



USER GUIDE

Rapid Contractor Management job posting user guide

Contractor Management Second-Level
Client Administrator Guide



1800 307 595 | support@rapidglobal.com | rapidglobal.com



Rapid Job Posting connects Rapid clients with a growing database of over 80,000 contractor companies.

Clients can post jobs and connect with interested contractors. Once contractors apply, the user can review the applications and shortlist potential contractors.

This feature leverages the Rapid B2B contractor database, providing clients with a full overview of contractors and their capabilities.

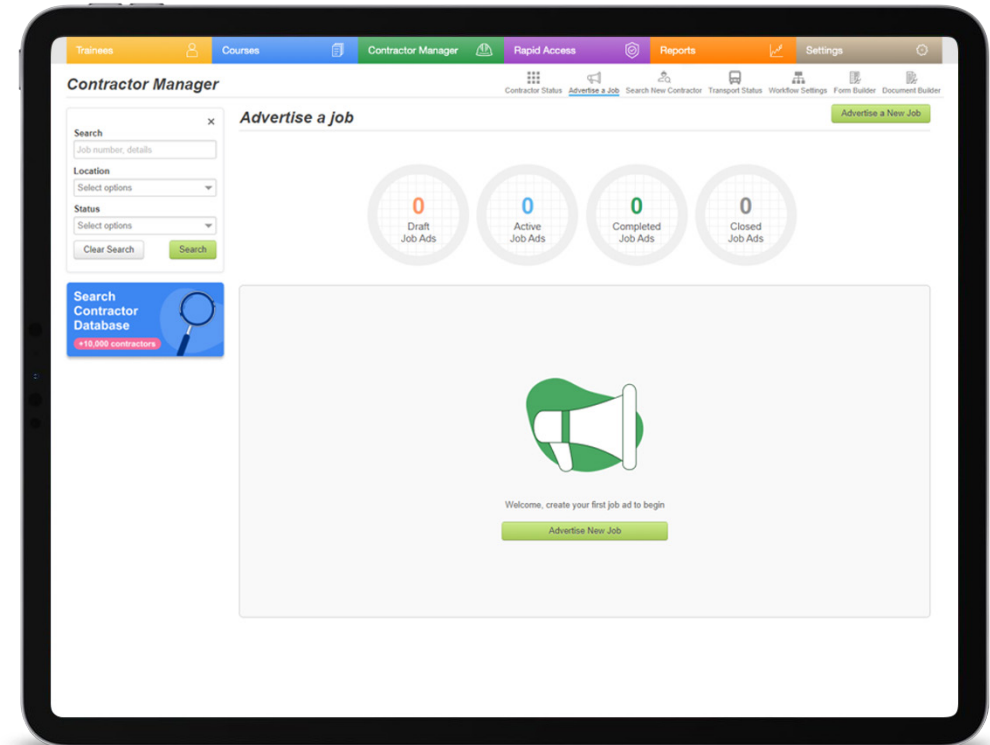
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Job posting

Dashboard

Job posting lives within the Contractor Management dashboard and can be found as the second option in the dashboard navigation. It is permission based for selected second level administrators under the Contractor Management permission types.

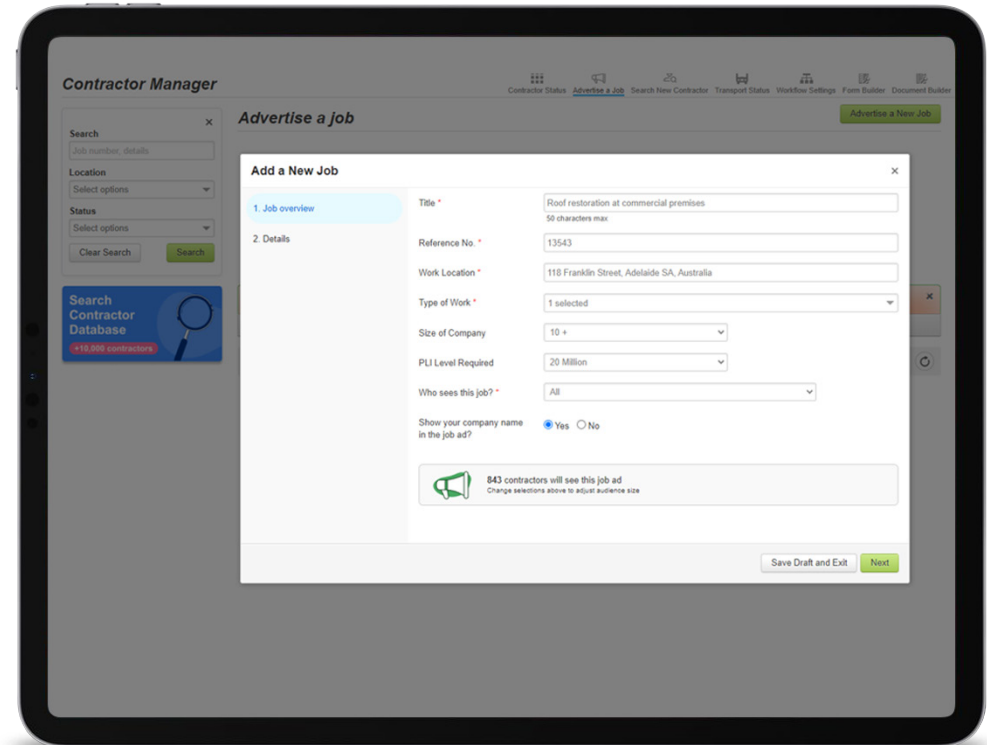


Posting a Job

Advertise a Job

To create a new job, click **Advertise a New Job** and fill in the relevant sections.

As you complete the filters, the number of contractors who fit the criteria of the job will adjust.



Filters

When posting a job, here are some specific tips on the filters:

Type of Work relates to the work categories that the contractor has chosen to show on their profile. This is a pre-defined but extensive list that you can select from (ie carpentry, cleaning, plumbing)

Work Location can be an exact address or suburb.

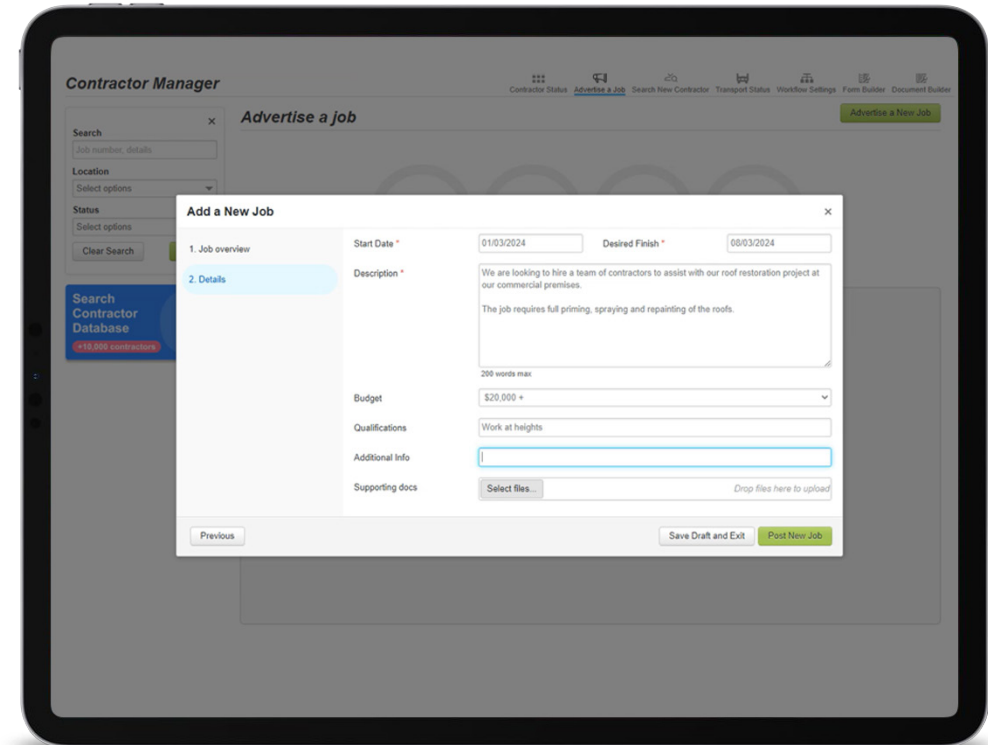
Job Posting can be narrowed down to all available contractors or only contractors in your package.

You can opt to show or hide your company name when posting the job.



Posting a Job

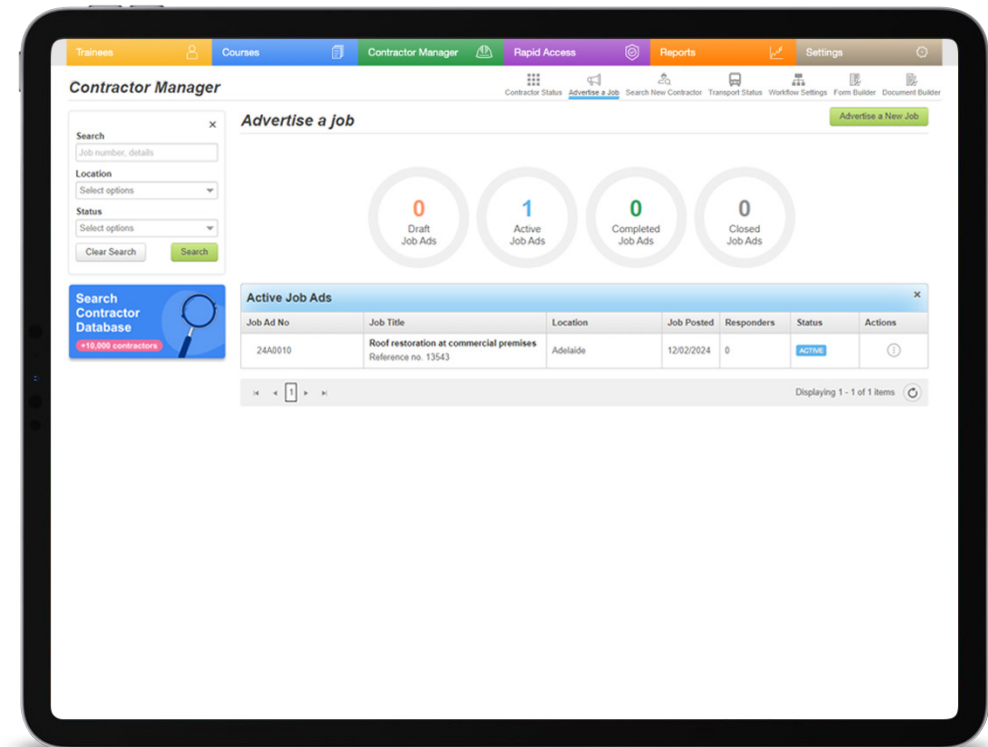
Complete the job details, including the expected start and end date, description, budget, qualifications, additional info and supporting docs. Then either **Post New Job** (which will make the job active) or **Save Draft and Exit**.



Posting a Job

Active job post

Once you have posted the job, it will immediately become active for the relevant contractors to respond with their interest. As responses come in, the job will be actively updated on the dashboard.



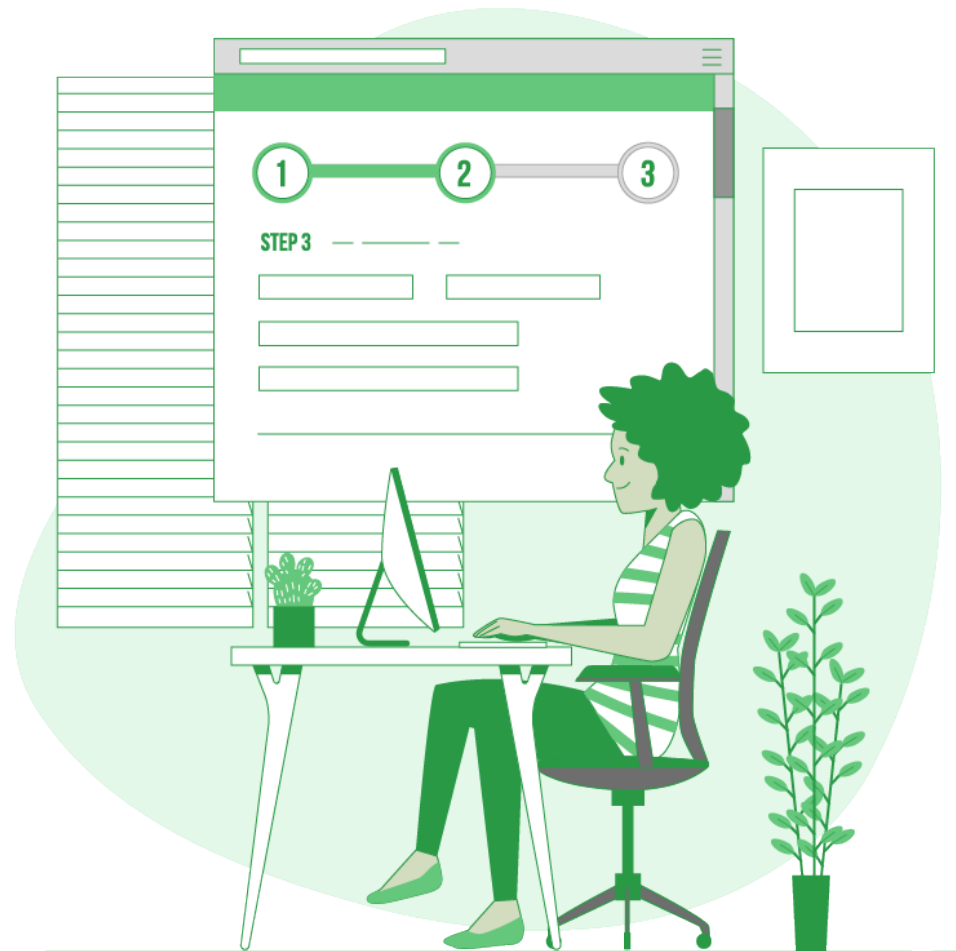
The Lifecycle of a Job

All active jobs will move to **completed** in any of the following circumstances:

- **10 contractor companies** have responded as “Interested”.
- **3 contractor companies** have been “Shortlisted” by you.
- **2 weeks** without 10 companies registering interest or being shortlisted.

Once the above occurs, the job ad moves into the status of “Completed”.

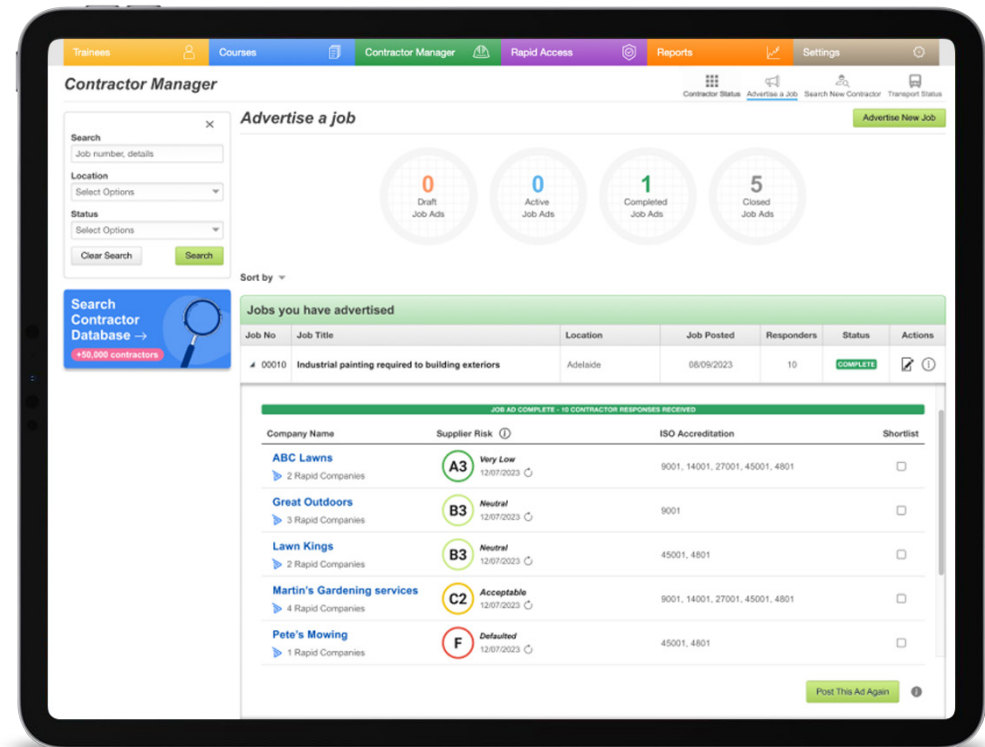
All job ads automatically move to “Closed” status after 2 weeks.



Shortlisting Interested Contractors

Completed

In this example, this job has been automatically marked as **“Completed”** because it has reached the maximum of 10 respondents. Now, the companies can be reviewed and shortlisted by the end user.

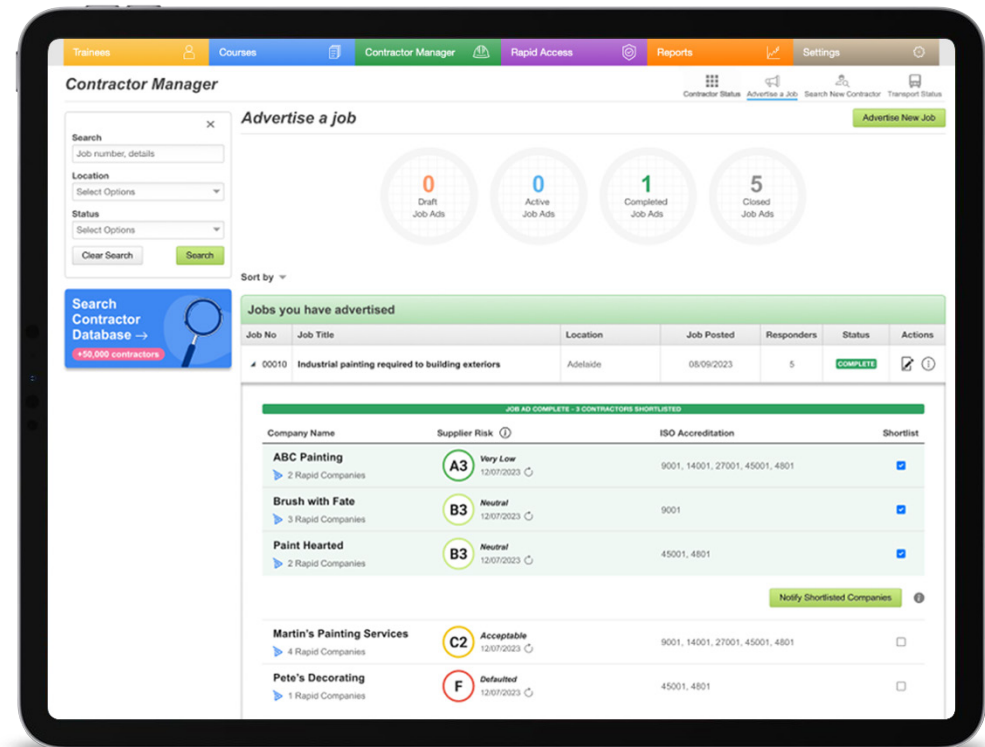


Shortlisting Interested Contractors

Shortlisting

Tick the contractors you wish to shortlist and notify of your interest in them completing the work.

Note, you can only shortlist a maximum of 3 interested contractors.

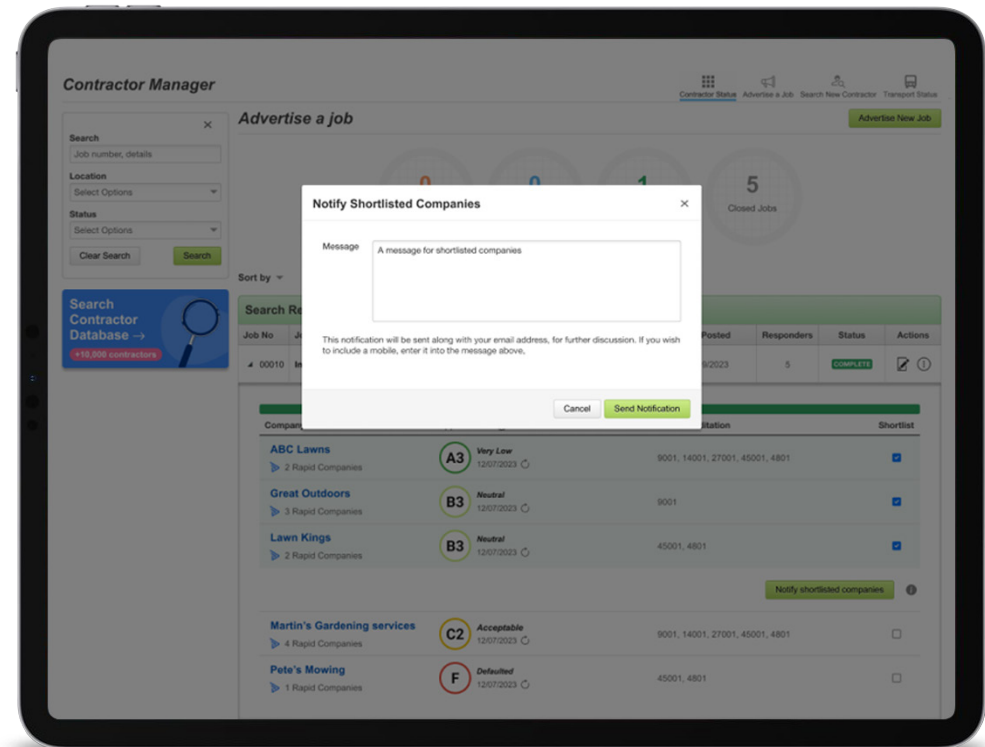


Shortlisting Interested Contractors

Shortlisting Contractors

You will be required to input a short message to the shortlisted contractor(s).

This will include your email address for the contractor to reach out and discuss the job with you outside of the Rapid system.

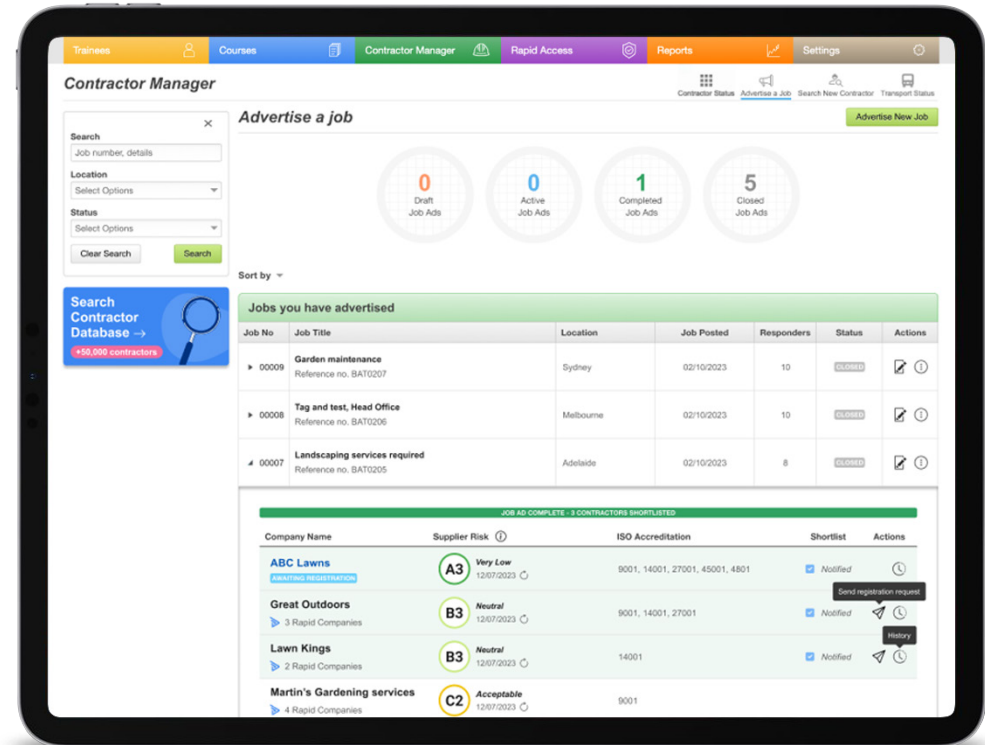


Shortlisting Interested Contractors

Shortlisting contractors

Once you have created a shortlist, you will be able to send a request to register the contractor(s) who are not currently on your Rapid Contractor Management system.

Any shortlisted companies who are registered with your company will show with a blue hyperlink to their profile.



Reposting a job

Sometimes a job may not gain the desired responsiveness or audience anticipated.

In that case, the job can be reposted with the same or adjusted filters, this time hiding it from the initial group of contractors who had listed their interest in the job.

It's suggested if a job does not get enough respondents that the filters are adjusted to incorporate a larger audience.



Learn more

Rapid's team is here to support you.

Helpful resources

Dive into our library of tutorials and support content to help you and your team get the most out of Rapid's feature rich software.

Live support

Rapid's Client Services team is ready to help you with your technical questions and can be reached by phone or email (1800 307 595, support@rapidglobal.com).

On-going consultation

Take your workplace safety to the next level and speak to our experts about Rapid's other workplace management products.

Connect with us

Keep up to date on our latest product features and follow @RapidGlobal on LinkedIn, Facebook or Twitter.



Rapid Global Head Office

Level 2, 118 Franklin Street
Adelaide 5000
South Australia

1800 307 595
+61 88405 1100

support@rapidglobal.com
rapidglobal.com/support