

HOW TO SUBMIT JOBS TO INTJOBS



www.intjobs.com/recruit

Table of content:

Jobs within scope?

Post the job on your website, or on IntJobs?

Urgent recruitment needs or wish to promote your organisation?

www.intjobs.com/post_job

Normally organisations post their job vacancies on their own web pages, and then they need other channels as well for more publicity. E.g. print medias or the internet. IntJobs provides a great channel to reach online jobseekers.

There are three considerations for the recruiter before submitting a job to IntJobs:

- Does the job fall within the IntJobs scope?
- Is the job description posted on your website, or should it be posted directly on our website?
- Should the job be highlighted in our listings to attract more attention?

1. JOBS WITHIN SCOPE?

Qualifying jobs can be listed for free on IntJobs. See our post job page for more information. If a job posting does not fall within our basic job scope and our free posting model, we can still publish it on IntJobs.

We can list jobs that aren't in this scope for a modest charge. Please note we always charge for jobs submitted by recruitment agencies.

2. POST THE JOB ON YOUR WEBSITE, OR ON INTJOBS?

We only list for free if the job ad is displayed on your website.

If the job is not already on your website, talk to your website administrator and HR department about whether you can list the job on your web site. If you can't create a web page quickly, we can do it for you - just send us the job details here.

If we create a premium web page for you, we will put your logo at the top of the page, and we will layout the page with all the information you supply. With a IntJobs custom web page:

- Your logo will be prominently displayed.
- The job ad will be linked to from our latest news and category pages on the web site, and in our newsletter.
- The ad will displayed for four weeks.

Ask our sales team to advise you what is best for your recruitment situation.

3. URGENT RECRUITMENT NEEDS OR WISH TO PROMOTE YOUR ORGANISATION?

To get more visibility and responses to your job ad, IntJobs can highlight or promote the ad in our listings.

You can have your job ad highlighted with a logo and description to make it command attention in the job listings over the whole recruitment period.

You can also have your logo displayed next to the job description, which will draw attention from our large audience to your job and your organisation during the whole recruitment period.

For the recruiter who urgently needs intense promotion of one or several jobs, we can also display the job ad at the very top of the front page's job list - and they stay on top during the whole week! The recruiter can even advertise multiple jobs in such a single announcement, if needed. Email us for details.

If you wish to promote several jobs, or recruit for several skills, we can also offer a more detailed recruitment advertisement at the very top of the home page job listings.



Top companies use IntJobs



CONTACT SALES:

Ask about **up to 30% off volume packs** and about our **high visibility packages**

info@intjobs.com

Tel: Belgium +32(0)2 790 3200

Tel: UK +44 (0)20 3608 8800

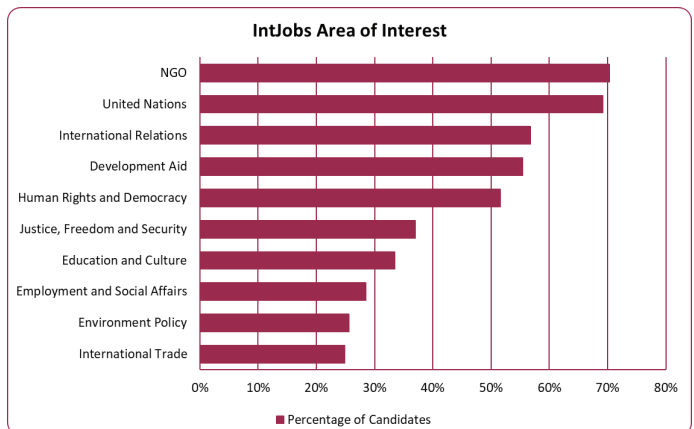
Reach your top talent today

- Centralized site for experts experienced in international affairs, development and relevant policy roles.
- 25 000 sessions (visits)
- 20 000 users (unique visitors)
- 7 500 weekly general Newsletter sent
- 20 000 weekly Job Alerts with custom preferences

Highly qualified international affairs jobseekers

Through years of marketing and networking at industry relevant events, IntJobs attracted a niche audience of highly qualified candidates.

- 95% are willing to relocate
- 68% hold a degree in development, international affairs or policy
- Multilingual with English as the most common language



What our Clients Say



*"Thanks we were **very pleased with the response** we received for our Programme Manager Caucasus position, which is split between London and Tbilisi. We received a lot of applications from persons with a **good understanding of the Caucasus**, willing to travel and a lot of **policy related experience**."*

- Marie Aziz, Saferworld



*European AIDS Treatment Group "We decided to post the job ad for Training & Communications Coordinator with **Pre-selection Questions**. It **really saved a lot of time** using the Pre-selection Questions to come up with a list of 5 candidates best qualified for interview. Since then we have offered the position to one of those candidates! I appreciated the help from the consultants to create the best questions and really thank them for the support they provided."*

- Koen Block, Executive Director, European AIDS Treatment Group (EATG)



*"We had a **huge response** from the Eurobrussels website, receiving some 200 applications for our Communications Officer position in Brighton. **Using "Pre-selection Questions" is a great time saver** too. Many thanks!"*

- Alice Birch, PA to Chief Executive, European Social Network



*"We are very pleased with the services Eurobrussels provides. Our **vacancies are uploaded** quickly to your website, resulting in **many high quality applications**; we know that eurobrussels.com is the place to be for job seekers in Brussels. The **statistics** you provide about visits of our job advertisements are also very useful."*

- Chiara Martinelli, Assistant to the Secretary General, CIDSE