

# How to Post and Promote a Job Listing on HealthcareLink


Reach more healthcare professionals with Promoted Listings

Promoted listings appear prominently and allow you to showcase your organisation with your logo, images, and video.



## 1 Step 1: Log In and Create a Job

- 1 Click Jobs in the top menu.
- 2 Select Create a Job.

 **Tip:** You can save your progress and continue editing your listing later in Jobs Manager.

## 2 Step 2: Complete Your Job Details

Fill in the key details about your vacancy.


- ✓ Profile
- ✓ Job Classification
- ✓ Job Location (Area or Region)
- ✓ Job Type



**Tip:** Accurate details help match your job with the right healthcare professionals.

## 3 Step 3: Set Matching Criteria

Select at least three (3) criteria that your ideal candidates should meet.

 **Tip:** Select only criteria that are essential for your vacancy.



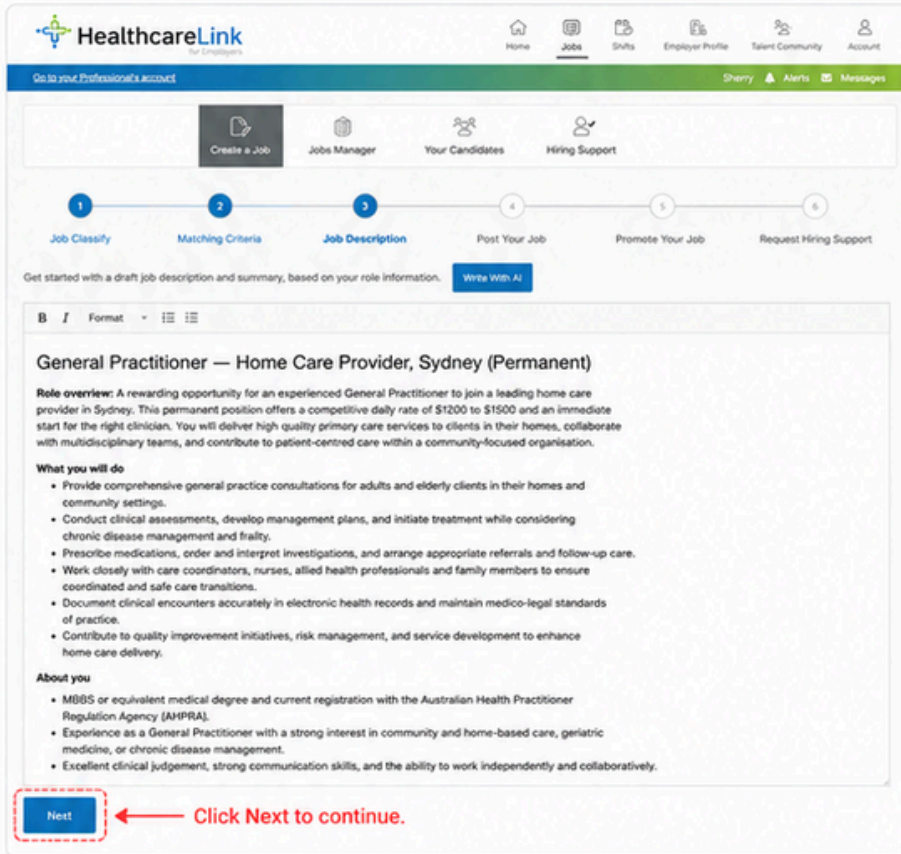
**Tip:** Choosing the right criteria improves the quality of applicants and helps you find the best match.

**4 Step 4:**  
**Add a Job Description**

Write a clear and detailed job description to attract the right healthcare professionals.



**Tip:** A detailed job description helps candidates better understand the role and increases the quality of applications.



The screenshot shows the 'Add a Job Description' step in the HealthcareLink interface. The progress bar indicates steps 1 through 6, with 'Job Description' being the current step. The main content area contains a rich text editor with the following text:

**General Practitioner — Home Care Provider, Sydney (Permanent)**

**Role overview:** A rewarding opportunity for an experienced General Practitioner to join a leading home care provider in Sydney. This permanent position offers a competitive daily rate of \$1200 to \$1500 and an immediate start for the right clinician. You will deliver high quality primary care services to clients in their homes, collaborate with multidisciplinary teams, and contribute to patient-centred care within a community-focused organisation.

**What you will do**

- Provide comprehensive general practice consultations for adults and elderly clients in their homes and community settings.
- Conduct clinical assessments, develop management plans, and initiate treatment while considering chronic disease management and frailty.
- Prescribe medications, order and interpret investigations, and arrange appropriate referrals and follow-up care.
- Work closely with care coordinators, nurses, allied health professionals and family members to ensure coordinated and safe care transitions.
- Document clinical encounters accurately in electronic health records and maintain medico-legal standards of practice.
- Contribute to quality improvement initiatives, risk management, and service development to enhance home care delivery.

**About you**

- MBBS or equivalent medical degree and current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Experience as a General Practitioner with a strong interest in community and home-based care, geriatric medicine, or chronic disease management.
- Excellent clinical judgement, strong communication skills, and the ability to work independently and collaboratively.

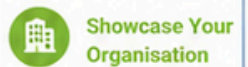
A red dashed box highlights the 'Next' button at the bottom left, with an arrow pointing to it and the text 'Click Next to continue.'

**Why Use Promoted Listings?**



**Increased Visibility**

Your job appears prominently to more candidates.



**Showcase Your Organisation**

Display your logo, images and video to build trust.



**Reach More Professionals**

Connect with qualified healthcare professionals actively looking for opportunities.



**Attract More Applications**

More visibility means more quality applicants for your roles.

**5 Step 5:**  
**Review Your Listing**

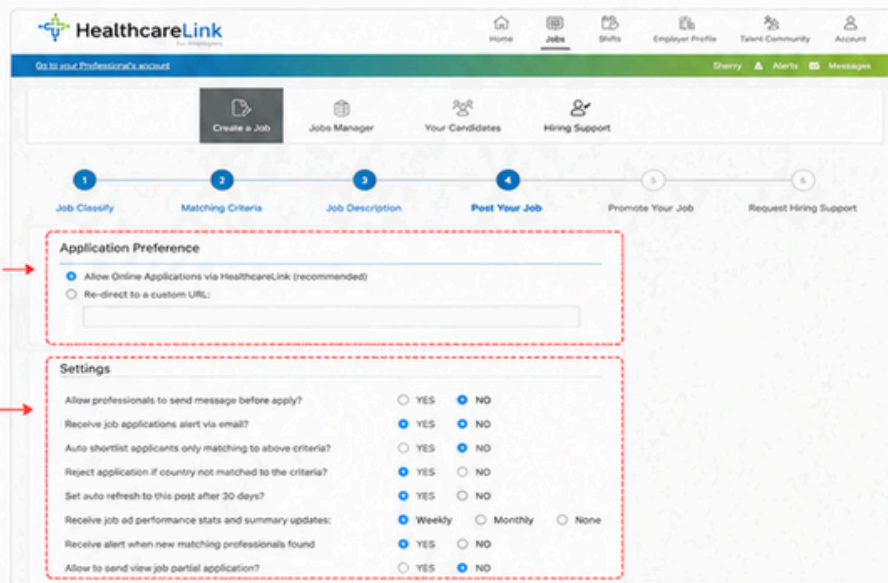
On the Post Your Job page, review your settings and preferences.

This includes:

- ✓ Application Preference
- ✓ Notification Settings

Application Preference

Settings



The screenshot shows the 'Post Your Job' settings page. The progress bar indicates steps 1 through 6, with 'Post Your Job' being the current step. The page is divided into two sections: 'Application Preference' and 'Settings'.

**Application Preference**

- Allow Online Applications via HealthcareLink (recommended)
- Re-direct to a custom URL:

**Settings**

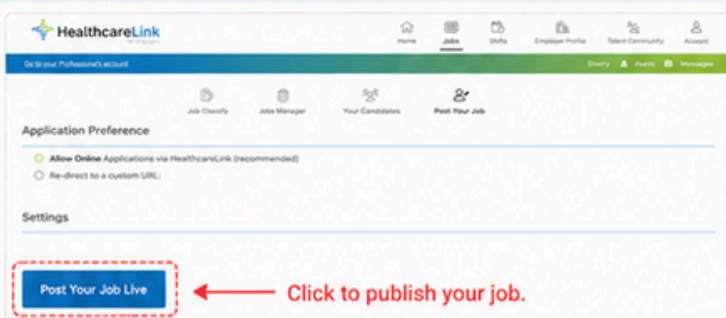
- Allow professionals to send message before apply?  YES  NO
- Receive job applications alert via email?  YES  NO
- Auto shortlist applicants only matching to above criteria?  YES  NO
- Reject application if country not matched to the criteria?  YES  NO
- Set auto refresh to this post after 30 days?  YES  NO
- Receive job ad performance stats and summary updates:  Weekly  Monthly  None
- Receive alert when new matching professionals found:  YES  NO
- Allow to send view job partial application?  YES  NO

Red dashed boxes highlight the 'Application Preference' and 'Settings' sections, with arrows pointing to them from the labels 'Application Preference' and 'Settings' respectively.

**6 Step 6:**  
**Publish Your Job**

Once you are happy with your listing and settings, click **Post Your Job Live**.

Your job will go live once it has been approved.



The screenshot shows the 'Post Your Job Live' button at the bottom of the settings page. A red dashed box highlights the button, with an arrow pointing to it and the text 'Click to publish your job.'



**Tip:**

Promoted listings get more visibility and help you attract qualified healthcare professionals faster.



**Premium Hiring**  
Unlock More Visibility

Promotion Credits are available through Premium Hiring subscriptions.

Premium Hiring gives you the tools to boost your visibility, strengthen your employer brand, and attract more qualified healthcare professionals.

Learn more: [healthcarelink.com.au/employers/pricing/subscription/](https://healthcarelink.com.au/employers/pricing/subscription/)

