Broadbean Advert Posting

refers to:
vacancy form → Broadbean button

The Broadbean wizard consists of three pages of data-gathering pages (Stages 1→3 of 4), followed by an automatic transfer to the **broadbean** website at Stage 4 of 4. Note that changes made here will not be passed back to the vacancy in IQX.

- Set up vacancy in normal way.
- When you are ready to post to the broadbean website, click on broadbean logo to open the broadbean wizard
- Enter industry and salary/rate details, if not already pre-populated, into window one and click **next** to move to stage 2 of 4
- Paste advert text into window 2 and click **next** to move to stage 3 of 4
- Select the relevant job board by ticking **select** and click **next** to move to stage 4 of 4.
- **Note** on Stage 4, you are now entering data directly into the broadbean website. You may find it helpful to enlarge this page to “full screen” using the maximise box at the top right of the window.
- Fill in any missing data into industry sector.
- Use the spell check, if required. The spell check only checks the job description.
- Use the green **Continue** arrow at the bottom of the webpage window (not the grey “finish” button) to advance to the next page of the broadbean website
- Check your advert, and make any further changes, as required. Again, use the green **Send advert** or **go back** buttons as appropriate.
- The Broadbean website will accept your advert, or reject it, as appropriate. Once you are satisified your advert has posted correctly, you should use the grey **Finish** button to close the broadbean wizard.
- You will be asked to confirm that you have received a confirmation note. Answer “yes” to close the wizard, or “no” to remain on the broadbean website
- If you enlarged the broadbean wizard to full screen, you should return the vacancy form to window size.



Notes:

- On stage four (website), if you use the **back** or **Finish** buttons at any stage before your advert is posted, the website will forget any changes you have made on the website.
- Once a job has been posted to the broadbean website, it should be maintained on the website, as well as within IQX. Note these two separate systems do not link to each other, and alterations made to one will not be reflected in the other.
- Avoid using unusual characters (for example, bullet points) in your job description - sometimes the broadbean website does not recognise these and may give unpredictable results, or may reject the advert entirely. If this occurs, remove the unusual character, and resubmit.

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Last update: **2017/11/16 22:11**