



## Guidelines for Submitting and Managing Advertisements

Audience: Employers, Recruitment Agencies

**Jobpal.lk**

No.50/6B, Siripa Road,  
Colombo 5, Sri Lanka

Chamara: (+94) 76 4224402

Hotline: (+94) 117 574800

[info@jobpal.lk](mailto:info@jobpal.lk) or [jobpal.lk@gmail.com](mailto:jobpal.lk@gmail.com)

# Job Advertisement submission Steps

STEP-1 - Visit [jobpal.lk](http://jobpal.lk) and click Sign up link on top right

STEP-2 - Signup for a new Employer account

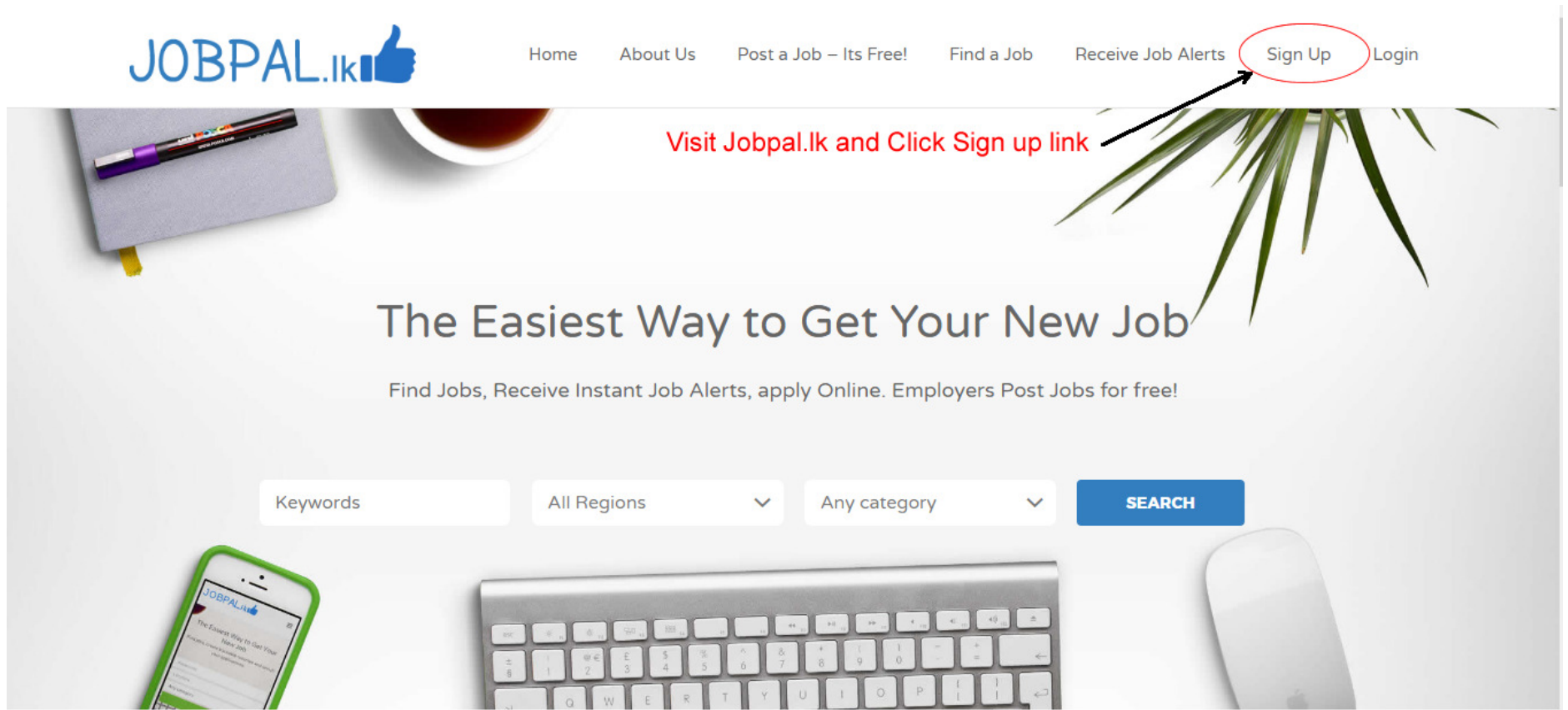
STEP-3 - Submit a Job Vacancy

STEP-4 - Preview Ad before Submitting

STEP-5 - Receive Final confirmation

STEP-6 -Manage Jobs under “Manage Jobs” page under “My Account”

# STEP-1 – Visit jobpal.lk and click Sign up link on top right



Jobpal.lk (+94) 76 4224402, (+94) 117 574800, info@jobpal.lk, jobpal.lk@gmail.com

# STEP-2 – Signup for a new Employer account



## Register

**EMAIL ADDRESS \***  
 ← **Enter your email address**

**PASSWORD \***  
 ← **Select a password**

**CONFIRM PASSWORD \***  
 ← **Retype the password**  
Choose a Strong Password

← **Click Register button**

# STEP-3 – Submit a Job Vacancy



## YOUR ACCOUNT

You are currently signed in as **careers**.

[SIGN OUT](#)

## JOB TITLE

Marketing Executive

← Enter the Title for the Job

## APPLICATION EMAIL/URL

careers@mycompany.lk

← Enter email ID you wish to receive CVs

## LOCATION

Union place colo

← Type the job location. It will suggest you locations.  
Select the suitable location from the list.

- 📍 **Union Place** Colombo, Sri Lanka
- 📍 **Union Place** Colorado Springs, CO, United States
- 📍 **South Union Place** Lakewood, Colo, United States
- 📍 **Union Street** Golden, Colo, United States

## STEP-3 Cont.. – Submit a Job Vacancy



[Home](#)

[About Us](#)

[Post a Job – Its Free!](#)

[Find a Job](#)

[Receive Job Alerts](#)

[My Account](#)

### JOB REGION (OPTIONAL)

Colombo



Enter a Job Region (Optional)



### JOB TYPE

full-time



Select the Job type from the drop down list



### MONTHLY SALARY (RS) (OPTIONAL)

25,000 – 50,000



Select the salary range from the drop down list (Optional)

### JOB CATEGORY

A



Select job categories. You can assign multiple categories per Job.

Accounting/Finance/Auditing

Agriculture/Dairy/Fisheries

Apparel/Garment/Clothing

Architecture/Interior/Design

Automotive/Aviation

Banking/Finance

## STEP-3 Cont.. – Submit a Job Vacancy



### JOB ADVERTISEMENT IMAGE (OPTIONAL)



[REMOVE]

CHOOSE IMAGE

Used for the Job Spotlight display

Enter Detailed advertisement of the Job.  
You have 2 options.

You can enter an advertisement image, Job description or both Image and Description.

Option-1: Enter Job Advertisement Banner

Option-2: Enter Job Advertisement Details

### DESCRIPTION (OPTIONAL)



We are looking for young, energetic self-motivated individuals to fill in the above position. We are considering school leavers too.

Position Requirements

– Experience of editing previous wedding events is a must. – Strong knowledge of Adobe Premiere Pro is a must. – Knowledge/Experience of Adobe After Effects will be a plus. – Knowledge of Adobe Photoshop. – Maintaining high standards across all projects and delivery within a given timescale.

# STEP-3 Cont.. – Submit a Job Vacancy



## Company Details

### COMPANY NAME

My Company PLC

← Enter your company name

### COMPANY DESCRIPTION (OPTIONAL)

**B I** [List icons] [Link icon] [Image icon] [Undo icon] [Redo icon]

Enter company details here...

← Enter your company description (optional)

p

### WEBSITE (OPTIONAL)

mycompany.com

← Enter company web site (optional)

### LOGO (OPTIONAL)

**CHOOSE IMAGE**

← Upload company logo

Maximum file size: 2 MB.



## STEP-3 Cont.. – Submit a Job Vacancy



Home

About Us

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My Account ▾

### COMPANY DESCRIPTION (OPTIONAL)

**B** *I*

Enter company details here...

p

### WEBSITE (OPTIONAL)

mycompany.com

### LOGO (OPTIONAL)

**CHOOSE IMAGE**

Maximum file size: 2 MB.

**PREVIEW**

← **Finally Click Preview button to preview the advertisement**

## STEP-4 – Preview Ad before Submitting



You can preview the ad and if any changes needed click “Edit Listing” to make changes

EDIT LISTING

SUBMIT LISTING

If everything is ok you can submit the ad by clicking “Submit Listing” button  
Preview

### Marketing Executive

FULL-TIME

Colombo

Posted 35 mins ago

Salary: 25,000 to 50,000

My Company PLC

Overview

About My Company PLC

## STEP-5 – Receive Final confirmation



[Home](#)

[About Us](#)

[Post a Job – Its Free!](#)

[Find a Job](#)

[Receive Job Alerts](#)

[My Account](#)

### Job Posted

**You will receive “Job Posted” confirmation.**

**If you wish to submit another job click “post a new Job” button.**

Job submitted successfully. Your listing will be visible once approved.

[POST A NEW JOB](#)

OR

[MANAGE YOUR JOBS](#)

**You can view your jobs, Edit, Delete jobs by visiting “Manage your jobs” link**

# STEP-6 –Manage Jobs under “Manage Jobs” page under “My Account”




## Manage Jobs

You can view your ads, Edit, Duplicate, Delete from “Manage Jobs” page under “My Account”

Your listings are shown in the table below.

TITLE	FILLED?	DATE POSTED	LISTING EXPIRES
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Marketing Executive	-	21/06/2017	21/07/2017
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 Edit  Mark filled Duplicate  Delete