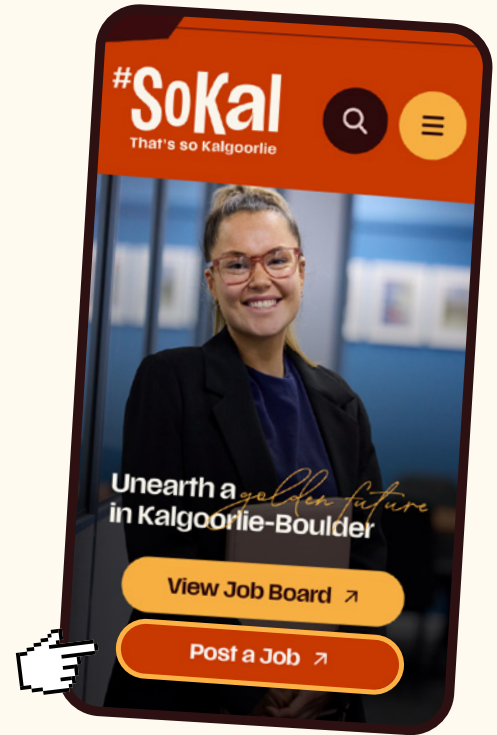


Your Quick Guide to Posting Jobs on #SoKal

- 1** Go to the **#SoKal** website
Visit www.sokal.com.au and click the **Post a Job** button at the top of the page.
- 2** Complete the Job Listing Form
Enter your job details, including:
 - Job Title
 - Location
 - Work Type e.g. Full-time, part-time, casual, junior (14-17 y/o)
 - Publish Dates (to and from)
 - Position Description
 - Upload supporting materials
- 3** Select Application Method
Option 1: #SoKal website - Tick the box to allow applicants to submit responses and upload files directly via the #SoKal website. All submissions will be sent to your nominated email.
Option 2: Alternative Platform – Leave the box unticked if you prefer applications via another platform (e.g. Seek/Indeed).
- 4** Submit Your Listing
Once submitted, your listing will be reviewed and approved by the KBCCI team.
- 5** Your Job Goes Live
Approved listings will appear on the #SoKal website until the expiry date you've set.
- 6** Need to Edit or Remove Your Listing Early?
Contact the KBCCI team at adviser@kbcci.com.au for assistance.

A smartphone displaying the 'Submit an Employment Listing' form. The form fields include:

- Job Title: * (with a placeholder 'Enter the title of the employment item.')
- Publish From: *
- Publish To: * (with calendar and clock icons)
- Location: (with a placeholder 'Please select one' and location icons)
- Work Type: (with a placeholder 'Please select one' and a dropdown arrow)
- Industry Field: (with a placeholder 'Please select one' and a dropdown arrow)
- Salary: (with a placeholder 'Please select one' and a dropdown arrow)



Contact the KBCCI team at adviser@kbcci.com.au for assistance.

Whether you're a #SoKal campaign sponsor or not, all KBCCI members can list unlimited jobs free of charge.

#SoKal

That's so Kalgoorlie



Unearth a *golden future*
in Kalgoorlie-Boulder



Become part of the #SoKal story

www.sokal.com.au

An initiative of

