PharmiWeb.Jobs Recruiter User Guide

PHARMIWEB.JOBS
Global Life Science Jobs

Hi,

Welcome to PharmiWeb.Jobs!

We are delighted to welcome you to our site and look forward to supporting you with your recruitment needs.

This document is a comprehensive guide, giving insight into who PharmiWeb are, how we can help you and how to use the site. This guide also contains some other valuable information and useful contact details.

We look forward to working with you!

The PharmiWeb Team

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About Us

Pharmiweb.Jobs, Europe's largest Pharmaceutical, Biotechnology and Life Sciences job board, has been providing online media advertising solutions to some of the industry's leading organisations since 1999.

Supported by state-of-the-art systems and technologies, our dedicated team is focused on helping our clients reach the best candidates; not just through job posting and CV search, but also through an innovative range of services that help to raise each organisation's profile in the industry. These include Employer Branded Career Hubs, Targeted Email Campaigns, Recruiter Training and more, all aimed at supporting our client's recruitment and candidate attraction strategies.

After the success of the launch of our new job board PharmiWeb.Jobs in 2019, our team has been committed to growing PharmiWeb on a global scale. In the past two years alone, we have launched 3 new affiliate sites in Australia, DACH and most recently USA, and have welcomed on board a number of leading global Life Science organisations. It's been an exciting and productive time for us, and we already have lots planned for the future.

Video below is a brief history of the company:

Quick Video Guides:

Managing Jobs on Pharmiweb.com:

Posting a Job

Viewing a Job

Editing a Job

Expiring a Job

Reposting a Job

Job Upgrades:

Adding an upgrade to a new job

Adding an Upgrade to an existing job

Adding Upgrades to multiple jobs

Candidate Database:

Searching & Downloading CV's

Filtering CV Results

CV Saved Searches

CV Alerts

Helpful Articles:

How to Write an Effective Life Science Job Advert

Using CV Alerts to Find the Best Candidates

The Benefits of Targeted Email Campaigns

How to Capture the Attention of Life Science Candidates

10 Ways to Locate Hard-to-Find Pharma Talent

Using a Job Scraper to Reach More Life Science Candidates

How to Reach More Life Science Candidates

11 Ways to Keep Candidates Engaged Throughout the Recruitment Process

Signing in:

- Sign in here with the credentials that have been issued to your email.
- When you sign in for the first time, you will be requested to **reset your password**, so you will need to enter your original password, and create a new password:

✕ You must change your password before you can continue

Current password ✱

New password ✱   Confirm password ✱

Save

Amending Account settings:

- Click the Company Name in the top right to access *Company level settings*. From here you can:
    - Update the Company Profile Page
    - Add, Edit or Expire Company Users
    - Amend Filter Questions
    - Add an Auto Regret Message
- To access your own *user settings*, click your name in the top right. From here you can update your Personal Details, Email Address & Password. You also amend which notification emails you receive.

PharmiWeb.Com ⚙ | Switch recruiter | Abbie Boyd ⚙ | Sign out   Jobseekers

Switching Between Company Accounts:

- In order to Switch between company accounts, such as if you associated to different country accounts, you need to select "**switch recruiter**".

Advertising a Job:

- Click the "advertise a job" tab, which will show your *credit balance* or option to *purchase more credits*.
- Select an existing credit, and you will be taken to the job posting page
- Here you can either input all details from scratch, or if you've previously posted a similar role, use a template

- If you choose a template, you can edit as required before posting, or if posting from scratch simply follow each step to complete your posting.

To post on behalf of another company:

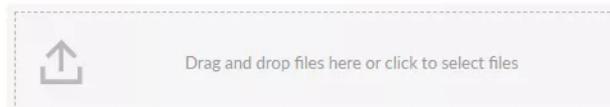- As part of this posting, you can use an "*alternate recruiter name*" and "*alternate logo*" in Step 3:

Completing Your Posting & Applying an Upgrade:

- When finished, you can apply an upgrade to the role. If you have upgrades already on the account, you will see "credit available".
- If there are not any on the account, you will see the associated cost which can be paid with a card online.
- Click "*post your job now*" and you will be taken to the basket if payment is required, or the job will go straight to live.

Viewing & Editing Live Jobs:

- Select "your jobs" to view all jobs live on the account, including jobs from all other users within your company.

- Search for specific roles using the search options, or amend the status of the search if looking for expired roles, or roles left in draft status:

Keywords	Status	
	Live ⌄	Filter

- You can also filter the list to allow you to only see your own roles, or sort the list by date created, roles expiring soon, or those with recent applications:

Filter by: All Jobs | My Jobs

Sort by: Created | Expiring | Recent applications

- While on "your jobs", to open a role click the job title, then you can *edit* the advert, *upload supporting documents*, add *filter questions* or apply an *upgrade*.

- Here you can also preview the role.

Supporting documents   Filter questions   Upgrades

Preview this job

Filter Questions:

- You can add filter to all jobs on a company level here

- Alternatively, you can add filter questions to each individual job by posting the role, then clicking on the role in the "your jobs" list. You can then click the option in the top right to add a filter question to each role.

Repost, Upgrade & Expire in Bulk:

- When on "your jobs", you can *repost*, *upgrade* or *expire* jobs in bulk ticking the boxes on the left of the roles, and then selecting the option required.

PharmiWeb Scraper Service:

- If you have a PharmiWeb Scraper as part of your contract, one of the Operations team will reach out to ensure this is set up upon company account creation.

- Once set up we will manage the scraper, so your roles will be scraped within one day of being added to the URL or feed we scrape from.

- If you have location/keyword/category filters on your scraper, they can be amended by contacting us.

- To amend a role that has been posted via the Job Scraper, you will need to amend this on the original source, and our scraper will pick up any changes when it runs again overnight.

- To apply upgrades and view the CV Database, you will need to log-in as normal here: PharmiWeb Log-in

If you'd like to discuss purchasing a scraper, feel free to reach out to our sales team:

Sales@PharmiWeb.com

+44 (0)845 5651771

Third Party Posting Service

- If you are using a third-party posting service, we can integrate with most, and have a document we can provide to allow set up.

- Once set up, you can post through your chosen service and the roles will be pushed through to our site within a few hours.

- To amend a posting, you will need to amend within the posting service and the role will update within PharmiWeb.

- To apply upgrades and view the CV Database, you will need to log-in as normal here: PharmiWeb Log-in

CV Searching:

- In the CV Search, you can complete a basic or advanced search, save searches, set up alerts, and download or shortlist any candidates of interest.
- To search for candidates, we recommend using a boolean search to ensure the search is as relevant as possible, i.e:

    "CRA" or ("clinical research associate")

- To complete an even more specific search, you can also use "advanced search" options. This allows for options such as willingness to relocate, languages spoken, experience level or availability:

Availability
☐ Immediately available
☐ Actively seeking a new job
☐ Open to offers
☐ Not looking right now

Setting up Saved Searches & CV Alerts:

- After creating a search, you can "set up saved search". This allows you to give the search a name and run it whenever required.
- Alternatively, you can choose to set up an alert using the "set up CV Alert" button, and you can then choose the frequency for these alerts.

Set up CV alert   Set up saved search

- You can also "manage CV Alerts", allowing you to pause and delete alerts, or edit the alerts to keep them relevant to your needs.
- Each user can have up to 10 CV Alerts set up at any one time, so make sure to set these up for any roles to ensure you don't miss out on the perfect candidate!

PHARMIWEB.JOBS

Contact Information

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Helpdesk

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Useful Links

Video Guides & FAQ's

PharmiWeb Help

Recruiter Services Login

https://recruiter.pharmiweb.jobs/login/

Our Sites

PharmiWeb.Jobs

PharmiWeb.Jobs Australia

PharmiWeb.Jobs DACH

PharmiWeb.Jobs USA

PharmiWeb.com, News & Events Portal

PharmiWeb.com

Contributor Login