status' and dates 'Published' & 'Expires'. You are also able to click on 'Republish' and 'Extend' button to republish job for additional months.

The screenshot shows the 'Publish' section of the Talentsquare interface. On the left is a sidebar with navigation links: Information, Requirements, Workflow, Members, Media, and Publish (which is highlighted with a blue circle). The main content area is titled 'Publish' and has a 'Published' status badge in the top right corner. A red rectangular box highlights the following information:

Status:	Published
Published:	Mar 23, 2017 Republish
Expires:	Aug 23, 2017 Extend

Below this highlighted section, there are several toggle switches and options:

- ☒ Promote the job to free job boards ⓘ
- ☒ Company career page ⓘ
- ☒ Talentsquare ⓘ
- ☐ In placement ⓘ

A warning message is displayed: ⚠ Are you sure you want to publish a job without public Tags/Job category ?

Under 'Job-sharing campaigns', there is a toggle switch for ☒ M&M (MEDIA MARKETING).

At the bottom, there is a 'Share on social media' section with icons for LinkedIn, Twitter, Facebook, and other social media platforms.

A green 'Save' button is located at the bottom right of the form.

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3. Promote the job to free job boards :



Promote the job to free job boards ⓘ

Switch on this button and your job will be promote on our free jobboards partners (Indeed, Neuvo, Glassdoor, Optioncarriere, Trovit, ...)

The screenshot shows the 'Publish' tab in the Talentsquare interface. The left sidebar contains navigation links: Information, Requirements, Workflow, Members, Media, and Publish. The main content area shows the job status as 'Published' with a 'Published' button in the top right. Below the status, there are fields for 'Published:' (Mar 23, 2017) and 'Expires:' (Aug 23, 2017), each with a 'Republish' and 'Extend' button respectively. The 'Promote the job to free job boards ⓘ' toggle switch is highlighted with a red box. Below it, there are sections for 'Company', 'Talentsqu', 'In placem', and 'Job-sharing camp'. The 'Job-sharing camp' section includes a warning message: 'Bear in mind that your account must be validated by one of our account managers beforehand. Contact us to validate your account.' Below this, there are logos for 'indeed', 'glassdoor', 'neuvo', 'optioncarriere', 'careerJET', 'trovit', and 'SimplyHired'. At the bottom right, there is a 'Save' button.

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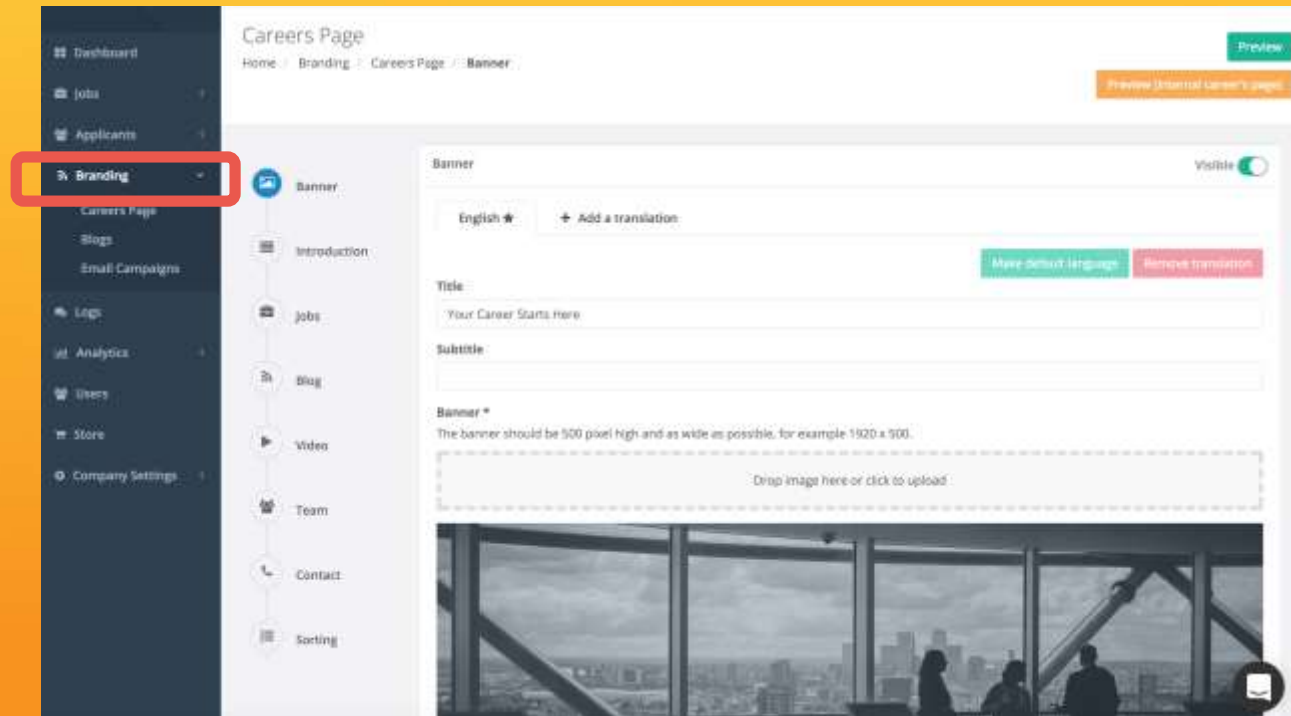
4. Promote the job to your Company career page :



Company career page 

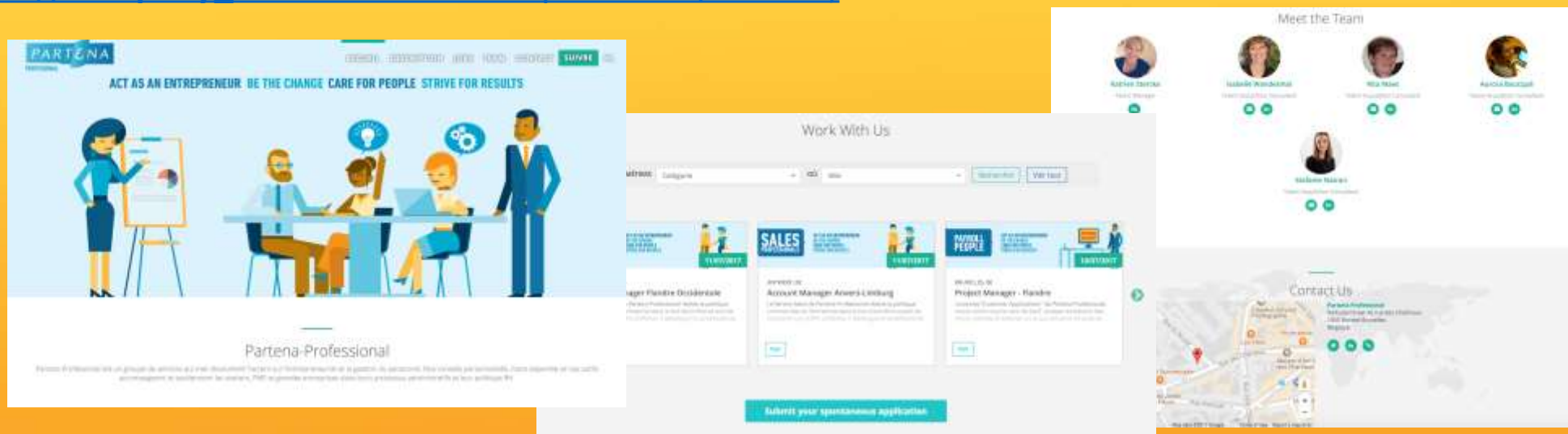
Step 1 : You have to activate your company career page through the main menu “Branding”

Follow steps and fill in mandatory fields : Banner – Introduction – Jobs – Blog – Video – Team – Contact



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Step 2 : Contact your IT manager in order to ask him to redirect your job career button of your website toward Talentsquare career page (see below a sample)
(https://company_subdomain.talentsquare.com/careers)



Step 3 :  Company career page ⓘ

When your Talentsquare career page is active on your website, you can promote your job on this channel
And automatically, job will be showned

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5. Promote the job on Talentsquare 'Job Seeker':



If you want to take advantage of Talentsquare website visibility, you can promote your job on Talentsquare website which is accessible via www.talentsquare.com.

The screenshot shows the 'Publish' page in the Talentsquare interface. On the left is a sidebar with navigation links: Information, Requirements, Workflow, Members, Media, and Publish (which is selected). The main content area is titled 'Publish' and includes a 'Published' status button in the top right corner. Below this, there are fields for 'Status' (Published), 'Published:' (Mar 23, 2017) with a 'Republish' button, and 'Expires:' (Aug 23, 2017) with an 'Extend' button. A section of toggle switches follows: 'Promote the job to free job boards' (checked), 'Company career page' (checked), 'Talentsquare' (checked and highlighted with a red box), and 'In placement' (unchecked). Below these is a warning message: 'Are you sure you want to publish a job without public Tags/Job category?'. Further down is a 'Job-sharing campaigns' section with a toggle for 'M&M (MEDIA MARKETING)' which is checked. At the bottom is a 'Share on social media' section with icons for LinkedIn, Twitter, Google+, Facebook, and Email. A 'Save' button is located in the bottom right corner.

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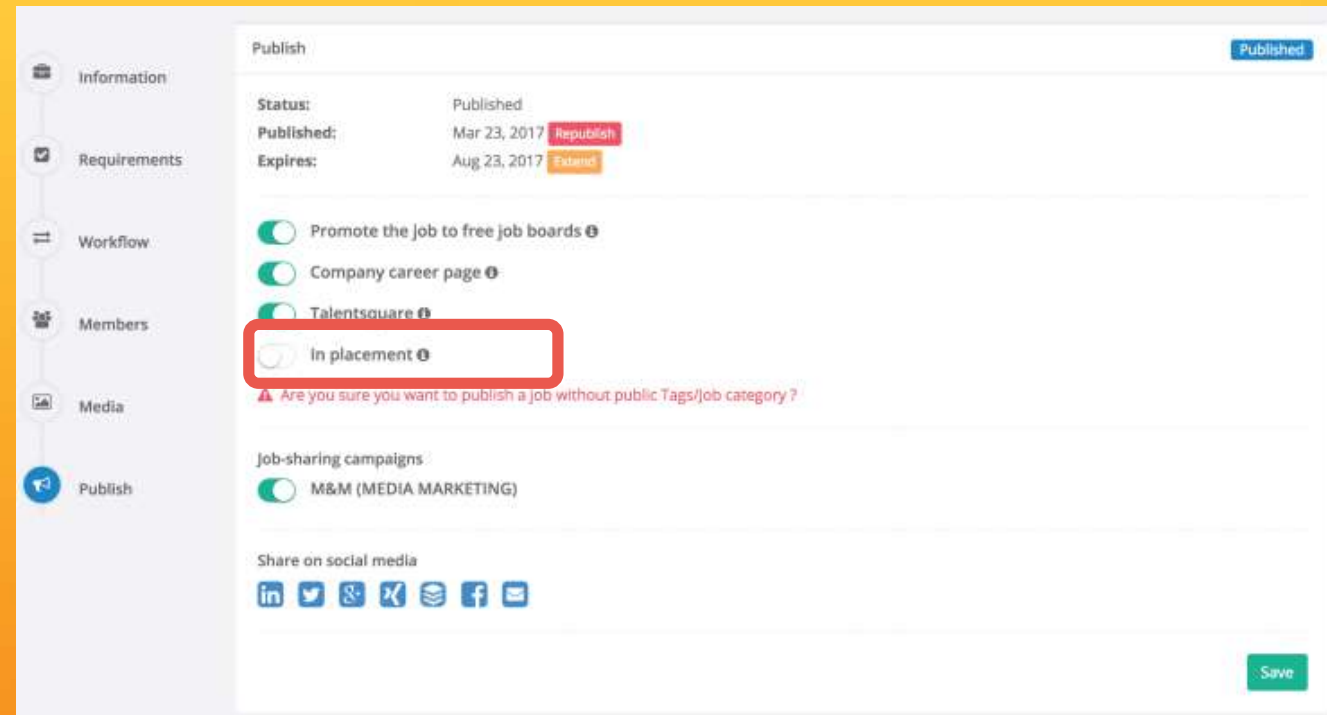
5. Promote the job internally:



La fonctionnalité d'IN-Placement consacre une attention toute particulière à la mobilité du capital humain au sein de votre société.

Les avantages à créer de la mobilité sont nombreux : opportunités d'évolutions, fidéliser ses talents, diminution des erreurs de sélection, capitaliser sur l'expérience des collaborateurs, limiter le turn-over, connaissance du métier de l'entreprise, développer l'engagement des collaborateurs, développer l'employabilité des collaborateurs, augmenter la prévention, ...

If you want to publish some job on a private career's page for internal recruitment, you've first to go to the webshop and buy IN-Placement item.



The screenshot displays the 'Publish' section of the Talentsquare interface. On the left is a sidebar with navigation links: Information, Requirements, Workflow, Members, Media, and Publish. The main content area is titled 'Publish' and includes a 'Published' status badge. It shows the job's status as 'Published', the publication date as 'Mar 23, 2017' with a 'Republish' button, and the expiration date as 'Aug 23, 2017' with an 'Extend' button. Below this, there are three toggle switches: 'Promote the job to free job boards' (checked), 'Company career page' (checked), and 'Talentsquare' (checked). The 'In placement' toggle switch is currently unchecked and is highlighted with a red rectangular box. A warning message below the toggles asks, 'Are you sure you want to publish a job without public Tags/Job category?'. Further down, there is a section for 'Job-sharing campaigns' with a checked 'M&M (MEDIA MARKETING)' toggle. At the bottom, there is a 'Share on social media' section with icons for LinkedIn, Twitter, Facebook, and others. A 'Save' button is located at the bottom right of the form.

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6. Promote job on dedicated jobboards:



Media Marketing/Marcom World sa est l'Editeur de référence, Business to Business, qui touche au travers de ses nombreuses publications les acteurs du monde de la communication et du marketing au sens large.

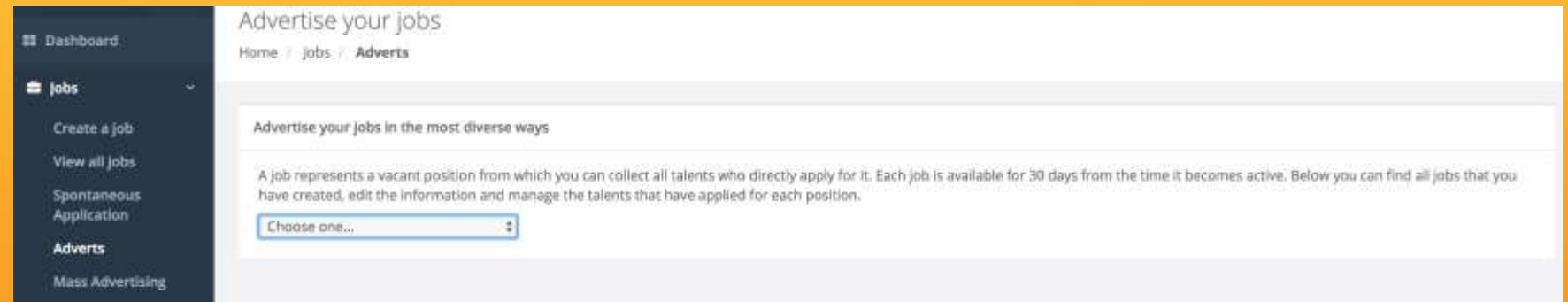
Afin de répondre aux attentes du secteur, Media Marketing et Talentsquare, se sont unis pour développer une « PLACE DE MARCHE » liée au marché de la communication et du marketing où offreurs et demandeurs d'emplois pourront se rencontrer en parfaite connaissance des exigences réciproques attendues.

Si vous souhaitez publier des jobs sur cette Market Place, veuillez vous rendre dans le webshop afin d'acheter des crédits qui vous permettront de publier vos jobs sur la Market Place MédiaMarketing.



7. Advertise your jobs on various channels:

Share your vacancies on paid job boards and aggregators, as well as through pay per click job advertising, directly from Talentsquare (Stepstone, Indeed, Meega, Alljobs, Stackoverflow, Actiris, ...).





8. Promote massively with Broadbean:

Broadbean vous permet de diffuser vos offres vers des milliers de portails d'emploi, réseaux sociaux, écoles et universités et autres canaux de recrutement.

Broadbean est intégré à Talentsquare pour vous permettre de gérer tout votre processus de recrutement depuis une seule plateforme.

To use this feature, you have to contact support to request a login.

For more information, we advice you to go on <https://www.broadbean.com/fr/produits/technologie/multidiffusion>

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