

1

Account

Select the account to post from.

Care Organics (42635056)▼

Classify your role

2

Job title

E.g. Project Manager

3

Location

Enter the suburb or town of the role.

Detect location📍

About your job

☒ Use job description from job details page

Video

(Optional)

Add a video to your ad by pasting the YouTube link here.

E.g. https://www.youtube.com/watch?v=abc12300/80

Video position

Select where the video is displayed on your ad.

Below job description▼

5

Category

Suggested category based on your job title and location.

☐ Design & Architecture > Web & Interaction Design

☐ Marketing & Communications > Product Management & Development

☒ Choose a different category

Design & Architecture▼

Architectural Drafting▼

6

Work type

☐ Full time

☐ Part time

☐ Contract

☐ Casual

7

Work arrangements

☐ On site

☐ Hybrid

☐ Remote

Pay details

Pay type

☐ Hourly rate

☐ Monthly salary

☐ Annual salary

☐ Annual plus commission

Pay range

Enter a pay range to offer candidates (this will not show on your ad).

AUD▼MinimumtoMaximumper hour

Pay shown on your ad

(Optional)

E.g \$50,000 + annual bonus17/50

Select an ad type

Basic

SGD 260.00

Find great candidates with our basic ad

• Similar ads get between 10 and 20 applications

• 30-day listing

• Include your company logo

Branded

SGD 320.00

Stand out with branding and key selling points

• Similar ads get between 20 and 30 applications

• Add company images to promote your brand

• 3 key selling points to attract candidates

Premium

SGD 540.00

Attract more candidates on average with our feature listing

• Similar ads get between 30 and 40 applications

• Priority listing in search

• Get candidates fast


Ad prices vary based on many factors including the supply of, and demand for, candidates for the advertised role. Prices shown represent today's prices only. If you schedule your job ad for a future date, you acknowledge and agree you'll be charged the price of that ad at the date it's published on SEEK's website.

🔔 We'll deduct SGD 260.00 from your contract

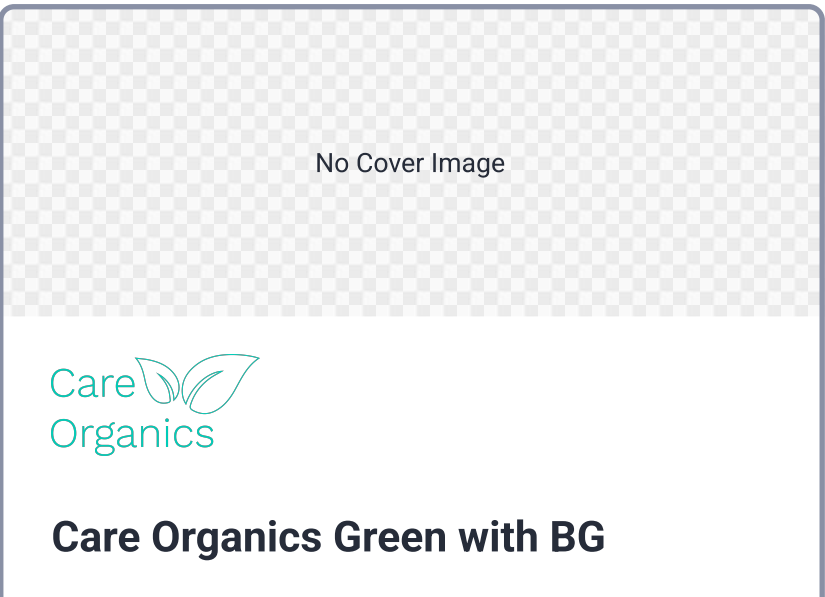
Showcase your brand

Select a brand to feature on your ad.


Branding




Care Organics Green with BG



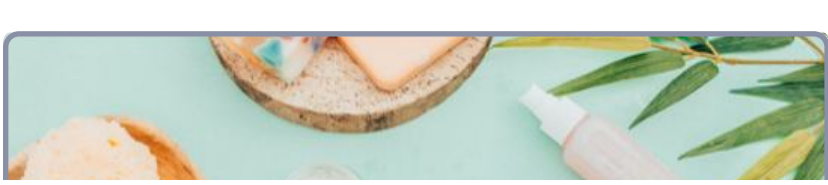
Care Organics Green with BG

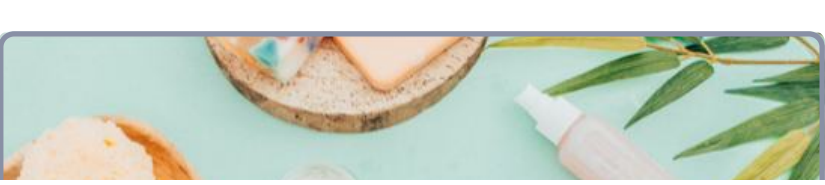


Care Organics Green with BG



Care Organics Green with BG





Candidate search results

11

Job summary

Write a sentence about your role to display in SEEK search results.

Example content

99/150

12

Key selling points

(Optional)

Enter 3 key selling points to attract candidates to view your role.

E.g. Flexible working hours00/80

00/80

00/80

Screening questionnaire

13

Questions for candidates

Include up to 11 questions on your application form.

Recommended questions

0/8 questions selected

☐ Lorem ipsum dolor sit amet, consectetur adipiscing tempor?

☐ Duis aute irure dolor in reprehenderit?

☐ Excepteur sint occaecat cupidatat non proident?

Custom questions

Add a question

14

Internal billing reference

(Optional)

Include a purchase order number or cost centre to appear on your SEEK invoice.

00/50

Continue

Preview SEEK job ad

Save draft

1. Account

Your software must allow the user to select from the SEEK hirer accounts they have access. The selections should show the account name along with the account number to enable easy identification.

Additional information managing hirer accounts is available in our [Hirer Relationships](#) documentation.

2. Job Title

Allow hirers to input a short phrase (max 80 characters) describing the position as it would be listed on a business card or in a company directory.

3. Location

Each SEEK Job Ad requires a location in the form of a SEEK-specific positionLocation ID. SEEK provides a locationSuggestion query to auto-suggest the id based on the hirer's input as shown here. Further detail, along with additional options are available in our [Locations](#) documentation.

4. About your job

If the hirer has already filled in a job description within your software, you may allow the hirer to auto fill the job description as shown here. Alternatively you can provide a textbox for manual input.

SEEK allows a limited set of HTML tags in the job description field, refer to the [PositionFormattedDescriptionInput type in the SEEK API schema](#) for more details

YouTube videos can also be provided as a separate field which are optionally embedded above or below the description when viewed on SEEK. For more information on supported URLs, refer to the [SeekVideoInput](#) type.

5. Category

Each SEEK Job Ad also requires a category in the form of a SEEK-specific jobCategory ID. You can dynamically display job category suggestions in your job posting flow through our [jobCategoriesSuggestions](#) query, or retrieve jobCategories to display as a list.

Further detail is available in our [Job categories](#) documentation.

6. Work type

Your software should provide a selection for the Work Type from the allowable list defined in the [SEEK API schema](#).

7. Work arrangements

Hirers can specify whether the role is hybrid, on-site or remote by selecting a single value for [seekWorkArrangementCodes](#). Further information is available in our [Work Arrangement](#) documentation.

[SEEK API schema](#)

8. Pay details

Hirers must specify a pay type, salary range and optionally a description of the remuneration package for their job ad. This can be automatically mapped from your software's internal representation, or presented as SEEK-specific input. Further detail is available in our [Salary](#) documentation.

[SEEK API schema](#)

9. Ad selection

SEEK offers hirers multiple types of ads with variable features, pricing and contract arrangements.

To allow the ad products, features and pricing to be reviewed and selected by hirers, SEEK offers an Ad Selection Panel that you can embed into your posting flow. The panel exposes the features of the ad product selected along with an adProduct ID to post with the ad.

Additional options and further detail are available in our [Ad selection](#) documentation.

[SEEK API schema](#)

10. Branding

Some ad products support branding, allowing SEEK hirers to promote their company brand on their job ads visually using their logo and cover image.

If the branding feature is enabled on the selected ad product your software must allow the hirer to select brand assets for their job ad.

Further detail is available in our [Features for ad products](#) documentation.

[SEEK API schema](#)

11. Job summary

Allow hirers to enter a sentence (max 150 characters) to display in SEEK search results.

12. Key selling points

If the [searchBulletPoints](#) feature is enabled on the selected ad product, your software must allow the hirer to enter up to 3 key selling points for their job ad, which will be shown on the search result page.

Further detail is available in our [Features for ad products - search bullet points](#) documentation.

More information about this [searchBulletPoints](#) can be found from [SEEK API schema - PositionFormattedDescriptionInput](#).

13. Questionnaire

SEEK allows hirers to ask candidates pre-screening questions during the candidate application. SEEK offers a Questionnaire Panel that you can embed into your posting flow. Further information and additional options are available in our [Questionnaires](#) documentation.

14. Internal billing reference

An optional opaque billing reference. This appears on the invoice when SEEK bills the hirer for the job ad. There are other reference fields you software should provide as a part of a job ad, further detail is available in our [Identifiers & references](#) documentation.

[SEEK API schema](#)

15. Continue

Click to submit and call [postPosition](#) mutation to create a new [position opening](#) and posts a [PositionProfile](#) in a single operation. Further detail, along with additional options are available in our [Posting a job ad](#) documentation.

[SEEK API schema](#)

16. Preview SEEK job ad

The SEEK API provides the ability to generate a preview for a job ad, showing the hirer the ad as it will appear on SEEK. Typically the preview URL is shown to the hirer in a new window.

Further detail is available in our [Previewing a job ad](#) documentation.

[SEEK API schema](#)

17. Save draft

The SEEK API does not provide a native mechanism for drafts - but you may save these inputs within your software to provide your own draft functionality for hirers.