

How to Post Jobs on the Cotton Jobs Australia Webpage

STEP 1: CREATE AN ACCOUNT WITH COTTON AUSTRALIA

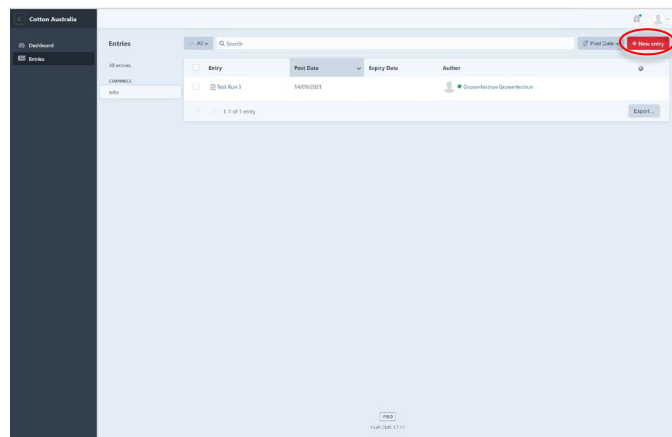
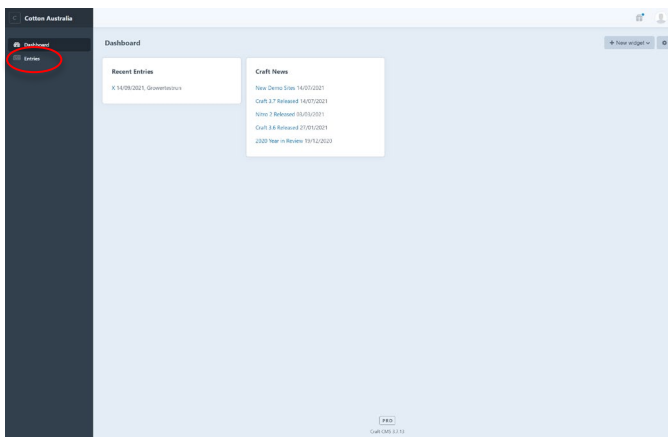
Before being able to post an advertisement on the Cotton Jobs Australia webpage, you must first create an account at <https://cottonaustralia.com.au/register>. Once you create an account, you are certifying that you are a Cotton Australia levy-paying grower and we will promptly authorise your access. If you are not a Cotton Australia levy-paying grower, please contact your relevant Cotton Australia regional manager. For more information on regional managers please visit <https://cottonaustralia.com.au/staff>.

STEP 2: LOGIN TO YOUR COTTON AUSTRALIA ACCOUNT

Once your account is approved, you will be able to access your Cotton Australia account at <https://cottonaustralia.com.au/admin/login>. Once you visit this page, please sign in using your account details from Step 1. If the page does not allow you to sign in, then it is likely that your account is still awaiting authorisation. Please give up to one business day for this authorisation stage to be completed.

STEP 3: CREATE A JOB ENTRY

Once you have logged in, you will be redirected to the 'Dashboard'. From here, please select the 'Entries' button. When you reach the 'Entries' page, you can create a job post by clicking the 'New Entry' button on the top right. If you are having difficulty reaching this page and you are using a phone, then try using a computer. If you are already using a computer, then try using a different internet browser, such as Chrome, Firefox, or Internet Explorer.



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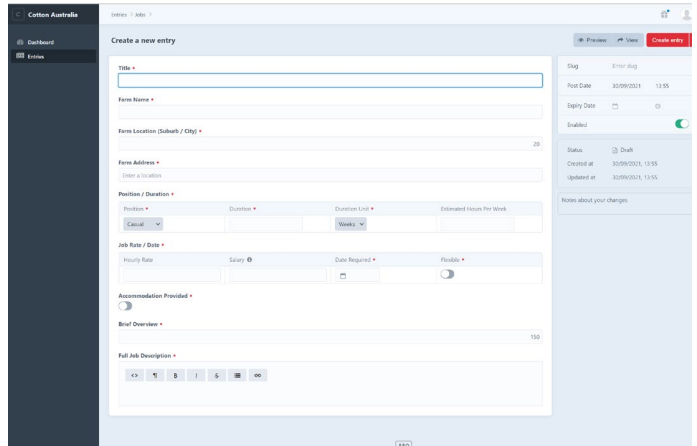
ABN 24 054 122 879

www.cottonaustralia.com.au

STEP 4: POSTING YOUR JOB ENTRY

Once you have selected the 'New Entry' button, you will be redirected to the following page. From this page, you will be able to detail the information regarding your job entry.

When you include all your details, you have the capability to 'Preview' your job entry to ensure that it is to your liking. Then, you can 'Save' your job entry and then it will automatically be displayed on the Cotton Jobs Australia page at <https://cottonaustralia.com.au/jobs>.



Note 1: As your advertisement will be displayed on the Cotton Jobs Australia page alongside hundreds of other growers. We strongly recommend listing all the support services that your farm will have on offer in your 'Brief Overview' and your 'Full Job Description'. Support services may include: Wi-Fi, proximity to local towns, air-conditioned onsite accommodation, etc...

Note 2: In the 'Full Job Description' section, please ensure that you remember to include all relevant information and requirements regarding the job, including work experience required, etc...

Note 3: To avoid cluttering the webpage, please ensure that you only post one job entry per job type. That is, if you require five general labourers, please post one job entry and just include in the title: 'General Labourers (5 Positions on Offer)'.

STEP 5: AMENDING YOUR JOB ENTRY

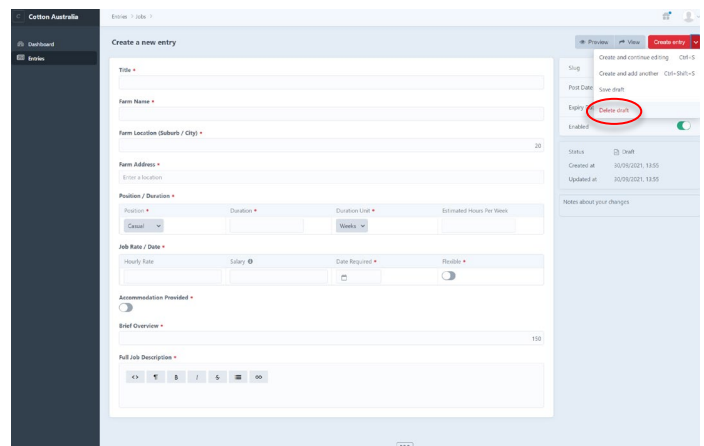
Once you have uploaded your job entry, please check that it has been successfully displayed on <https://cottonaustralia.com.au/jobs> within 24 hours of your posting. If you would like to amend your job entry, then you can login to your account and amend the posting again on the 'Entries' page.

STEP 6: VIEWING/ACCEPTING JOB APPLICATIONS

Once you have posted your job entry, applicants will be able to view it and apply through the relevant application forms. When an applicant submits their application form, their information as well as their application will be sent to you in automated email. You can also view all job applications for a particular job entry by selecting the 'View' button in the 'Entries' page. From here, you can reach out and coordinate interviews/employment.

STEP 7: REMOVING YOUR JOB ENTRY

Once you have accepted all the relevant applications for a particular position, please ensure that you delete the job entry from the page to avoid clutter. This can be done by selecting 'Delete Entry' in the 'Save' dropdown menu.



If you have any difficulty with these steps or require assistance, please email cottonjobsaustralia@cotton.org.au or phone Paul Sloman at 0448 084 883.