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How to post a job on The Wheel website

This service is available to members only

Your job post should contain detailed information on your organisation, job responsibilities, person specification and application details. You can upload a more detailed job description if you wish but the main text should contain enough details to give viewers a good sense of what you are looking for.

1. Login to the website using your registered email address and password.
2. Go to the Jobs tab and to post a job

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Looking to recruit? **Post a Job** for FREE (only for members of The Wheel).

3. Fill in sections under each heading. Note those marked with an * are required and you will not be able to save your job until these are filled in.
4. Make sure to enter the **closing date** under the first section titled **Title, County and Job Type**.
5. In the Job Summary section, you can fill in 160 characters. This section should be one line **summing up the job** and not a replication of text from previous sections.
6. Under the same section you can attach an **application form or a full job description**

USE THIS FIELD IF YOU WANT TO ATTACH APPLICATION FORM ETC.
You have added 0 out of 3 allowed media item entities.

Add new media item

7. Once you have uploaded your documents click Create media item.
8. In the Application details please include the closing date again.

9. When you have finished hit save and your job will go through a screening process and be published within two days.