



Employer Platform User Guide

Last update: July 2020

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Welcome!

We're pleased that you've joined us on our journey to create a more inclusive future of work. We founded DivTal because we wanted to create a platform for employers like you, who care about diversity and inclusion, and want to diversify their workforce.

This **Employer Platform User Guide** is designed to show you how to access, navigate, post jobs and manage applicants on the DivTal Employer platform.

If you still have questions, check out the [Employer FAQs](#) in the first instance, otherwise please email us at contact@divtal.com.

DivTal

Accessing the Platform

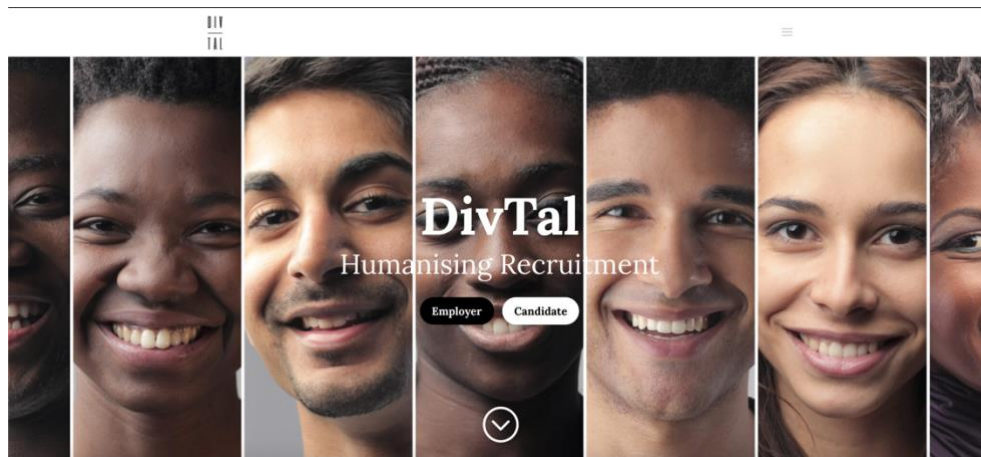
This section is designed to help you access the platform.

You can get access to the Employer Platform using this link:

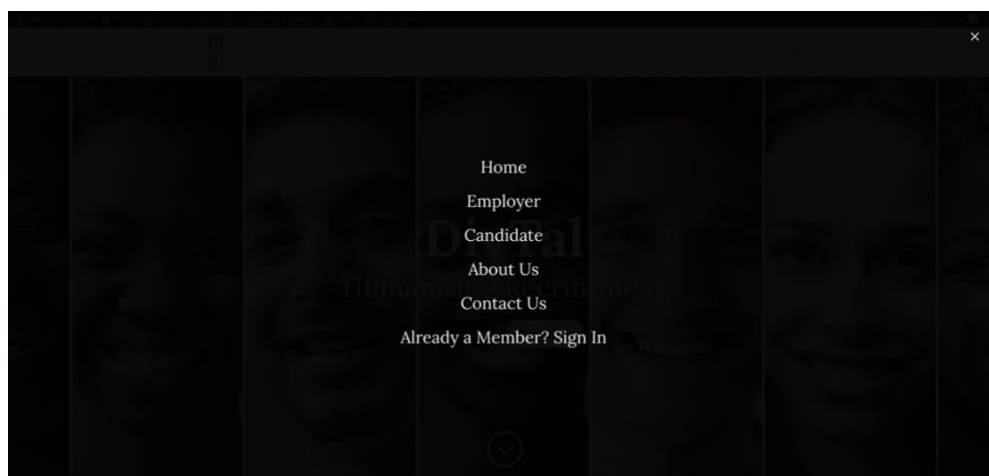
<https://platform.divtal.com/login>

If you plan on visiting this Portal frequently, we would recommend bookmarking the page.

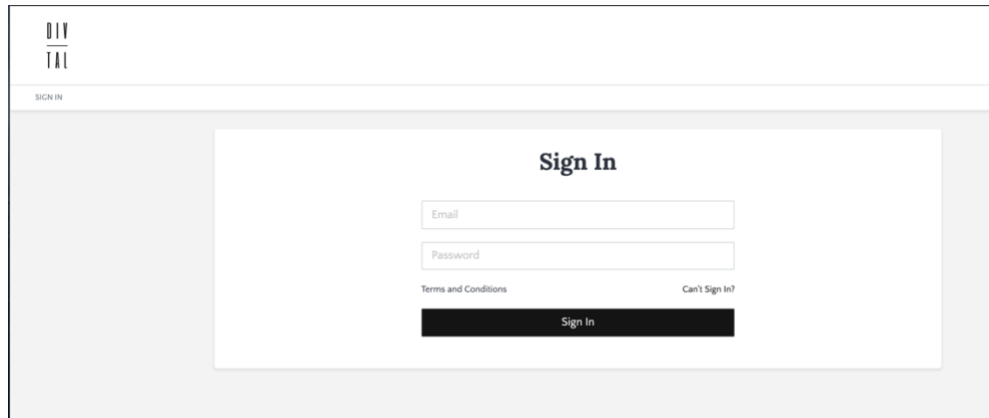
You can also navigate to the login page from www.divtal.com.



Once on the menu, select 'Already A Member? Sign In'.



After clicking '**Already A Member? Sign In**', you will be directed to the login screen. Here you will enter your email and password you have been provided.



The screenshot shows a web page for signing in. At the top left is the DivTAL logo. Below it is a 'SIGN IN' link. The main content area is a white box with a grey border, titled 'Sign In'. Inside this box, there are two input fields: 'Email' and 'Password'. Below the 'Password' field are two links: 'Terms and Conditions' and 'Can't Sign In?'. At the bottom of the box is a black button with the text 'Sign In'.

If you are having difficulty with these steps, please contact us at: contact@divtal.com.

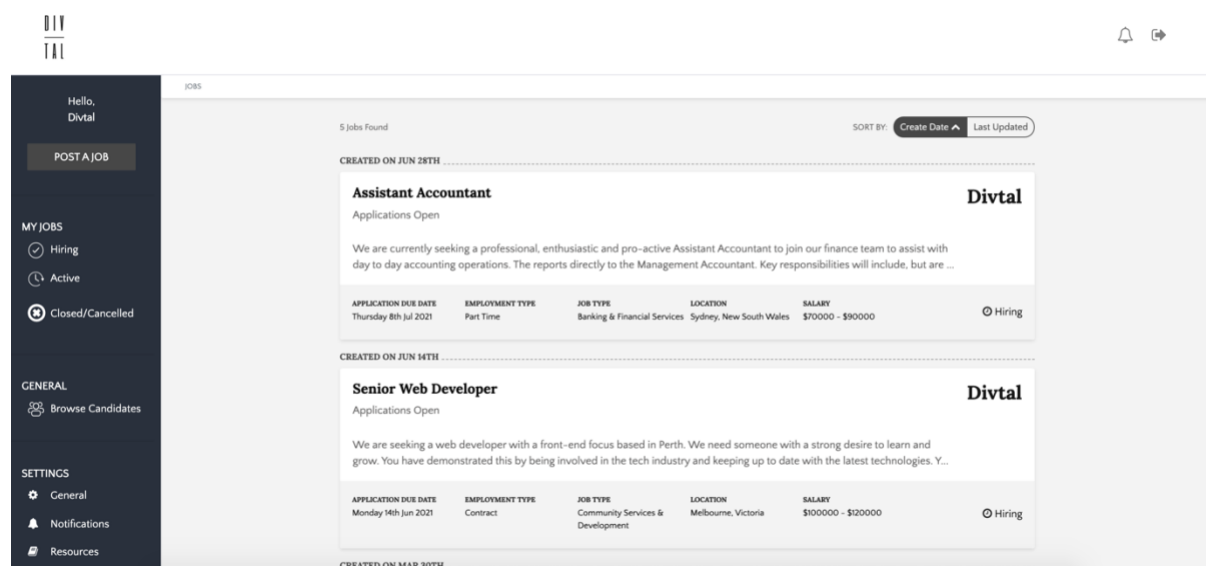
Can't sign in or want to change your password? Head to: <https://platform.divtal.com/login/forgot-password>

Navigating the Platform

This section is designed to help you navigate the platform.

After successfully logging in, you will have full access to the DivTal employer platform.

The landing page will only display your current roles/job advertisements.



MY JOBS

- **Hiring** – view all your current job ads that have no applicants yet.
- **Active** – view all your current job ads with applicants.
- **Closed/Cancelled** – view job ads that have closed or been cancelled.

GENERAL

- **Browse Candidates** – view all the candidates in the talent pool

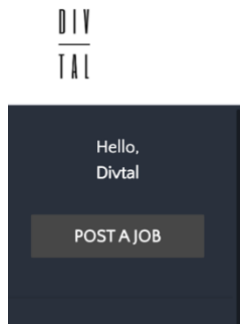
SETTINGS

- **General** – view organisation name, account email and profile ID.
- **Notifications** – manage your desktop and email notification preferences.
- **Resources** – access employer resources and material.

Posting a Job Ad

This section is designed to show you how to post a job ad.

Select 'Post Job' in the Navigation column.



Step 1. Confirm Job Requirements

Specify the job title, company overview, job description, job requirements and required skills.

Job Requirements Job Location Job Details Overview

What job would you like to post today?

JOB TITLE *

e.g. Business Analyst

COMPANY OVERVIEW

Provide an overview of your company and include any diversity and inclusion initiatives, awards or bursary schemes...

JOB DESCRIPTION *

Type something...

REQUIREMENTS *

Type something...

e.g. Experience managing stakeholders

SKILLS *

e.g. Strong communication, Stakeholder Management, Problem solving

Continue

Step 2. Confirm Job Location

Confirm the physical location of the job, or the head office location.

Job Requirements Job Location Job Details Overview

Job Location

STREET ADDRESS

e.g. 6 Wallum Court

SUBURB/TOWN/CITY * **COUNTRY ***

Suburb/Town/City Country

STATE * **POSTCODE ***

State Postcode

Back Continue

Start to populate the address in the **'Street Address'** text bar and once you find the right address then click on it. It will then populate the remaining text bars.

Job Requirements Job Location Job Details Overview

Job Location

STREET ADDRESS

- 100 Swanston Street Melbourne VIC, Australia
- 100 Swanston Street Geelong VIC, Australia
- 100 Swanston Street Glasgow, UK
- 100 Swanston Street New Town TAS, Australia
- 100 Swanston Street Mentone VIC, Australia

powered by Google

Back Continue

Job Requirements Job Location Job Details Overview

Job Location

STREET ADDRESS

SUBURB/TOWN/CITY * COUNTRY *

Melbourne Australia

STATE * POSTCODE *

Victoria 3000

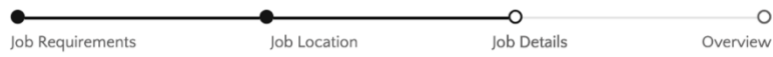
Back Continue

Step 3. Confirm Job Details

Confirm additional details about the role, including job industry, employment type, level, salary range and the application deadline.

It is recommended to leave job ads open for at least five days.

Please note the salary range does not include superannuation and will be visible to candidates.



Additional Job Details

JOB INDUSTRY *

EMPLOYMENT TYPE

SENIORITY LEVEL

SALARY RANGE

MIN

MAX

*Not including superannuation

APPLICATION DEADLINE

Back

Continue

Step 4. Overview

Review the details of your job ad and ensure they are correct.

Summary

Digital Marketing Manager

Description

With your solid understanding of web analytics, SEO and PPC, and your experience working with clients with high expectations, you wil...

[Show more](#)

Company Overview

We're a SEO & SEM focused digital agency in the heart of Melbourne working with small-medium sized businesses around Australia to gro...

[Show more](#)

Requirements

You have an excellent understanding of digital marketing fundamentals. An experienced digital marketer with a minimum of four years experience in a related role (B2B account management experience or digital agency experience both highly regarded) Specialist experience in any or all of these specialist areas would be highly regarded Google Analytics SEO PPC Facebook Ads Content Marketing CRO Wordpress A natural relationship builder with a proven track record building fantastic partnerships with stakeholders and successful campaigns Outstanding written, verbal and visual communication skills Looking for a step up into a leadership role to start helping to set the growth agenda with an agency

Skills

Digital Marketing Seo Stakeholder Management Marketing Content Marketing Squarespace

Job Industry

Design & Architecture

Seniority Level

Junior

Employment Type

Full Time

Expiry Date

Monday 20th Jul 2020

Location

100, Swanston Street, Melbourne, Victoria 3000, Australia



Salary Range

\$100000 - \$110000

Notification Options

Do you want to notify candidates about your role?

[Back](#)

[Post Job](#)

You can choose whether you would like to send an email notification to candidates or not.

Based on the below criteria, candidates who meet any of the Candidate criteria will receive an email notification informing them that a new job has been posted.

Skills – candidates that have any one of the skills will receive an email notification.

Notification Options

Do you want to notify candidates about your role?

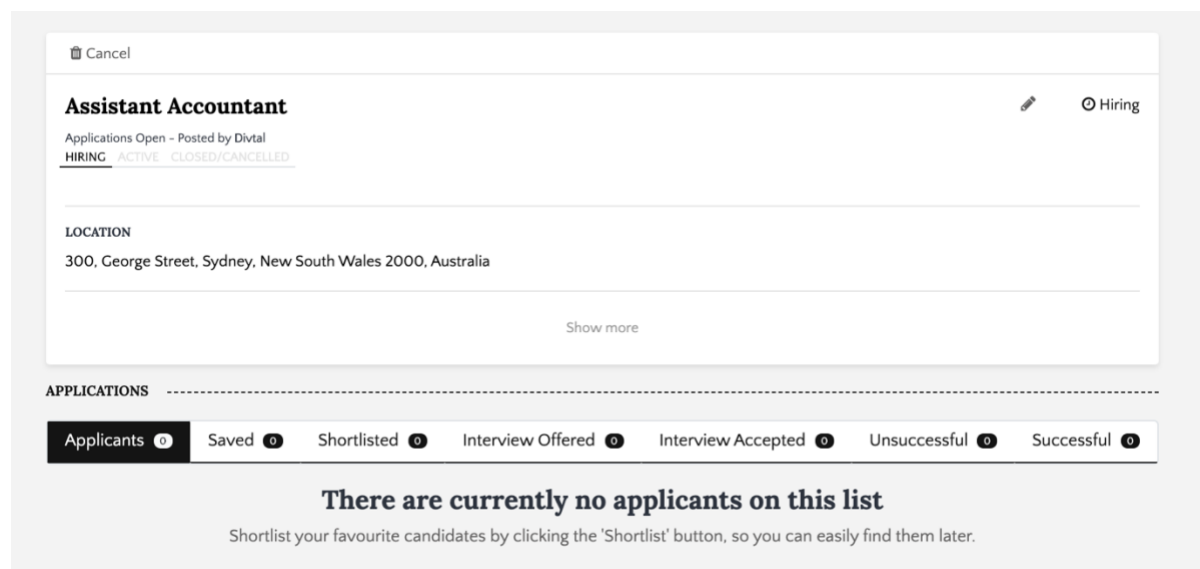
Candidate Criteria		Please Tick
Industry	Design & Architecture	<input type="checkbox"/>
Employment Type	Full Time	<input type="checkbox"/>
State	Victoria	<input type="checkbox"/>
Skills	<input type="checkbox"/> Digital Marketing <input type="checkbox"/> Seo <input type="checkbox"/> Stakeholder Management <input type="checkbox"/> Marketing <input type="checkbox"/> Content Marketing <input type="checkbox"/> Squarespace	<input type="checkbox"/>

Managing Applications

This section is designed to help you manage your job applications.

To manage your job applications, go to the 'Active Roles' section. You will see a list of your current roles with applicants.

Click on a role to view all applicants, saved candidates, shortlisted candidates, candidates with interview offers, candidates who have accepted an interview application, unsuccessful applicants and successful applicants.



Applicants

- All applicants for the role will appear on this list.

Saved

- Once you've saved a preferred candidate by clicking 'Save', they will appear on this list.
- Candidates do not get notified that they have been saved.

Shortlisted

- Once you've 'Shortlisted' a candidate you would like to contact about their application, they will appear on this list.
- Candidates will be notified that they have been shortlisted.
- Only once a candidate has been shortlisted you will be able to view the email and phone number.

Interview Offered

- Once a candidate has been invited to an interview, they will appear on this list.

- Candidates will be notified that they have been invited for an interview and will need to accept or decline.
- There is no timeframe for candidates to accept or decline, so we encourage you to follow up by contacting the candidate via email or phone.

Interview Accepted

- Once a candidate has accepted an interview, they will appear on this list.
- Ensure you have contacted the candidate via email and provided them with the interview details, once they have accepted.

Unsuccessful

- When you pass on a candidate or when a candidate declines an offer to an interview, they will appear on this list.
- Candidates will be notified that they have been unsuccessful for the job.
- We encourage you to contact candidates who did not pass the interview stage before moving them to this stage, to confirm the unsuccessful outcome and provide them with feedback.

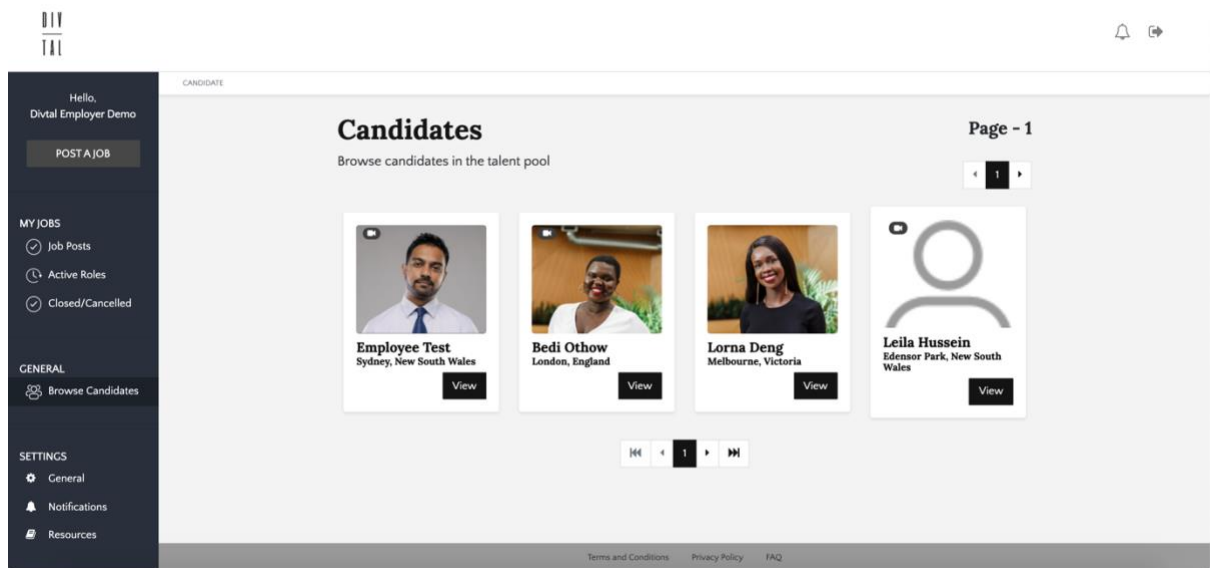
Successful

- When you accept a candidate after an interview by clicking the 'Hire' button, they will appear on this list.
- Candidates will be notified that they have been successful for the position.
- We encourage you to contact candidates to congratulate them on the successful outcome before moving them to this stage, provide them with feedback and confirm next steps.

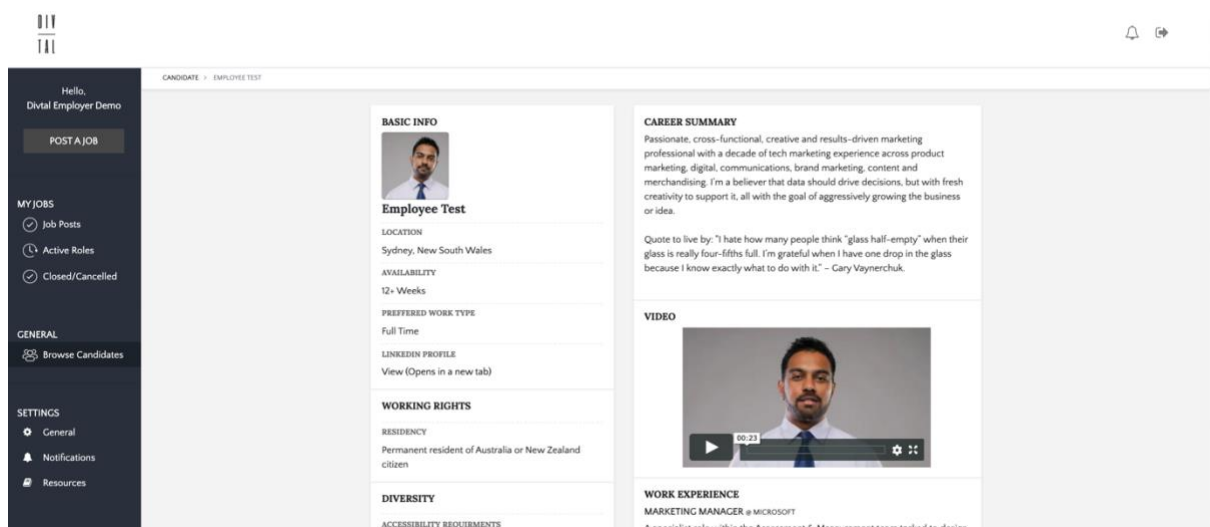
Browsing Candidates

This section is designed to show you how to navigate the 'Browse Candidates' section.

To browse all the candidates in the talent pool, click 'Browse Candidates' in the main navigation column.



Click the view button to view the candidate's profile, including their Career Summary, Skills, Work Experience, Video Resume, Working Rights and Diversity.





Hello,
Divtal Employer Demo

POST A JOB

MY JOBS

- Job Posts
- Active Roles
- Closed/Cancelled

GENERAL

- Browse Candidates

SETTINGS

- General
- Notifications
- Resources

DIVERSITY

ACCESSIBILITY REQUIREMENTS

No

GENDER

Non-Binary

NATIONALITY AND/OR ETHNICITY

Australian Indian

COUNTRIES LIVED IN

Japan

LANGUAGE/S

Indian

RELIGION/S

Hindu

KEY SKILLS

SKILLS

Digital Marketing Marketing
Content Marketing Seo Wordpress
Squarespace Google Ads

WORK EXPERIENCE

MARKETING MANAGER @ MICROSOFT

A specialist role within the Assessment & Measurement team tasked to design and execute an assessment framework that enables objective and data-based people decisions across the employee lifecycle. Designed and implemented a standardized enterprise-wide assessment approach for internal and external recruitment. Redesigned the assessment approach for volume recruitment and graduates to increase efficiency, objectivity and improve the candidate experience.

Jan 2019 - Present (6 months, 1 year)

MARKETING MANAGER @ GOOGLE

Partnering with leaders to deliver Google's marketing initiatives. A specialist role within the Assessment & Measurement team tasked to design and execute an assessment framework that enables objective and data-based people decisions across the employee lifecycle.

Feb 2018 - Present (5 months, 2 years)